

Collection
Development



Collection Development Guidelines

City of Darwin Libraries

30 June 2025



**CITY FOR PEOPLE.
CITY OF COLOUR.**



Acknowledgement of Country

City of Darwin is proud to operate on Larrakia country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region and pay our respects to Larrakia elders past and present. We are committed to working with all Larrakia people to care for our community and this land and sea for our shared future.

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1 Purpose

The Collection Development Guidelines provide direction for managing and developing the City of Darwin Libraries' collections and inform the community about how City of Darwin manages the library collections.

2 Scope

These guidelines outline the framework for managing and developing the collections of City of Darwin Libraries.

3 Introduction

The Collection Development Guidelines ensure that City of Darwin Libraries maintain current, attractive, and accessible collections that meet the community's needs for information, education, recreation, and culture. The collection aims to foster a love of reading, inspire curiosity, and support lifelong learning.

3.1 Background

City of Darwin Libraries operate across of four locations: Casuarina, Darwin City, Karama, and Nightcliff. Together, these libraries hold a shared physical collection of more than 80,000 items, complimented by a variety of online resources, including eBooks, eAudiobooks, digital magazines and newspapers and research databases.

Libraries & Archives Northern Territory (LANT) support City of Darwin Libraries' collections by providing:

- Territory-wide library management software and support.
- Funding for library materials through the Library Resource Allocation (LRA), which includes contracts with specific suppliers for cataloguing and end-processing services.
- Access to additional eResources including research databases, eBooks, eAudiobooks and eMagazines.

Items purchased with LRA funds remain the property of Libraries & Archives NT. However, City of Darwin Libraries can remove these items from their collection when needed.

The City of Darwin provides additional collections funding which support the eBook and eAudiobook collections, digital and physical newspapers and magazines, and other physical items such as books, DVDs, games, and puzzles from a variety of sources.

3.2 Framework

City of Darwin Libraries provide free access to vibrant collections that meet the information, cultural, and entertainment needs of the Darwin community. Libraries play a key role in City of Darwin's vision of a vibrant, inclusive, and innovative city as envisioned in Darwin 2030 – City for People. City of Colour.

Library collections play an important role in this vision by supporting:

- **Strategic Direction 4: A Smart and Prosperous City:** Libraries help people access information, build lifelong learning skills, and get online. This supports innovation and helps create economic opportunities.
- **Strategic Direction 2: A Safe, Liveable, and Healthy City:** Libraries offer welcoming, accessible spaces where people can build literacy skills, enjoy cultural experiences, and connect with their community.

We are also guided by the Connecting Communities: Vision for Northern Territory Public Libraries 2023–2028, which positions libraries as safe and inclusive places that promote literacy, learning, digital skills, and community well-being.

In line with the United Nations Sustainable Development Goals, especially Goal 10: Reduced Inequalities, City of Darwin Libraries work to ensure equitable access to information and resources for all. Libraries help reduce inequality by providing free, safe civic spaces where everyone is welcome. City of Darwin Libraries support freedom of expression, privacy, and community participation, and act as a lifeline for people who may not have access to information or support elsewhere.

City of Darwin Libraries are committed to providing high-quality, relevant resources that reflect and celebrate the diversity of our community. Through thoughtful selection and management of collections, we aim to empower individuals, strengthen connections, and improve quality of life in Darwin.

City of Darwin Libraries are committed to intellectual freedom, endorsing the [ALIA Free Access to Information Statement](#), which promotes the right of all individuals to access a wide range of ideas, information, and resources.

The Collection Development Guidelines are guided by broader library standards and statements including:

- APLA-ALIA Standards and Guidelines for Australian Public Libraries
- Statement on Public Library Services
- Statement on information literacy for all Australians
- Guidelines on library and information services for people with a disability
- Library and information services and Indigenous peoples
- ALIA Code of Ethics for the Australian Library and Information Services Workforce
- Australian Copyright Act 1968.
- ALIA statement on online content regulation
- IFLA/UNESCO public library manifesto

City of Darwin Libraries also draw on current research and the policies of other public libraries across Australia.

