

Collection Development Guidelines

City of Swan Library Services

March 2019

PURPOSE

The Collection Development Guidelines are a framework to ensure that the library collection supports and expresses the City of Swan Library Services' mission, vision and objectives, while reflecting the diverse needs of the community and Place served by individual branch libraries.

The Guidelines will:

- Ensure the development and maintenance of Branch collections relevant to their communities
- Assist in maintaining the integrity of the total collection
- Provide accountability within budget expenditure
- Establish priorities and parameters for selection
- Provide an understanding of collection management to professional staff
- Provide an explanation to the community about the Library Services' principles of selection.

The Collection Development Guidelines are reviewed annually.

GUIDELINES

The City of Swan Library Services comprises five public libraries and one community library (i.e. joint-use with The Western Australian Department of Education and Training).

The total collection contains resources that have been purchased with funds provided by the State Library of Western Australia (SLWA), the City of Swan and the Western Australian Department of Education and Training (DET) with the intention that they be available for loan or used within the library.

The Library Services primarily serves the ratepayers and residents of the City of Swan; however through the Library Board of Western Australia Act (1951-1983) provision is made for access by the wider community.

The collection may contain resources in all available formats. New formats will be included when professional assessment is made of suitability, space and budgetary requirements. The mix of formats is dependent on availability, budgetary considerations, client needs, community profiles and other evaluation tools.

The collection will reflect a wide variety of ideas and may contain controversial points of view.

PURCHASING

SLWA

Resources are selected by preferred suppliers using the SLWA allocation, through the Supplier Selection arrangement, on behalf of each metropolitan LGA public library system.

Local stock

This is stock purchased with funds from City of Swan and may be sourced from preferred library suppliers, retail outlets and subscription agencies.

Education Department

A small percentage of resources are purchased by the Ellenbrook Secondary College in consultation with library specialists at Ellenbrook Library.

SELECTION

Two methods of selection are used, both of which are overseen by specialist librarians.

- a. **Supplier selection** – SLWA and Swan stock selections are provided by preferred suppliers. These are informed by branch profiles which are based on the understanding of the local demographic and user base. Selections are also founded on analysis of statistical data provided by the Library Management System (VSmart).
- b. **Community-led resource selection** - purchase requests and suggestions may be submitted by library patrons through the online [Item Request Form](#) in Iguana. This proactive approach is a key aspect of collection development at Swan Libraries.

Selection and purchases operate within the framework of the policies and processes determined by The City of Swan, SLWA and DET.

Criteria for selection

1. The main points considered in the selection of new materials are:
 - a. Individual merit of each item; including content, accuracy, authority, readability, bias, quality, currency, literary merit, and physical suitability
 - b. Popular appeal / demand
 - c. Suitability of material and content for the local community
 - d. Existing library holdings; including subject gaps, subject strengths and number of copies system-wide

e. Budget

2. Reviews are a major source of information about new resources. The lack of a review or an unfavourable review shall not be the sole reason for rejecting a title which is in demand. Requests from library patrons and titles discussed in the media must be considered under the general criteria for selection. Resources are judged on the basis of the work as a whole, not on a part taken out of context.

EVALUATION AND ASSESSMENT

The Collection is continuously evaluated to ensure that the library is fulfilling its goal to provide resources in a timely manner to meet patrons' interests and needs within budgetary constraints.

Statistical tools such as circulation/usage reports, collection turnover reports, in addition to patron input via community surveys, informal feedback, and requests for titles are essential in evaluating the collection.

WITHDRAWAL

An up-to-date, attractive and useful collection is maintained through a continuous withdrawal and replacement process. Replacement of worn resources is dependent on current demand, usefulness, more recent acquisitions meeting the same needs and the availability of later editions. The ongoing process of weeding the collection is the responsibility of the Library Coordinator at each branch, with assistance from other members of staff.

As a guide, items are identified for withdrawal when they are:

- Factually inaccurate or obsolete
- Worn beyond repair
- In an unappealing physical condition
- Irrelevant to the needs of the community served
- Not circulated in a two year period
- Non-fiction items published more than 10 years ago
- Superseded by a newer edition
- Of no discernible literary or topical merit
- Obsolete format due to technological advances and market availability
- Available elsewhere through interlibrary loan and have specialised appeal

This general guide is to be used for all material acquired from SLWA, local stock funds and Department of Education funding.

