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## Objective

1. To provide a framework for the selection, maintenance, weeding and evaluation of Albany Public Library's collection to ensure it remains vibrant, informative, current, inclusive and sustainable.

## Policy Statement

2. Albany Public Library will maintain and develop a collection that is balanced, inclusive, and meets the needs of a diverse community by:
  - a. adhering to best practice principles for library collections as defined by legislation and the strategies that govern public libraries; and
  - b. aligning with the strategic priorities of the City of Albany.

## Legislative and Strategic Context

3. Albany Public Library is guided by the following legislation and strategies:
  - a. State and Local Government Agreement for the Provision of Public Library Services in Western Australia;
  - b. APLA-ALIA Standards and Guidelines for Australian Public Libraries (May 2021);
  - c. State Library of Western Australia Intellectual Freedom Policy; and
  - d. The IFLA-UNESCO Public Library Manifesto 2022.

## Policy Review

4. This policy is to be reviewed by the document owner every two years.

## Vision

5. Albany Public Library's vision is:
  - a. To be a Library committed to –
    - i. creating a dynamic, accessible and welcoming "home away from home" – a physical and virtual 'community hub';
    - ii. being a place that celebrates knowledge and learning; responds and evolves to meet community needs, and provides life-long learning opportunities;
    - iii. providing a safe and inclusive space for all the community;
    - iv. providing equal opportunity for people to seek, receive and impart information no matter their age, gender, race, religion, disability, cultural identity, sexuality, language, socio-economic status, political allegiance or social viewpoint;
    - v. collaborating and building strong partnerships within the wider community; and
    - vi. collecting and preserving our social and documentary heritage for current and future generations.

## Intellectual Freedom

6. Albany Public Library will uphold the following principles of intellectual freedom:
  - a. Intellectual Freedom is the freedom to seek, receive and impart information without restriction within the context of the law;
  - b. Intellectual freedom is a fundamental human right. Everyone has the right to seek, receive and impart information and ideas. These rights are enshrined in international

human rights instruments to which Australia is a signatory and are essential for a democratic society and culture;

- c. Censorship is the suppression of ideas, no matter how they are expressed, whether it is the written word, speech or images;
- d. Access to resources, information and ideas, free of censorship and the influence of individuals or groups within their communities will be unrestricted, while at the same time recognising that powers of censorship are legally vested in state and federal governments;
- e. Public Library collections reflect a balance of views and perspectives without seeking to promote or discourage particular viewpoints. The Albany Public Library's collections reflect the diversity of the community and aim to be as inclusive as possible.
- f. Albany Public Library is committed to the principles of equitable access, freedom of expression, freedom from censorship, and protecting the privacy of library patrons.

### **Request for reconsideration of library resource guidelines**

7. Library and information staff are responsible for developing and maintaining library collections.
8. Selection and placement of items in a collection is made by library staff with professional qualifications, expertise and experience.
9. Materials will not be rejected on moral, political, racial, or religious grounds if they otherwise meet selection criteria.
10. A perception that material may offend or cause controversy to a person or a group of people is not, of itself, a reason to limit purchase or provision of an item containing that material.
11. Any request to review a library resource will be assessed by following an evaluation framework. See Appendix 1.

### **Albany Public Library Branches**

12. In addition to the main Library, a branch is located at Wellstead, 100km north-east of Albany.
13. Albany Public Library also manages four self-service micro-libraries located at Albany Leisure and Aquatic Centre (ALAC), Albany Regional Airport, Albany Health Campus, and the Mount Lockyer Child and Parenting Centre.
14. The micro-library collections will be rotated and refreshed every three months.

### **Consortium**

15. Albany Public Library manages the Regional WA Library Consortium (RWALC), a network of libraries in regional Western Australia.
16. Members of a participating RWALC library can use their library card at any of the library locations, and the consortium offers shared access to library resources and support.
17. Currently the consortium includes 34 libraries across 20 local government areas. [RWALC libraries](#)

## Physical Collections

18. All collection items are curated by qualified librarians into age-appropriate categories, with the main collection segments being Adult, Young Adult, and Junior.
19. Albany Public Library's collection is comprised of:
  - a. Books – including large print formats;
  - b. DVDs and Blu-rays;
  - c. Audiobooks;
  - d. Games;
  - e. Magazines;
  - f. Kits (energy audit kits, thermal camera, stay on your feet packs);
  - g. Jigsaws; and
  - h. Tablets (including iPads and Samsung tablets).