3.3 Community demographics

The Darwin municipality accounts for over one-third of the Northern Territory's total population, and Greater Darwin represents more than 59% of the Territory's population. Key demographic features include:

- Darwin's estimated resident population is 85,465.
- 8.7 per cent of Darwin's population are First Nations people, the highest proportion of any Australian capital city.
- Darwin's homelessness rate is four times higher than the national average, with 1,567 people—nearly 2 per cent of the population—estimated to be experiencing homelessness during the 2021 Census.
- More than 34 per cent of Darwin residents were born overseas. Country of birth groups that are well represented in Darwin are the Philippines, India, United Kingdom, and Nepal.
- 31 per cent of residents speak a language other than English at home, with Filipino (3.4 per cent), Greek (3.3 per cent), Nepali (3 per cent) and Mandarin (2.2 per cent) being the most common.
- Darwin has a relatively young population, with a median age of 35, and over 36 per cent of households have children aged 15 and under.
- Darwin's population remains highly transient, with 18 per cent of residents reporting they lived outside the local government area just 12 months prior.

References

RDA Northern Territory City of Darwin LGA [About the profile areas | RDA Northern Territory | Community profile \(id.com.au\)](#), accessed 22 November 2024.

Australian Bureau of Statistics (2021), [Estimating Homelessness: Census](#), ABS Website, accessed 22 November 2024.

3.4 Guiding principles

Responsive to community demand

City of Darwin Libraries will provide a collection which meets identified community needs. City of Darwin Libraries will monitor item turnover, library member suggestions, and hold levels closely, which informs the purchase of new items and additional copies of high-demand items.

A collection which reflects the spectrum of community views

Freedom can be protected in a democratic society only if individuals have unrestricted access to information and ideas. City of Darwin Libraries endorse the [ALIA Free Access to Information Statement](#), which promotes the right of all individuals to access a wide range of ideas, information, and resources.

The collection will include a representative range of materials on topics of interest to the Darwin community, including those on controversial topics, as long as they are not prohibited by law. City of Darwin Libraries uphold the right to access information and ideas, even when individuals or groups seek

to challenge or limit that access while acknowledging the legal powers of censorship vested in state and federal governments.

Diversity, equity, and inclusion

City of Darwin Libraries are committed to fostering an environment where all individuals, regardless of their background, identity, or abilities, feel valued and included. The collection will reflect a broad spectrum of voices, experiences, and perspectives, prioritising diverse authorship, cultural representation, and accessibility. This includes actively seeking out resources that represent First Nations cultures, CALD (Culturally and Linguistically Diverse) communities, LGBTQIA+ people, people with disabilities, and other historically underrepresented groups. The aim is to provide materials that promote social equity, address systemic barriers, and celebrate the richness of human diversity, ensuring that all members of our community have access to relevant and inclusive resources.

Providing resources in multiple formats and media

City of Darwin Libraries will offer access to resources in a wide variety of formats to ensure accessibility for people of all ages and abilities. This includes materials in large print and spoken word formats, as well as online resources like eBooks, eAudiobooks, eMagazines and digital newspapers.

Supporting early literacy and the development of a love of reading

City of Darwin Libraries will provide children and young people access to an age-appropriate range of materials. The choice of materials aims to reflect and broaden their vision and interests, encourage and promote literacy, supplement their educational needs and stimulate their love of literature and reading.

Books will be available on various topics, including those that explore different family structures, cultures, and values, to ensure all children feel represented. City of Darwin Libraries encourage parents and caregivers to review materials and make selections that align with their own family values.

Materials will be shelved in sections that match their intended age group, such as keeping adult content separate from the children's area. City of Darwin Libraries do not remove or reject items just because they may not be suitable for children and rely on parents and caregivers to guide their children's use of the library.