More detailed **Weeding Criteria** are included as [Appendix 1](#).

Please also see **Discard Criteria for Use by Public Libraries**, provided by the SLWA as [Appendix 2](#).

SPECIAL COLLECTIONS

Special collections may be established on a temporary basis or as a permanent collection. A special collection may be developed to meet a particular need in the community, e.g. parenting, ESL & LOTE or may be established to provide a comprehensive collection of items deemed necessary to address a subject in greater detail.

The guidelines governing the purchase of resources for special collections are the same as those for the general collection.

SCOPE OF COLLECTION

The City of Swan Library Services' collection is divided into the following categories. The number and content of each category may vary at each library, depending on community needs, space, and budgetary considerations. Items may be in print or electronic format.

Adult fiction

Aims to provide patrons with the broadest possible selection of popular and contemporary fiction and literary classics. This may include Australian fiction, translations of major non-English speaking authors, best-sellers, classics, short-listed and award winning titles, and emerging writers. Some fiction titles are available as e-books or e-audio via subscribed electronic platforms.

Adult non-fiction

Aims to encourage life-long learning and satisfy the informational, recreational and cultural needs of the community. This includes resources covering a wide range of subjects and interest levels. As per SLWA guidelines we do not collect Textbooks / TAFE / University course material. There is a focus on up-to-date information and Australian content is given priority. Physical resources are supplemented by online databases subscribed to through SLWA and available via the Library Services discovery layer (Iguana).

Magazines and newspapers

Aims to provide popular titles that reflect the current information needs and recreational interests of the community. The resources available are based on client interest and demand, and some titles are available via a subscribed electronic platform.

Online databases

Aims to provide current information that supports life-long learning and the informational and educational needs of the community, including the virtual community.

Young people

Aims to provide the widest choice of materials that will support young people's informational, educational, recreational and cultural needs. Young people are defined as clients who are aged from 0 – 18 years of age. In conjunction with specific services (e.g. Storytime), the collection aims to contribute to the development of literacy and, through a broad range of formats, supports different learning styles and needs.

The collection provides access for three different age groups:

Junior Kindergarten (0 – 6 years)

The collection contains a wide variety of picture books such as board books, concept books, nursery rhymes and some simple non-fiction suitable for this age group. Other appropriate formats are also included. There is a preference for Australian content.

Junior (6 – 12 years)

The collection contains both fiction and non-fiction resources in a variety of formats suitable for this age group. It may provide classics, award-winners and popular fiction. The collection offers support materials to the education curriculum and the preference is for Australian content.

Young Adult (13-18 years)

The collection contains a range of fiction, non-fiction, and graphical resources in a variety of formats suitable for this age group. Particular consideration is given to paperback fiction books. The collection also offers support materials to the education curriculum, and recreational reading needs of this age group.

Large print

The collection includes a wide range of available titles, covering both fiction and non-fiction. Australian content, current interests and popular authors are included. It may be appropriate to include the same title as is already available in other formats.

Audio & audio-visual

Aims to provide recreational viewing, listening and /or instructional material to complement and/or enhance the print collection. A wide range of formats is included. New emerging formats may be considered upon assessment of their suitability. Currently this includes DVDs and audiobooks in physical format, and movies and e-audiobooks via subscribed electronic platforms.

It may be appropriate to provide the same title in more than one format; however a wide selection of titles is preferred. Preference will be given to titles which are less likely to be found at commercial locations. Consideration is given to the hardware and software capabilities of clients; therefore preference is given to the current predominant technologies.

Comics and graphic novels

Aims to provide a selection of mainstream and popular culture publications which will stimulate and encourage visual learners and unmotivated readers to explore other literature. Preference will be given to the selection of age-appropriate material, with care taken to clearly identify as adult resources, publications which contain mature language and situations.

Indigenous resources

Aims to provide resources and information of interest and relevance to, and about, Indigenous peoples.

Local history

Aims to collect, preserve and make accessible a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the City of Swan.