## Digital collections

20. Through the State Library of Western Australia (SLWA) partnership, all Western Australian public libraries have access to large collections of eBooks, eAudiobooks, eMagazines, eNews and video streaming.
21. These resources are available through subscription services where patrons create an account using their Albany Library membership number.
22. eContent librarians throughout the state select digital titles. Suggestions for purchase of digital titles can be made by librarians via a PLO Helpdesk request.
23. In addition to the digital collections curated by the State Library, Albany Public Library also subscribes to:
  - a. Beanstack;
  - b. Studiosity;
  - c. Language Nut; and
  - d. Mango Languages

## Stock

24. State-funded stock:
  - a. The State Library of Western Australia (SLWA) makes annual financial allocations to each library (based on the council area's population) for the purchase of stock to build and maintain collections through Library suppliers.
  - b. Approved suppliers use profiles created by librarians to select stock for Adult Fiction, Adult Non-Fiction, and Junior (including Young Adult) in various formats including print books, DVD, audiobook (CD or MP3 disc), graphic novel, and large print.
  - c. Stock supplied through approved suppliers using SLWA funding belongs to Albany Public Library.
25. Local stock:
  - a. The City of Albany allocates funds to contribute to sourcing stock for Albany Public Library's collection including magazines, purchasing extra copies of popular items, items requested by patrons that are unavailable through approved suppliers, and to fill gaps in the collection as needed.
  - b. Donations of materials undergo the same criteria assessment as local stock purchase criteria.

## Selection of stock

26. The selection of stock for public library collections balances various factors to ensure the library meets the diverse needs of its community. Albany Public Library's collection will reflect

the diversity of the community, taking into consideration the demographics and [City of Albany Community Profile](#). The key considerations are:

- a. Community Needs and Interests
  - i. Age profile, cultural background, and interests of the community helps tailor the collection to community need.
  - ii. Patron requests, suggestions, and circulation data help gauge what materials are in demand and meet community interests.
- b. Diversity and Inclusion
  - i. Ensuring that the collection reflects diverse voices, cultures, perspectives, and experiences is crucial.
  - ii. Providing materials in various formats (e.g., large print, audiobooks, multilingual materials; including Aboriginal and Torres Strait islander languages) to cater to different needs.
27. Relevance and Timeliness
  - i. Keeping up with popular topics, bestsellers, and current events ensures that the collection remains relevant.
  - ii. Including materials that are of particular interest to the local community, such as regional history or works by local authors.
28. Quality and Credibility
  - i. Ensuring materials are accurate, well-researched, and written by credible authors or experts.
  - ii. Using professional reviews, award lists, and recommendations from trusted sources like library associations.
29. Budget and Resource Allocation
  - i. Balancing the need for a diverse collection with the available budget.
  - ii. Considering inter-library loan systems and consortiums to maximise resource access without duplicating costly materials.
30. Legal and Ethical Considerations
  - i. Ensuring the collection supports the free exchange of ideas and does not exclude materials based on the views they represent.
  - ii. Adhering to copyright laws when selecting and lending materials.
31. Technological Advancements
  - i. Expanding collections to include eBooks, databases, and other digital content to meet the growing demand for online access.
  - ii. Staying up to date with new media formats, such as virtual reality or interactive content.
32. Long-Term Value
  - i. Selecting materials with lasting significance or educational value, particularly for special collections or archives.
  - ii. Considering the durability of materials and the need for special care or conservation.
33. Other considerations

- i. Content created by local authors and artists.
- ii. Australian, and particularly Western Australian content.
- iii. Award winners, shortlists for prizes, and other significant accolades.