Respect for First Nations culture

City of Darwin Libraries are committed to sharing and promoting the stories of First Nations peoples through our collections in a culturally respectful way.

City of Darwin Libraries use the Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN) Protocols to guide the acquisition, assessment, and management of materials, ensuring cultural respect and sensitivity. The selection criteria aims to create a balanced collection that prioritises First Nations voices and amplifies underrepresented perspectives.

3.5 Access

City of Darwin Libraries make the collection accessible by:

- providing knowledgeable, friendly, and helpful staff
- offering well-designed, well-signposted, and accessible buildings
- running conveniently located libraries with generous opening hours
- maintaining an up-to-date and accurate online catalogue
- providing a 24-hour service by offering a digital library including eBooks, eAudiobooks, video streaming digital magazines and newspapers
- providing free reservations for library items, both in person and online
- purchasing multiple copies of in-demand items
- providing a home delivery service to those who are unable to visit the library due to illness or incapacity
- not charging overdue fees
- contributing to the inter-library loans system across Australia.

4 Collection selection and acquisition

4.1 Responsibility

The responsibility for developing and managing the collections sits with the Collection Development Librarian, under the guidance of the (Senior) Coordinator Library Systems and Collections.

4.2 Selection approach

New library resources are selected through a combination of methods designed to meet the needs of City of Darwin's diverse community:

- Standing orders – titles that are automatically ordered pre-publication. These include standing order lists for adult, junior and young-adult fiction, and non-fiction authors, which are reviewed annually to ensure ongoing relevance.
- Various resources including publisher alerts, book reviews, and best-seller listings help identify potential new titles and make sure the collection remains current.
- Library members are encouraged to submit suggestions for items they wish to see added to the collection, allowing for responsive collection development.
- Areas of the collection requiring attention are identified regularly through circulation statistics, feedback and gap analysis to maintain a well-rounded and comprehensive collection.
- Strategic purchasing is focused on expanding the diversity and inclusivity of the collection. This includes actively seeking titles that represent First Nations people, people from Culturally and Linguistically Diverse (CALD) backgrounds, LGBTQIA+ individuals, and people with disabilities, to ensure all community members are reflected in the library's offerings.

4.3 Selection criteria

The following criteria are considered when selecting library items:

- Priority is given to items published in the last two years. Exceptions may be made for replacing damaged or lost items and for classic titles.
- Items should meet current demand and be of general interest to the community.
- Materials should be durable, user-friendly, and accessible, with formats suited to the content and compatible with library technology.
- Content should strengthen or complement existing collections by filling gaps or offering diversity in topics and formats.
- The value of the content is evaluated in comparison to other available resources on the same subject.
- All purchased materials must comply with copyright and licensing laws to ensure legal use and distribution.
- A commitment to acquiring culturally sensitive materials, especially those related to First Nations, CALD communities, or sensitive topics.
- The extent to which the material is already available elsewhere in the community (e.g. other libraries such as Charles Darwin University or Libraries and Archives NT) to avoid duplication of services.

Additional selection criteria for the Cultural connections collection are:

- First Nations content – Ensuring the material is relevant to First Nations cultures and perspectives.
- First Nations contribution – Prioritising works created by or in collaboration with First Nations peoples.
- Authenticity and accuracy – Ensuring information is respectful, correct, and free from harmful stereotypes.
- Exclusion of secret or sacred material – Avoiding the inclusion of culturally restricted content.

Additional selection criteria for digital resources are:

- Digital resources should have solid vendor support and meet technical requirements, especially for authentication.
- Digital resources must adhere to data privacy and security standards, protecting user information and ensuring transparency.
- The resource should be user-friendly, accessible, and intuitive, with clear instructions for use across all devices.

The following will not be purchased:

- Items that exceed the format cost limits.
- Self-published works, unless of local relevance (e.g. local authors, local history, or specific cultural topics).
- Textbooks or curriculum-based items except in cases where they meet the selection criteria and appeal to a broader audience.
- Specialised technical or academic publications.