For more detailed information see the **Local History Collection Policy Statement** ([Appendix 3](#))

Languages other than English

Aims to provide a range of resources in languages other than English. The selection of Languages to be collected is dependent on: availability, client demand, and those pertinent to the local area (as per the latest ABS information). The collection will be dependent on the selection capabilities and procedures of the SLWA. Preference will be given to material written by local authors and not translations of English works.

Literacy (Adult & ESL)

Aims to provide resources to support the learning of language, literacy and numerical skills both for people whose first language is English and people from non-English speaking backgrounds. The collection contains culturally appropriate print and non- print materials in a range of formats

and reading levels. Instructional resources, recreational reading resources and resources to support tutors are included.

Ephemera

Includes Government/Council publications for display and consultation while they contain current information or until the advertised date has passed.

Series

Due to budgetary considerations and wear and tear, it is not possible to comprehensively collect or replace all titles in a series - whether in print or audio-visual material such as DVDs. The purchase of titles in a series must meet the same [Criteria for Selection](#) as any other title.

DVD titles in a series may be requested by Interlibrary loan provided:

- they are more than 12 months old from date of acquisition
- they are required for education purposes and not available for purchase
- where extensiveness of series is cost-prohibitive

INTERLIBRARY LOANS

Wherever possible City of Swan Libraries aims to select or purchase titles that are of interest to the majority of its patrons, either through standing orders, or requests submitted by patrons.

However, it is not possible to comprehensively collect published titles in every subject area, due to a number of factors including space and budget. Interlibrary loan may be used to obtain items from other libraries where those materials are not contained within the collection of City of Swan Library Services and/or are not of general interest to all readers.

City of Swan Library Services may choose also to lend its materials to other libraries through the same inter-library loan network.

Supply and lending are as per the guidelines of the State Library of Western Australia **ILLs Code of Practice** (see [Appendix 4](#))

GIFTS, BEQUESTS, DONATIONS AND UNSOLICITED MATERIAL

Gifts, donations and bequests will only be accepted if they meet the Library's Collection Development Guidelines. Acceptance into the collection will depend on space restrictions in the collection, as well as the following.

The material must:

- meet the basic [Criteria for Selection](#)

- be published material in demand
- be in an appropriate format for public library usage
- be in a robust condition ready for loan
- be free from conditions

Library staff may choose not to accept donations, or accept them while making clear to the donor that the Library reserves the right to dispose of them as they see fit (e.g. book sales, charity shops etc). The final decision rests with the Library Coordinator.

Donations of resources in languages other than English may be accepted on behalf of other WA public libraries and will be forwarded on for consideration in special language collections. City of Swan Libraries do not have the resources to process donations in languages other than English.

CENSORSHIP AND INTELLECTUAL FREEDOM

Although materials are carefully selected, differences of opinion may arise regarding the suitability of library materials. The collection endeavours to provide an unbiased source of recorded knowledge and ideas, while aiming to be comprehensive and balanced.

City of Swan Library Services support the following Australian Library and Information Association policy statements, while recognising it is obliged to abide by Commonwealth and State Government law on banned and restricted publications and productions.

Statement on free access to information:

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

Statement on information literacy for all Australians:

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

Statement on libraries and literacy

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-libraries-and-literacies>

Statement on library and information services and Aboriginal and Torres Strait Islander peoples:

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/libraries-and-information-services-and-indigenous-peoples>

Statement on library services for people with disabilities:

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/library-and-information-services-people-disability>

Related Legislation

The Australian Broadcasting Act (1992)

www.acma.gov.au

Office of Film and Literature Classification (OFLC)

www.classification.gov.au

Appendix 1

CRITERIA FOR WEEDING

SLWA, SWAN and DET STOCK

1. PHYSICAL CONDITION

Discard items which:

- ◆ are soiled or badly worn, particularly those with missing pages, brittle or dirty paper
- ◆ have a short life and have become worn and tatty
- ◆ are non-print and damaged to the point of not being usable

Rather than attempting repair it is advisable to buy a replacement copy for books which are in bad physical condition, but have a high turnover.