### Processing Stock

34. Items selected through Supplier Direct arrive from the suppliers already processed.
35. Stock purchased locally through local suppliers require processing to become shelf ready.
36. Processing includes cataloguing, covering, generating spine labels, encoding RFID tags, and applying any collection-specific labels. Collection labels can include:
  - a. Genre labels for fiction books;
  - b. Format labels for DVDs and audiobooks;
  - c. Coloured labels for junior kindergarten books;
  - d. Reading level for junior items; and
  - e. Albany Public Library staff add collection-specific labels and initialise the item on the Library's RFID system.

### Stock Maintenance

37. Library staff assess items that pass through the system. For damaged or worn items, staff will determine whether the item remains in circulation or needs repair. Patrons are also encouraged to draw the attention of staff to any damage to items.
38. Library items undergo fair wear and tear. Issues such as loose or torn pages, cracked DVD covers, lightly scratched discs and other potentially fixable problems are repaired in-house.
39. Damaged or worn beyond repair items are removed from the collection and replacements are considered.

### Resource sharing

40. Inter-Library Loans (ILLS)
  - a. From 1 July 2023 the arrangement with the State Library in relation to supplying items to public libraries through the Inter-Library Loan (ILL) system changed. The State Library's new process now involves:
    - i. if an item is unavailable in a library's collection, the material will be supplied in an electronic format (ebooks) in the first instance;
    - ii. where an electronic resource is unavailable or doesn't meet the needs of the patron, a purchase request can be lodged; and
    - iii. inter-library loans will be used only when requested materials cannot be supplied in either of these ways.
41. Request a purchase
  - a. Although this option is available to patrons, there are no guarantees that librarians will be able to purchase all requested items. Availability, cost or if the item is not in keeping with the Collection Development Policy may prevent the purchase. All efforts will be made to try and fulfill requests for items.
  - b. Librarians manage all requests in a timely manner; however, there is no guarantee of receiving the item within a set timeframe.
  - c. Patrons will be advised of the outcomes of their requests.

42. Regional WA Library Consortium (RWALC)
  - a. Capacity does exist for items to be reserved and shared between libraries within the RWALC providing they have opted-in to sharing postage costs. Currently reservations are limited to 10 items in total for Albany library patrons, however this may be subject to change.
43. Mini exchanges and floating stock
  - a. Albany Public Library is committed to ensuring that good quality, used stock can be selected from other public libraries to supplement and refresh its existing collections. In collaboration with participating RWALC libraries, arrangements can be made to exchange items as needed.
  - b. When items are reserved from participating RWALC libraries and received, it is possible for those items to remain as part of the Albany Public Library collection. This process is known as floating stock. The purpose being to mitigate the postage costs of returning items to the lending library.

### Weeding

44. 'Weeding' is the systematic de-selection of stock from the shelves. Weeding ensures the shelves are not overstocked, allows sharing of resources with other locations, and makes space for new items.
45. The criteria for de-selection can change, but generally follows these guidelines:
  - a. Age and condition of the item;
  - b. Length of time since last loan;
  - c. Outdated information;
  - d. Superseded editions;
  - e. Presence of multiple copies in collection;
  - f. Adequate representation of the subject on shelves; and
  - g. Need for space.
46. When weeding, library staff will give special consideration to retaining items that meet the following criteria:
  - a. Have Aboriginal and Torres Strait Islander content, or are by Aboriginal and Torres Strait Islander authors or artists;
  - b. Have a heavy focus on the local area, particularly Albany and the Great Southern and surrounding areas;
  - c. Are hard to replace, such as out-of-print or rare books; and
  - d. Are considered classic, core parts of the collection.
47. Weeded items belong to the Albany Public Library and are redistributed, sold or recycled.

### Stocktake

48. The purpose of a stocktake is to ensure that the Library Management System (LMS) accurately reflects holdings. Maintaining an accurate database of items and their location assists the loaning and sharing of resources both locally, and within the State public library system.
49. Stocktakes occur once every three years.

### Evaluation

50. Collection evaluation happens on a regular basis. The Librarians evaluate the Collection for use, coverage, currency, popularity and gaps. Evaluation methods can include list checking for segments of the collection; for example, the shortlist for a literature prize, the top 100 Australian books, or current bestsellers.