- Materials prohibited by law.
- Rare or second-hand material.
- Unpublished material, such as flyers, posters and photographs.

4.4 Format cost limits

Collection/Format	Cost Limit
Audiobooks	\$120.00
Adult Fiction	\$50.00
Adult Non-Fiction	\$80.00
Picture Book	\$40.00
DVDs	\$25.00
Manga	\$40.00
Graphic Novels	\$60.00
eBooks	\$50.00
eAudio books	\$90.00

4.5 Suggestions for purchase

City of Darwin Libraries welcome library members to suggest new items for the collection. If the suggested item meets the selection criteria, City of Darwin Libraries will order the item and add it to the collection. Once the item arrives, the member who made the suggestion will receive a notification, and the item will be placed on hold for them to borrow. Requests for DVDs or music CDs are not accepted. Members will only be notified if the item is added to the collection.

4.6 Donations

The libraries appreciate donations of books that meet the following criteria:

- published in the last 12 months and in like-new condition
- in demand and in a format suitable for library use.

While City of Darwin Libraries are grateful for donations, the library reserves the right to decide how best to use them. Items that are not needed may be passed on to other organisations, recycled, or otherwise disposed of.

4.7 Library resource complaints or challenges

From time to time, community members may raise concerns about items in the library collection that they believe are inappropriate or should not be included.

To have a concern formally considered, a person must complete a Request for Reconsideration of Library Resource form (Appendix 1). No action will be taken until this form has been submitted.

All requests will be assessed by the (Senior) Coordinator Library Systems & Collections and the Executive Manager Library and Family Services.

Decisions will be made based on:

- the City of Darwin Libraries Collection Development Guidelines
- the Australian Library and Information Association's Statement on Free Access to Information.

The person making the request will be notified in writing of the decision by the Executive Manager Library and Family Services.

5 Collection management and maintenance

5.1 Cataloguing practices and bibliographic control

Library items are listed in the library catalogue so users can easily find them. City of Darwin Libraries follow international cataloguing standards, such as MARC and RDA, to describe items accurately. Records are added to WorldCat, a global library database, and are kept up to date. Electronic resources, including those available through Libby, BorrowBox, and Kanopy, are accessible to library members but are not searchable in the library catalogue. Users can search for these items directly in their respective apps.

5.2 Processing new items

All new items are prepared for use by ensuring they:

- are identified as belonging to City of Darwin Libraries or Libraries & Archives NT
- are protected with contact where appropriate to maintain their physical condition
- have clear spine labels to make them easy to find and shelve
- are RFID tagged for security and tracking.

5.3 Overdue and lost/damaged items

City of Darwin Libraries will notify borrowers of the cost to replace items that are ten days overdue or returned in poor condition. The library member will not be allowed to borrow further items until the overdue items are returned, or the cost of the lost/damaged items has been paid. Borrowers may instead choose to replace lost or damaged items by donating brand-new copies. If the item was recently published or part of a series, the replacement must be identical. For other items, replacement suitability is determined by the Collection Development Librarian.

The library does not automatically reorder items that are lost, stolen, or damaged. Decisions to reorder are based on:

- how frequently the previous copy was used
- the number of copies already available in the collection
- whether the collection already covers the subject or if newer, more relevant material is available on the same topic.

5.4 Retention of magazines and newspapers

Magazines:

- Monthly magazines are kept for one year.
- Weekly magazines are kept for six months.
- Bi-monthly and/or quarterly magazines are kept for 2 years.
- All newspapers held by the libraries are kept for one month.

If a magazine or newspaper is lost or damaged during this time, it won't be replaced, as these items have a short shelf life and are not part of the long-term collection.

5.5 Maintenance

Library items are repaired when appropriate. Decisions to repair, or cover material are based on the cost of doing so, compared to the cost of replacing the item and/or its predicted shelf life.