2. CONTENT AND FORM

Consideration for removal should be given to:

- ◆ Non-fiction material which is more than 10 years old or is factually out of date
- ◆ Fiction older than 5 years
- ◆ Material which presents theories or concepts which have been disproved or altered significantly
- ◆ Material which presents stereotypes of race, culture or sex role
- ◆ Which no longer meet curriculum needs

Areas of Special Consideration for weeding

Non-Fiction

All areas of the collection should be subject to frequent review and assessment. The following guidelines may be helpful when weeding specific areas of the collection. Consideration should be given to curriculum areas before removing resources.

- 000** Resources in the computing area will date quickly. Examine closely anything over five years old.
- 100** Consider weeding outdated descriptions of psychological problems.
- 200** Remove old information about sects and religions.

- 300** Discard outdated law and government resources. Discard information on outdated social issues.
- 400** Consider the removal of old dictionaries.
- 500** Examine closely resources over five years old. Discard those with obsolete information and outdated pictorial formats.
- 600** Resources over five years old, particularly those on technology and medicine need to be examined closely.
- 700** Consider the removal of dated works on photography, music, art and sport. New editions and works with superior illustrations need to be considered.
- 800** Examine closely older literary works which have lost their appeal.
- 900** Weed outdated geography, history, and travel resources. Retain resources that pertain to the history of the community.

Reference

Examine closely anything over five years old. Outdated multi-volume encyclopaedia sets have limited value.

Fiction

Mass-market paperbacks and poorly written fiction should be seriously considered for weeding.

Other

Audiovisual resources, especially where equipment no longer supports usage, should be removed.

3. USE PATTERNS

Discard items in areas of declining use such as where:

- ◆ a particular resource or subject was popular and interest has waned
- ◆ materials were acquired to meet the needs of a specific group and these needs no longer exist
- ◆ items have had no use within the last 2 years, despite promotion.

The LMS provides data regarding use patterns which can inform decisions in this area.

Appendix 2

CRITERIA FOR DISCARDING SLWA STOCK

FOR USE BY PUBLIC LIBRARIES

In 2015 the City of Swan chose to 'op-out' of the SLWA return exchange process. This means that we have chosen to not to send our discards back to SLWA, but rather to dispose of them locally. Please follow the criteria below:

DON'T DISCARD ✘

- Material 3 years or newer – unless in bad physical condition
- Repair manuals (eg cars, boats) – regardless of condition or age
- Western Australian books – regardless of condition or age
- Books about Western Australia or Western Australians – regardless of condition or age
- Series (ie. need to be read in sequence) – unless in bad physical condition
- General books (not guides) on family history that include names and dates of events – regardless of condition or age
- Books where there have been 5 or more interlibrary loans within the last 2 years – unless in bad physical condition

DO DISCARD ✔

| | |
|---|--|
| SLWA material in bad physical condition | Fair wear and tear, grubby or worn pages, worn covers and spine, unable to be repaired |
|---|--|

| | |
|-----------|------------------|
| Hardcover | 5 years or older |
|-----------|------------------|

| | |
|------|------------------|
| LOTE | 5 years or older |
|------|------------------|

| | |
|-----------------------|--|
| Atlas, Encyclopaedias | 5 years or more, unless significant events make content obsolete or inaccurate |
|-----------------------|--|

| | |
|-----------------|-----------------|
| JK and JNR DVDs | 1 year or older |
|-----------------|-----------------|

As a participating Local Government, we are obliged to follow the procedures outlined in :

- [Discard of SLWA Library Materials Retained by Public Libraries](#) and
- [Circa Procedure Discard/Retain](#)

Appendix 3

LOCAL HISTORY COLLECTION POLICY STATEMENT

OBJECTIVES

- To provide a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the City of Swan.
- To collect, preserve and make accessible these resources.
- To provide a selective collection of associated reference material to assist in historical research.
- To act as custodian for the archives of, when storage space allows, community organisations and businesses in the area.
- To act as a referral point for researchers to sources of material both within and outside the collection area.