## Physical Collections: Books

### Adult Collections

51. Fiction
  - a. The adult fiction collection aims to provide an appropriate balance of popular recreational reading, contemporary literature, genre fiction, and classics. Every effort is made to acquire fiction, which represents the diversity of the community and to satisfy the variety of interests and needs of patrons. Requests from patrons and the use of titles already in stock will strongly influence selection of adult fiction. Additional duplicate copies of popular and heavily reserved items are purchased when necessary.
  - b. Adult fiction is arranged by the author's surname. Albany Public Library also divides the fiction into genres to enhance the browsing experience for patrons. These genres include Sci-Fi & Fantasy, Rural Romance & Romance, Thrillers & Mystery, Historical, Horror, War & Naval, Westerns, Classics, and Australian. Fiction that does not fall into a specific genre is shelved in the General Fiction collection.
52. Non-fiction (ANF)
  - a. The non-fiction collection aims to provide information supporting lifelong learning, personal development, hobbies, practical support, recreational, and cultural enrichment.
  - b. The Library uses the Dewey Decimal System (DDC) to arrange non-fiction with broad subject heading signage placed throughout the non-fiction shelves.

### Junior Collections

53. Junior kindergarten (JK)
  - a. The junior kindergarten collection consists mostly of picture books and board books for infants and preschool-age children. This collection aims to cater for a range of ages and reading levels and includes fiction and some non-fiction.
54. Easy readers
  - a. Easy readers comprise a range of introductory fiction intended to cater for new and reluctant readers. The collection also forms an intermediate stage between books for preschool and primary school-aged children. Books are divided into three levels based on reading competence and can be both fiction and non-fiction.
55. Junior fiction (JF)
  - a. The junior fiction collection is provided principally for primary school-age children. Selection is on a similar basis to adult fiction, balancing new and noteworthy titles with the need for popular recreational reading and classics.
  - b. Consideration is given to the acquisition of popular film and television tie-ins to meet demand. Like AF, the JF books are arranged by author surname; however, some popular authors or series will be grouped and shelved together to enhance the finding experience for children and parents. This collection caters for a range of reading levels, not limited to age or school year level.
56. Junior non-fiction (JNF)
  - a. Junior non-fiction materials are selected based on usefulness to younger clients in reflecting popular interests and hobbies, as well as supplementing educational resources for schoolwork and home learning. The non-fiction collection must also cater for a range of reading levels within subject areas.

57. Young adult (YA)

- a. The young adult collection is a transitional collection for the reader moving from children's books to adult books with an increased level of maturity. Young adult materials are selected by the same criteria as adult materials but with the focus on the interests of young people. In recent years the popularity of young adult titles has grown exponentially, and many titles are now read by adults as much as by teenagers.

### Special collections

58. Community language collection

- a. The Languages other than English (LOTE) collection contains materials in the following languages: Arabic, Bosnian, Chinese, Czech, Croatian, Danish, Dutch, Farsi, French, German, Hindi, Hungarian, Indonesian, Italian, Japanese, Polish, Portuguese, Russian, Serbian, Spanish, Swedish, Tagalog, Tamil, Thai, Turkish, Urdu and Vietnamese and includes both fiction and non-fiction adult titles.
- b. A small collection of LOTE junior picture books is available in the following languages: Arabic, Chinese, Czech, Dutch, Farsi, French, German, Greek, Hebrew, Indonesian, Italian, Japanese, Malay, Polish, Portuguese Russian, Spanish, Tagalog, Thai and Vietnamese.
- c. Other language materials may be added as demand is identified and materials become available.

59. Aboriginal and Torres Strait Islander Collections

- a. The library recognises the importance of being instrumental in the preservation of Aboriginal and Torres Strait Islander knowledge and culture whilst respecting their traditions and restrictions. The library is committed to sourcing material from reputable Aboriginal and Torres Strait Islander publishers.