5.6 Deselection criteria

Removal of items from the collection is an essential part of effective collection maintenance. The libraries continually assess the collections and items are removed as appropriate to maintain a high quality, current and appealing collection which is easy to use. An item may be removed for several reasons, including, but not limited to:

- insufficient usage
- item is damaged
- item contains information that is out of date or misleading
- new editions have been published
- online availability i.e. the item has been replaced by a digital resource available for access from within the branch library and/or remotely from home.

These criteria may not be equally relevant for all collections. For example, the NT and Cultural Connections collections are exempt from standard deselection decisions.

5.7 Disposal of deselected items

All library materials identified for disposal from the collection are reviewed and approved for disposal by experienced library staff.

Items that have been removed from the collection are disposed of in a variety of ways. These include, but are not limited to the following:

- offered to the community free of charge
- offered to local schools or day care facilities
- offered to local correctional facilities.

Some library materials deselected from the collection are not suitable for donation due to heavy wear and tear, damage, or missing parts. They will be recycled.

5.8 Stocktaking

Regular stocktakes are an essential part of managing a public library collection. They help ensure that the items on the shelves match the library's records, identify missing or misplaced items, and highlight areas where loss or damage may be a concern. At City of Darwin Libraries, we carry out a stocktake at one library each year. With four libraries in the network, this means each library undergoes a stocktake once every four years.

5.9 Evaluation

The libraries evaluate the collection by a variety of means including statistical analysis, feedback from library users, and staff assessment. Collection statistics are benchmarked against the ALIA Guidelines, Standards and Outcome Measures for Australian Public Libraries; including:

- turnover rate*
- loans
- size of collection
- age of collection
- acquisition and discard rates.

* The turnover rate for a collection is calculated by dividing the total collection number by the total number of loans for that collection in a year. In general, very high and very low turnover rates indicate potential problems which need to be addressed.

6 Collection Overview

The purpose and parameters of the collections.

Fiction

The fiction collection aims to inspire a love of reading by offering a wide range of genres, from popular bestsellers to timeless classics and award-winning novels. With a strong emphasis on Australian authors, high-demand titles are often duplicated to ensure accessibility and meet community needs.

The collection is organised into three distinct areas at each library branch - Adult, Young Adult, and Junior - to provide age-appropriate access for all readers.

Catering to the growing demand for digital resources, a large selection of fiction titles are available in eBook format through the Libby and BorrowBox apps. The digital collection mirrors the focus of the physical collection, with cost-per-circulation options enabling multiple users to borrow popular titles simultaneously, reducing wait times significantly.

Specialised areas within the collection include:

Most Wanted: Darwin City, Nightcliff and Casuarina library branches have a Most Wanted collection. This collection consists of multiple copies of best-selling titles that can be borrowed for 2 weeks only, no renewals, no requests. The most wanted collection encourages members to visit the library more often by ensuring that high demand titles are always available. City of Darwin Libraries are committed to keeping this collection fresh, current, and exciting by regularly reviewing the collection and adding new titles.

Non-fiction

The Non-Fiction collection encompasses a wide range of subjects designed to meet the information, educational, and recreational needs of the community. Biographies, recipe books, encyclopedias, popular science, health, technology, lifestyle, parenting, art, music, history, politics, business, travel guides and much more. The materials cater to all ages and are available in both physical and digital formats.

Specialised areas within the collection include:

NT Collection: This section focuses on non-fiction materials relevant to the cultural, historical, and recreational aspects of the Northern Territory. It provides accessible resources on the NT's nature, communities, and heritage, while not duplicating more specialised items from the Northern Territory Library's Northern Australia Collection.

Cultural Connections: The Cultural Connections collection shares and promotes the stories of First Nations peoples through resources by and about First Nations peoples. It includes bilingual resources and materials for both adults and children. Designed for general community use, this collection prioritises culturally safe, relevant, and accessible content. All materials are selected in accordance with the

Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN) Protocols, ensuring respectful and appropriate representation.