SCOPE OF THE COLLECTION

Geographic scope: The boundaries of the collection are those of the City of Swan, therefore including the suburbs of

- Aveley
- Avon Valley National Park
- Ballajura
- Baskerville
- Beechboro
- Belhus
- Bellevue
- Bennett Springs
- Brabham
- Brigadoon
- Bullsbrook
- Caversham
- Cullacabardee
- Dayton
- Ellenbrook
- Gidgegannup
- Guildford
- Hazelmere
- Henley Brook
- Herne Hill
- Jane Brook
- Kiara
- Koongamia
- Lexia
- Lockridge
- Malaga
- Melaleuca
- Middle Swan
- Midland
- Midvale
- Millendon
- Noranda
- Perth Airport
- Red Hill
- South Guildford
- Stratton
- Swan View
- The Vines
- Upper Swan
- Viveash
- Walyunga National Park
- West Swan
- Whiteman
- Woodbridge

Collection of original materials and unique documents will be limited to those relating to this area. With donors' permission such material relating to other areas will be transferred to the appropriate collecting agency in these areas. Where useful for research purposes published works on the wider region in which the collection area is situated will be included.

Time frame: The Collection will include material relating to geological time, indigenous Australian occupation, post-European occupation, as well as current material.

Themes or subjects: The Collection will be thematically comprehensive, containing material on all aspects of the area – geographic, sociological, educational, economic, political and other.

Formats: The collection will include

Monographs

- Monographs or pamphlets published on the collecting area, or on people who have lived or worked in it
- Literary or research works by residents of the collecting area, or published locally, and fictional works based on the area
- Published works on the wider region including the collection area
- Selective background or professional reference texts where helpful to historical or current research, or to disseminate The Collection
- Genealogical texts, both instructional and/or including primary source materials relating to the State

Newspapers

- Selected local newspapers in hard copy
- Relevant articles from non-local newspapers

Serials

- Serial publications of relevant historical and family history groups
- Serial publications of local community groups
- Journals of relevant professional bodies such as oral history and genealogical associations

Pictorial materials

- Photographic formats including prints, postcards, negatives, transparencies, slides and glass negatives
- Artworks such as paintings, sketches, etchings. They may be executed by local artists, or depict scenes or personalities in the locality. Both originals and reproductions will be collected and accepted as donations, but purchase of originals will be limited, and relate to the local studies budget and the policies of other collecting agencies. Historical content rather than artistic merit will be the basis for acquisition.

Audio and audio-visual materials

- Sound recordings including tapes and compact discs
- Films

- Videos

Maps and plans

- Published and unpublished maps
- Survey plans
- Land subdivision or real estate plans
- Architectural and engineering plans
- Aerial photographs

Manuscripts and personal papers

Ephemera

Microfiche and microfilm

Community information material including plans, reports and studies

Artefacts/realia

- The Collection will not include artefacts due to the differing requirements for preserving, housing and accessing these materials and will refer donors to other collecting agencies

METHODS OF ACQUISITION

Purchase: An annual budget will be provided for the purchase of relevant materials in all formats.

Copying: Funds and/or facilities will be provided for photographic copying, photocopying or digital scanning of materials lent for this purpose; or duplication of materials owned by The Collection in order to preserve the originals.

Donations: Will form an important source of acquisitions. Items will be accepted only without encumbrances, and when they are relevant to the collection policy. The library reserves the right, under special circumstances, to dispose of materials at a later date.

Exchange: May occur with collectors in other areas, or collectors of other formats of materials. Exchanged materials become the property of The Collection in the same way as donations.

Deposit: Deposits of materials are accepted only from community organisations or businesses and consideration will be given to potential size, permanency, value, space and staffing capacity and funding before acceptance of business archives.

Creation: The Library will create materials in a variety of ways including systematic photographic projects, oral history projects and a publications programme.

PRESERVATION OF MATERIALS

Funds, facilities, equipment and staff will be provided to house materials in the manner most conducive to their long-term preservation, and to carry out micro-conservation or duplication where necessary to preserve the originals.

ORGANISATION OF RECORDING MATERIALS

Materials will be organised and recorded in a manner which gives greatest access to the information in them. Cataloguing, classifying, indexing and description will conform to the highest library and archival standards.