### Collections: other formats

60. The Library provides a wide range of fiction and non-fiction in multiple formats. The criteria for other formats are the same as for books, with caveats depending on cost, popularity and availability. The following formats occur in both Adult and Junior collections:

- a. DVDs and Blu-rays (in Australian region format with Australian classifications)
  - i. Movies
  - ii. TV series
  - iii. Documentaries and instruction
- b. Audiobooks
  - i. On MP3
  - ii. On CD if MP3 disc not available.
- c. Large print books
- d. Magazines and newspapers
- e. Graphic novels
- f. Toys & kits
  - i. The Library currently provides various kits (e.g. Story Bags and puzzles) for loan, including jigsaws for adults.
  - ii. Varieties of special kits are also available (e.g. Stay on Your Feet Packs)

### Collection donations

61. Donations

- a. The Library will accept donations of materials from members of the public, with the exercise of discretion by librarians in the acceptance of donations. Once accepted, the library reserves all rights over the items; and
- b. Items accepted for donations, but not included as part of the collection, will be sold in the Library's book sale, or recycled.

### **Other collections and materials**

62. Other items and materials that are included in the Albany Public Library collection include:
  - a. Newspapers;
  - b. Stay on your feet packs;
  - c. Home energy audit kits;
  - d. Books on Prescription resource;
  - e. Compassionate Communities collection;
  - f. Magazines;
  - g. Jigsaws; and
  - h. Better Beginnings books and resources packs

### **History Great Southern – Kaartdijin Bididi Albany**

63. The Albany History Collection underwent a name change to reflect the broad scope of the collection and to recognise the cultural significance of the collection being located on Menang Boodja.
64. Kaartdijin Bididi translates to 'pathway to knowledge or learning'. The name change reinforces the commitment of the Library towards preserving and sharing the rich history and heritage of our region.
65. Items that relate directly to the Albany area, including ephemera produced by the Council and locally produced information and history, are collected with the aim of preserving local information for current and future interest. Most items will be archived as 'not for loan' to reflect their irreplaceable nature.
66. The History Great Southern – Kaartdijin Bididi Albany will also keep copies of books written by local authors (includes both adult and junior titles).
67. Further information related to the development and management of the History Great Southern – Kaartdijin Bididi Albany will be located in its Collection Development Policy.

## Appendix 1- Reconsideration of Library Resource Guidelines

### Objective

1. These guidelines provide the framework for a consistent response to submissions received via the Request for Reconsideration of a Library Resources form.

### Scope

2. The reconsideration process only applies to a physical library item or resource available within the library's collection. For e-resources, reconsideration can only be given to titles purchased as additional titles for the library's collection.

### Limitations

3. Requests received from non-library members will not be accepted.
4. Previously reconsidered titles, resources or authors will only be reassessed for their suitability in the collection if:
  - a. new facts have come to light,
  - b. new restrictions or
  - c. court orders are issued in relation to the title, resource or author effective in Western Australia.
5. Requests regarding electronic resources provided to the Albany Public Library by the State Library of Western Australia are not able to be assessed.

### Reconsideration Principles

6. The Albany Public Library must apply the following principles with regard to reconsideration requests:
  - a. The broadest possible onsite and online access to collection materials will be provided;
  - b. Consider any relevant specific legislation and related exemptions;
  - c. The rights of Aboriginal and Torres Strait Islander people to their own cultural heritage; and
  - d. Removal from the collection will be considered only as an exceptional response.

### Reconsideration assessment

7. Reconsideration requests must be investigated and assessed using the following criteria:
  - a. Has the Australian Classification Board placed restrictions on this material?
  - b. Is the material subject to a suppression order or other legal restriction to access?
  - c. Is access to the material in a library or online in breach of copyright law?
  - d. Is the material identified or notified as defamatory or objectionable under Australian law?
  - e. Is access to the material in breach of protocols maintaining the right of Indigenous peoples to determine access provisions for materials which reflect their history, culture, language and perspectives?
  - f. Does removal of the material from the collection undermine freedom of expression or intellectual freedom?
  - g. Does removal of the material from the collection undermine the Human Rights Act?
  - h. Does the catalogue record contain language that is incorrect, offensive or possibly harmful?
  - i. A donation reversal request

8. During the assessment period the material may be temporarily removed from onsite and/or online access by suppressing the catalogue record and/or removing it from the library shelves.
9. Permanent restriction or removal of an item, resource or an author's work will occur only in the following situations:
  - a. a change in classification status by the Australian Classification Board;
  - b. an outcome of legal proceedings, where removal is required by a court of law;
  - c. an infringement of copyright or intellectual property as directed by a court of law;
  - d. legal challenges (libel, or through other court proceedings). Items in front of the court may be temporarily removed from the collection until the legal matter has been resolved; and/or
  - e. cultural considerations.