Junior Non-fiction: Dedicated sections across all library branches provide age-appropriate non-fiction materials for younger readers, supporting their learning and curiosity.

Parenting: This section includes books to support parents and carers through all stages of raising children. Topics cover pregnancy and birth, baby and toddler care, child development, health and nutrition, sleep, behaviour, positive parenting, and navigating the teen years. Other titles include special needs, blended families, and supporting children through life changes.

Large Print

Large print books feature text that is larger, sharper, and bolder than standard print, making them easier to read for individuals with visual impairments. This collection includes both fiction and non-fiction materials and is designed to support readers with visual challenges, though all library members are welcome to borrow from it.

Picture Books

The picture book collection comprises Picture Books, Board books, and books for beginner and emerging readers. These books rely heavily on illustrations to convey the storyline, with minimal text to enhance accessibility for younger readers. The collection aims to foster a lifelong love of reading in children by offering books with high-quality illustrations and thoughtfully designed text.

Graphic Novels and Manga

Casuarina and Karama libraries both have graphic novels and manga. These are book-length stories told through a mix of pictures and words. Manga is a style of graphic novel from Japan, known for its distinct artwork and being read from right to left.

World Languages

The world languages collection at Casuarina Library offers physical books written in languages other than English. This collection includes fiction and non-fiction titles, children's books, and bilingual Picture Books, and it relies on donations from the community to grow.

For broader access, City of Darwin Libraries provide electronic materials in multiple languages. Through the Libby app, library members can access reading materials in 24 different languages, including thousands of magazines and eBooks in Chinese, German, Greek, Arabic, Spanish, French, and Italian, with the option to add more languages by request.

In addition, members can stream international films and documentaries through Kanopy, which features a World Cinema category with over 1,500 titles in a wide range of languages.

DVDs and streaming services

The DVD collection includes a selection of movies, TV shows, music, world languages, and non-fiction titles. While the popularity of DVDs has declined with the rise of streaming services, they remain a valued resource for users seeking physical media.

In addition to DVDs, City of Darwin Libraries now offer Kanopy, a streaming platform providing access to feature films, documentaries, world cinema, TV series, and more.

Music CDs

All four library branches offer a collection of children's music CDs. These CDs aim to support early childhood development, language skills, and creativity through music.

Spoken word

The Spoken Word collection contains a mix of CD and MP3 format audiobooks, including both fiction and non-fiction titles. The spoken word collection aims to meet the needs of people who are sight impaired as well as those who prefer items in this format.

Interest in physical spoken word items has decreased significantly with the growing popularity of eAudio formats. City of Darwin Libraries offer a wide selection of eAudiobooks through the Libby and BorrowBox apps, which allow members to borrow and listen to audiobooks on their personal devices.

Despite the shift toward digital formats, City of Darwin Libraries will continue to maintain the physical spoken word collection to ensure access for those who may not have the means to use eAudio services. This dual approach ensures that spoken word materials remain accessible and inclusive for all library users.

Magazines

The magazine collection includes a wide variety of titles, with new titles trialled regularly to assess interest and demand. In recent years, the availability of physical magazines for purchase has decreased, making the library's digital magazine collection an increasingly valuable resource.

Digital magazines can be accessed through the Libby and BorrowBox apps, available to all library members. These platforms provide a broad selection of regular periodicals and one-off titles, which can be accessed simultaneously by multiple users.

Newspapers

City of Darwin Libraries provide access to both physical and digital newspapers.

Each library branch provides a physical copy of the NT News on weekdays. Weekend editions of the NT News are not received, but a physical copy of the Weekend Australian is available from Monday. The library's digital newspaper collection is always accessible on-site, offering access to 28 titles, including

The Australian, The Age, The Sydney Morning Herald, and NT News. Digital newspapers can be accessed by connecting to the library's Wi-Fi and scanning a QR code or by using the public PCs. Multiple users can access the digital collection simultaneously, with six months of back issues available.