ACCOMMODATION

In consideration of the value and unique nature of many local studies materials, items will be housed in the local history room and adjacent archives room, and rare items that are difficult and/or expensive to replace may be locked away and made available for use by request.

ACCESS TO THE COLLECTION

Access will be provided to all parts of The Collection, except where their sensitive nature or deposit arrangements dictate restrictions on certain archival series or personal papers, or where access will jeopardise the long-term preservation of the materials. In the latter case duplicates will be provided for public access where possible.

The Collection is a reference collection, and no materials may be borrowed from The Library. Materials will be used in the Local History Room. Where copyright conditions, ethical considerations and digital capacity allow, digital copies of materials will be made available through the digital asset management system via the libraries' online catalogue.

Staff will answer brief reference questions and will provide as much guidance as possible to information in The Collection, and in the use of resources. A maximum of two hours will be spent on any individual research query.

Where information is not available in The Collection, referral to other appropriate collections and resources forms an important aspect of the service.

Additional access to materials and information in The Collection will be facilitated by exhibitions, presentations and publications.

STAFFING AND VOLUNTEERS

In selection and allocation of staff, stress will be placed on appropriate qualifications and experience and sufficient provision of personnel to carry out the varied functions of the service. In view of the comparatively recent development of local studies collections, and the variety of technical expertise required outside the normal training of librarians and archivists, continued attendance at in-service seminars and courses are encouraged.

In selection of volunteers, stress will be placed on a keen desire to learn and perform non-professional tasks. Scope exists for volunteers with the appropriate skills to move up to more complicated tasks.

COOPERATION WITH OTHER GROUPS

A close working relationship with all groups in the local community, including City of Swan staff, City of Swan Councillors, sporting groups, service and community associations, schools, churches, hospitals, artists, and commercial and industrial firms is highly beneficial. Special cooperation with the local historical society, family history group and any other collecting agency in the area, and development of complementary roles, is considered very important

Appendix 4

PUBLIC LIBRARIES IN WESTERN AUSTRALIA INTER LIBRARY LOANS CODE OF PRACTICE

1 August 2018

**As endorsed by the Operational Management Group comprising members from State
Library of Western Australia and Public Libraries Western Australia Inc.**

Background

The Operational Management Group comprising representatives from Public Libraries Western Australia Inc. and State Library of Western Australia endorsed a number of recommendations for the rules governing Inter Library Loans in Western Australian Public Libraries. Commencing on 1 August 2018 this code of practice will outline the roles and responsibilities of the requesting and supplying libraries in order to ensure adherence to the restrictions in place.

Principles

There will be no restrictions on the number of Inter Library Loan requests placed per borrower as part of this code of practice.

All libraries participating in the Inter Library Loans system need to maintain the regulations as listed below:

Both requesting and supplying libraries assumes responsibility for:

1. Complying with the guidelines for ILLS.
2. Ensuring the confidentiality of the requesting patron is respected.
3. Undertaking regular VDX housekeeping and completing all processes in a timely manner

Requesting library assumes responsibility for:

1. Complying with the restrictions as listed below.
2. Not requesting items that are restricted from ILL.
3. Clearly indicating, where a loan meets the exemptions criteria, the criteria that the loan should be lent on

Supplying library assumes responsibility for:

1. Supplying items, other than those that are restricted as below.
2. Providing a loan period of no less than four weeks for a metropolitan and eight weeks for a country loan
3. Considering requests for materials where the loan meets the exemptions criteria, particularly where not loaning that item may disadvantage a person with special needs

Restrictions

The following items are restricted from the Inter Library Loans system from 1 August 2018:

1. Items with an accession date 12 months or under – all categories and formats including fiction and non-fiction
2. Junior items
3. Young adult items (see exceptions list Appendix A)
4. DVD (see exceptions list Appendix A)
5. Audio (see exceptions list Appendix A)
6. No supply of multiple copies for book clubs

Restrictions will be reviewed on an annual basis.

External Loans

No fees charged to library members for external loans. External loan criteria will be reinstated, see Appendix B

APPENDIX A

Exceptions

Exceptions will apply for loans to library members with special needs or where the cost of purchase of an item exceeds the reasonable cost of the Inter Library Loan itself. Exceptions will apply as follows:

Graphic novels

YA and Adult Graphic Novels from series where cost and space would make it prohibitive for libraries to hold complete series.

