

Collection Development Policy



Version: 2.0

Last Amendment: 14/12/2022

Approved by: Library Council

Policy owner/sponsor: State Librarian

Policy Contact Officer: Dixson Librarian

Policy location: Collection Development Policy 2021

Date: 01/07/2021

Next review: 01/07/2026

1. Summary

The State Library of New South Wales collects and preserves material which illuminates who we are, where we are from and where we might be going. It seeks to make this material available to all who wish to use it.

This policy outlines the general principles upon which the Library's collections continue to be developed and enriched, acknowledging the need to collect broadly and without prejudice, together with a commitment to seeing that First Nations people and diverse communities can find their records represented. The policy is intentionally general in its focus to support the development of the collection in all areas of interest to Australians.

The Collection Development Policy is central to the State Library's international reputation as a leading institutional collector of documentary material of interest to the people of New South Wales and Australia. The Library works in collaboration with national, state, territory and regional libraries, archives, galleries and museums where collecting interests intersect.

The Library is committed to upholding the highest ethical and legal standards in its collecting practices and is informed by national and international best practice, related internal policies and guidelines and the expertise and judgment of Library staff.

2. History and development

The State Library of New South Wales traces its origins to the opening of the Australian Subscription Library in 1826. Subsequently acquired by the New South Wales Government and later endowed through the generosity of David Scott Mitchell, Sir William Dixson and other benefactors, the Library has continued to grow to form today's extensive holdings.

The collection has been – and continues to be - developed through purchases, legal deposit and donation, bequests and transfers from other organisations, and includes unpublished materials and a major body of general published material across all subjects.

Although the Library exists primarily to serve the people of New South Wales and is supported by the New South Wales Government, the significance of its collections gives it international obligations.

3. Principles

- i. The Library's collection exists for the benefit of the people of New South Wales, Australia and beyond.
- ii. The collection covers a wide range of subjects and incorporates a plurality of voices and perspectives. It will continue to do so.
- iii. The Library's collection has a particular focus on material which documents New South Wales and Australia: its people, their voices, communities, cultures, and environment.
- iv. Collecting reflects the variety of formats which people have used to record experiences. Wherever possible and practical, the Library collects the format closest to the original on the understanding that this best represents the content and the intention of the creator. Examples of such formats include books, magazines, journals and newspapers, manuscripts, photographs, artworks, maps, objects, sheet music, ephemera, oral history and materials in digital form.

The Library, working from these principles, collects:

- i. Published and unpublished materials of interest, significance, and importance to the people of New South Wales.
- ii. Published and unpublished materials that document and form, the lives, communities and cultures of New South Wales people and their environments. Materials published in New South Wales are collected under the legal and government deposit provisions of the *Library Amendment Act 2019* (NSW), the Circular C2022-02 *Deposit of New South Wales Government Publications* and the Premier's Memorandum M2013-09 *Production Costs of Annual Reports*.
- iii. Published and unpublished materials that engage with New South Wales and the broader context of Australia and Australia's place in the world. The Library also collects material relating to the south-west Pacific and Antarctica.

4. Suggestions for purchase and donations

Suggestions for purchase are welcome from staff and readers and will be pursued subject to the Library's capacity to do so, where the recommendation is in accordance with this policy. Donations are also accepted where the donation is in accordance with this policy and agreed prior to deposit by the Library.

5. Responsibilities

The State Librarian is responsible for oversight of this policy including its conformity to legislative and other requirements, and for communicating the policy to the Library's Executive Committee, managers and supervisors.

The implementation of this policy is led by the State Librarian, the Dixon Librarian and the Mitchell Librarian, supported by the Managers of Collection Strategy & Development, Collection Access & Description, Research & Discovery, and Information & Access.

6. Key legislation and policy

Related Key Legislation and Policy

- Library Act 1939 and Library Regulation 2010

Related State Library policies and guidelines:

- Collection, Acquisition, Retention and Withdrawal Guidelines

Other relevant Library guidelines, plans and standards:

- State Library of New South Wales Code of Ethics and Conduct
- Strategic Plan, 2019 - 2023

Codes of Practice:

The State Library of New South Wales works in conformity with the following codes of practice:

- Australian Government, Ministry for the Arts Best Practice Guide to Collecting Cultural Material, 2014
- International Council of Museums Code of Ethics, 2006
- Museums Australia Code of Ethics, 2006
- UNESCO, Convention on the Means of Prohibiting and preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970

Compliance and implementation

1. Approval

This policy was approved by the Library Council of New South Wales on 29 June 2021 for immediate implementation.

2. Implementation

This policy is implemented on 1 July 2021.

3. History

This policy replaces the Collection Development Policy, last updated April 2013.

4. Prepared by:

The State Librarian, the Dixon Librarian and the Mitchell Librarian.

5. Document History and Version Control

Version	Date approved	Approved by	Brief description
1.0	23/01/2013	NSW State Librarian & CE	First release
1.1	15/04/2013	Library Council	Revised policy subject to minor amendment
1.2	16/04/2013	Library Council	Revised policy subject to minor amendment
2.0	29/06/2021	Library Council	Policy significantly revised
2.1	14/12/2022	Library Council	Policy updated to include Codes of Practice