Online resources

Library members may access a range of online resources through the library website and relevant apps.

City of Darwin Libraries provide access to:

- Libby - eBooks, eAudiobooks and eMagazines including best-selling novels, well-known classics, self-improvement guides, foreign language titles, and a variety of non-fiction
- Kanopy - Stream feature films, documentaries, world cinema, tv series, and more
- digital newspapers - 28 daily papers including The Australian, NT News, The Age, Sydney Morning Herald and more, available only within the library
- Road to IELTS (International English Language Testing System) - an IELTS preparation program including interactive activities, videos, and practice tests.

In addition, Libraries & Archives NT provide centralised eResources including:

- BorrowBox - eBooks, eAudiobooks and eMagazines. The BorrowBox app provides a font for dyslexic users, support for the visually impaired, and adjustable player speeds
- research databases - including EBSCOhost, Explora and Australian Dictionary of Biography. These databases provide magazine, newspaper and journal articles on many subject areas.

Hardware

Library members can borrow laptops for use within the library, subject to the conditions of use. Other hardware available for in-library use includes headphones, USB sticks, phone chargers, memory card readers, and DVD drives. These resources aim to support members' digital needs and enhance their library experience.

STEAM collection

The STEAM (Science, Technology, Engineering, Art, and Maths) collection holds a variety of educational resources for all ages across the range of STEAM topics.

STEAM items available for loan:

- MaKey MaKeys & Edison Robots
- STEAM Zone Kits - Themed boxes such as fossils and bones, stargazing and weather.

STEAM items for use within the libraries include:

- Osmo kits
- sewing machine
- 3D printer
- various robots including Bee-Bots and Sphero Indi
- other STEAM items such as VR headsets are reserved for library events – such as STEAM Zone.

Toys and games

Visually attractive and educational indoor toys and games are available for use in the libraries. These items are not available for loan but are provided to enhance the library experience, particularly for younger visitors.

Young Territory Authors Awards

Entries from the Young Territory Author Awards are considered for inclusion in the Young Territory Author Awards collection, which is housed at Casuarina Library. This collection showcases the literary work of young Territorians, with entries from the most recent year available for loan. Older titles are archived and can be accessed upon request.

7 Definitions

Nil

8 Legislative references

Nil

9 Procedures / related documents

0044.100.E.R Public library service policy

7101.002.I.N Library ICT Facilities Conditions of Use

10 Responsibility / application

The Collection Development Guidelines will be reviewed each year and formally updated every four years to ensure they continue to meet the needs of the Darwin community.

The General Manager Community is responsible for the implementation and review of these guidelines.

Request for reconsideration of library resource

City of Darwin only collects personal information that is required for, or related to, its functions and activities. If you do not provide City of Darwin with the requested information, we may be unable to complete this process. The information collected will be used and disclosed as outlined in our Privacy Policy, which is available on our website. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to access and correct any information about you. If you require access to, or have concerns regarding your information, please contact the Information Officer on (08) 8930 0300 or via email darwin@darwin.nt.gov.au.

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 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 the (Senior) Coordinator Library Systems & Collections and the Executive Manager Library & Family Services in accordance with the Collection Development Guidelines and the [ALIA Free Access to Information Statement](#). The person making the request will be notified in writing of the decision by the Executive Manager Library and Family Services. If the person is not satisfied with the outcome, they can appeal the decision under the City of Darwin's Complaints Handling and Review of Decisions Policy.

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.

CONTACT DETAILS

Your Name:	Email address:
Phone number:	Library membership number:

ALL OF THE ABOVE MUST BE COMPLETED

RESOURCE DETAILS

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? 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

Print Name

Note:

Prohibited publications are not considered for inclusion in the library collection. A prohibited publication is a publication that the Australian Classification Board (ACB) has classified as a restricted publication or a refused classification ('RC') publication. If you have a complaint about the classification of a particular publication you are encouraged to contact the Australian Classification Board.