DVDs

Required for education purposes and not available for purchase
DVD series where extensiveness of series is cost-prohibitive

Special needs

- Supply of Large Print and Audio for housebound customers
- Access to information for people with disabilities in a format that will enable them to access the information as readily as other people are able to access it, as per the Disability Service Regulation 2004
https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s36857.html
- Access to information for people from culturally and linguistically diverse (CALD) backgrounds - this includes access to all LOTE materials regardless of age, as per the Multicultural statement, Multicultural Australia – united, strong and successful
<https://www.homeaffairs.gov.au/trav/life/multicultural/multicultural-statement>
- Small non-metropolitan libraries with population less than 1,000 as per list below:

| | | |
|-------------------|--------------|----------------|
| Beacon | Koorda | Perenjori |
| Bencubbin | Kukerin | Pingrup |
| Bolgart | Kulin | Sandstone |
| Brookton | Latham | Shark Bay |
| Bruce Rock | Meekatharra | Tammin |
| Calingiri | Menzies | Three Springs |
| Carnamah | Mingenew | Trayning |
| Cocos Home Island | Mogumber | Upper Gascoyne |
| Cocos West Island | Morawa | Useless Loop |
| Cue | Mount Magnet | Wandering |
| Darkan | Mukinbudin | Westonia |
| Dowerin | Murchison | Wickepin |
| Dumbleyung | Narembeen | Wiluna |
| Eneabba | Norseman | Woodanilling |
| Gascoyne Junction | Nungarin | Wyalkatchem |
| Hyden | Nyabing | Yalgoo |
| Kondinin | | |

APPENDIX B

External Loan Criteria

(http://plo.slwa.wa.gov.au/services/vdx/vdx_manual/VDXManualPart3.pdf)

To improve access for clients to resources not held within the public library network State Library manages a budget to supply items on interlibrary loan which met a set criteria. Requests are made via LADD and mediated by State Library.

LADD (Libraries Australia Document Delivery) is a web-based interlibrary loan and document delivery system operated by the National Library of Australia. It provides access to over 700 Libraries Australia libraries and the New Zealand Te Puna interlibrary loan network. The VDX interlibrary software used by WA public libraries interoperates with LADD. Arrangements for paying all costs and charges incurred for supply of LADD (external) loans will be agreed upon by State Library and public libraries.

There may be conditions placed on LADD (external) loans:

1 Library Use only - These items will be annotated "use in library only", usually on the date label and in the notes field of VDX. Your library must observe and enforce conditions specified by the supplying library. If prior to making the request your patron states that a conditional loan will not suit, type "**loan only**" in the '**Item Note**' on the ILL request screen when requesting the item.

2 Newspapers on microfilm may be supplied on LADD (external) loan. If your library, or a nearby public library, does not have a microfilm reader, the microfilm may be viewed by your reader at the State Library.

3 If a client requires a loan from an overseas location, change the search profile on the BibSearch page to International Libraries - this will enable a search of the British Library and Te Puna [New Zealand Library]. The document supply team at State Library will liaise with you before placing the request to determine if the client is willing to pay identified costs.

Criteria for LADD (external) loan

- The content is substantial. The State Library does not supply LADD (external) loans of a light nature that may be covered extensively by other books in public library stock such as the paranormal, sewing, sport, cooking, gardening, arts and craft, hobbies, or light fiction.
- It is not a student text or student reading. Academic libraries rarely lend this type of material on interlibrary loan.
- It is not a car workshop manual. Libraries rarely lend these on interlibrary loan.
- It is not genealogical material. Libraries rarely lend this type of material on interlibrary loan.
- It is not in a format that is unlikely to be lent i.e. a journal, newspaper, standard, patent, map, print, DVD, CD Rom or picture.
- It is out of print
- LADD (external) loan of fiction and junior items are considered when they are:
 - a. needed for research and study purposes
 - b. part of a series
 - c. considered classic fiction
 - d. considered historical fiction
 - e. of a subject matter that is substantial, not what is considered "light fiction"