### **Reconsideration decisions**

10. The Manager Arts & Culture and Library Team Leader, in conjunction with qualified librarians, will assess requests for reconsideration. They must make all possible efforts to resolve reconsideration requests quickly, with the following possible outcomes:
  - a. The physical item or author's work is retained in the collection in its current location;
  - b. The physical item or author's work is retained in the collection but moved to a more suitable location – e.g. moved from the Young Adult Collection to the Adult Collection;
  - c. Access to an electronic resource is modified - e.g. access restricted to adult members where possible within the software parameters. This is only applicable as per points 2 and 5 of this framework.
  - d. Material is removed from the collection.

### **Making a reconsideration request**

11. Reconsideration request forms are only available as a physical document. This is available at the Albany Public Library upon request.
12. Reconsideration request forms will only be accepted from current Albany Public Library members.
13. The City of Albany Libraries will advise the applicant of the outcome of their submission via email.

### **References**

City of Albany – Albany Public Library Collection Development Policy 2025

[NSLA position statement and procedural guidelines on takedown](#)

[International Federation of Library Associations and Institutions \(IFLA\) Statement on libraries and intellectual freedom](#)

[2014 Lyon Declaration on Access and Development](#)

[NSLA Position Statement: Indigenous Cultural and Intellectual Property](#)

[Australian Classification Board](#)

[Universal Declaration of Human Rights \(Article 19\)](#)

## Appendix 2 – Reconsideration of Library Resource form

Reconsideration request forms are only available as a physical document. This is available at the Albany Public Library upon request.



Albany Public Library

# Reconsideration of Library Resource

## Request Form - Library Members Only

Your feedback is important, and we ask that you complete the information below to help us assess your request. Please consider that while library users have the right to make decisions for themselves and their own children, this right does not extend to other library users.

Library and information staff are responsible for developing and maintaining library collections. Selection and availability of items in a collection is made by library staff with professional expertise and experience. Materials will not be rejected on moral, political, racial, or religious grounds if they otherwise meet selection criteria. A perception that material may offend or cause controversy to a person or a group of people is not, of itself, a reason to limit purchase or provision of an item containing that material.

The information you provide will be assessed by Library management in accordance with the Collection Development Policy, the Request for Reconsideration Policy and the ALIA Free Access to Information Statement. Following the assessment, should you wish, you will be contacted with the outcome.

Please note - If we have already received a request for a particular title to be reviewed, and it has been stringently reviewed according to our policies and guidelines, further reviews will not take place for 6 months from the initial review date. If you disagree you can request further discussion with library management.

### A note on parental responsibilities

Please note, parents/guardians are legally and morally responsible for items borrowed and accessed by children. They have the right to guide the reading, viewing, listening and playing of their children but must give the same right to other parents/guardians.

### DETAILS OF PERSON MAKING REQUEST:

Name

Library Membership Number

Address

City

Postcode

Phone

Email

### DETAILS OF RESOURCE TO BE REVIEWED:

Title

Author

Publisher

Publication Date

How did this resource first come to your attention?

Have you examined/read/listened to/viewed the entire resource in context and in its entirety? **Yes**  **No**

If no, please give details.

What do you believe is the theme of the resource?

Please list your concerns about the resource. Please be specific and cite page numbers or reference points.

Are there positive aspects to the resource?

What do you feel might be the result of engaging with this resource?

Are you aware of any educational/literary reviews of this resource? **Yes**  **No**   
If yes, please provide details.

What action would you like the library to consider in relation to this review?

Do you wish to be contacted regarding the outcome of your enquiry? **Yes**  **No**   
If yes, how would you like to be contacted regarding the outcome?

Other comments:

**Please attach any further documentation that is relevant to the reconsideration.**

Signature

Date

**EXAMPLE**