

Emergency Management Australia  
**LIBRARY**

**Library Policies**

**December 2008**

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## 1 Library Business Policy

### 1.1 Policy purpose

The purpose of the Library business policy is to provide a statement of the vision, mission and aims of the EMA Library and the national role it plays in providing library and information services to the emergency management sector. This policy supports the EMA Divisional business plan. The deliverables reflect the library business plan.

All Library policies will be made accessible to Emergency Management Australia and Department staff via the EMA Library Intranet page, and to the emergency management sector via the EMA Library Internet website.

The library policies have been prepared by EMA Library staff and are endorsed by the Assistant Secretary Emergency Management Policy and Liaison.

### 1.2 Library vision and mission statement

Emergency Management Australia (EMA) Library is situated within the Policy Projects and Information Section of the Emergency Management Policy and Liaison Branch, EMA. EMA is a division of the National Security and Criminal Justice Group, in the Attorney-General's Department.

In support of the EMA vision of *'safer sustainable communities'* and EMA's role to *"Provide national leadership in the development of emergency management measures to reduce risk to communities and to manage the consequences of disasters"*, EMA Library has the following vision, mission and aims:

**EMA Library Vision**                      *Connecting people to information for a safer community*

**EMA Library Mission**                      *EMA Library informs and supports the emergency management sector by providing a national resource of specialist information*

### 1.3 EMA Library aims

EMA Library informs and supports the emergency management community by providing a national resource of specialist information and resources. The Library is located at the EMA Institute in Mount Macedon, Victoria, and provides an information service to all members of the emergency management community.

The aims of EMA Library are to enable and support the creation of safer sustainable communities by working within the EMA Divisional Business Plan to:

- Enrich EMA staff capability through proactive information services
- Develop information services in line with client expectations and requirements
- Administer the library to ensure appropriate, effective and sustainable services

## 1.4 EMA Library deliverables

EMA Library support the following deliverables outlined in the EMA Divisional Business Plan:

### 2.4.1 – Strategic Partnerships

#### 2.4.1a – International engagement

To support this deliverable EMA Library will:

- Continually seek new beneficial partnerships and actively participate in our existing networks to complement EMA's broader relationship context

#### 2.4.1b – Stakeholder engagement

To support this deliverable EMA Library will:

- Continually seek new beneficial partnerships and actively participate in our existing networks to complement EMA's broader relationship context
- Engage and collaborate with relevant areas within the Department

### 2.4.2 – Developing community capacity and resilience

#### 2.4.2a – Information services

To support this deliverable EMA Library will:

- Provide a proactive emergency management information service
- Develop and maintain an internationally significant collection of emergency management resources
- Provide effective client service by delivering timely and appropriate information services in a choice of formats
- Continuously improve physical and electronic access to library resources for all levels of the emergency management community

### 2.4.6 – Divisional agility

#### 2.4.6a – Human resources training and development

To support this deliverable EMA Library will:

- Strengthen EMA staff capability by providing information literacy, database and research skills training in a choice of methods and formats
- Create a library team environment where continuous learning is encouraged and members of the team feel valued, empowered and respected

#### 2.4.6b – Financial management and corporate governance

To support this deliverable EMA Library will:

- Manage EMA Library business efficiency by adhering to EMA and AGD guidelines, and maintaining written policies, procedures and service standards

#### 2.4.6c – Strategic planning

To support this deliverable EMA Library will:

- Deliver effective and sustainable services by identifying strategies to meet current and future information needs

## 2 Service Policy

### 2.1 Policy purpose

The purpose of the Service Policy is to provide detail about the service level provision to library clients, including loans of material and access to library services. This policy should be considered in light of other library policies and Departmental policies such as the *Email and Internet Access Policy*. This policy has been developed to enable staff to provide an effective service on a national and international basis.

### 2.2 Clients

Australia has adopted a comprehensive and integrated approach to the development of its arrangements and programs for the effective management of emergencies and disasters. This involves a collaborative and coordinated whole of government management of risks to the Australian community ([EMA 2004](#)).

The Library provides a comprehensive information service for the Australian Emergency Management sector. This includes stakeholders from all levels of government and non-government organisations, in addition to international agencies and researchers.

Clients include employees or representatives of:

- Emergency Management Australia
- Professional and volunteer emergency services (e.g. police, fire, health, SES)
- Commonwealth and state and territory government departments
- Local governments
- Non-government organisations (e.g. Australian Red Cross, Salvation Army)
- Industry (e.g. insurance, chemical, transport, power, water, airport)
- Education sector - universities and schools
- Hospital and medical sector
- Research organisations
- Overseas emergency management bodies
- Corporate bodies and associations
- Individuals with an interest in emergency management

### 2.3 Membership

#### 2.3.1 Eligibility for library membership

Membership of EMA Library is free and available to all individuals interested in emergency management. Potential members must complete and sign a membership form, or submit an online membership form via the EMA Library website, and agree to the conditions outlined in this service policy. Emergency Management Australia employees are automatically registered as library members during the induction process.

#### 2.3.2 Verification of membership details

Potential members may be asked for further information to verify their identity and contact details. Online applicants must provide a statement of their interest in



until it is formally borrowed. The registered client is responsible for all items borrowed in their name.

The requesting library or client will assume responsibility for the safety of borrowed material and will assume liability for cost associated with loss or damage to material whilst the material is away from the library. A client who has items overdue items will be informed. The Library reserves the right to request items to be returned if required urgently by another client.

### 2.6.2 Requests for items

All requests for loans or copies of articles from remote clients must be in writing (via online form, email, fax or letter). Requests must include full details of the items, and contact details including the client's name, organisation, address, telephone, fax, and email address. Phone requests are not accepted unless followed up with a written request. For external clients, the library will only supply material from its own collection.

### 2.6.3 Loan periods

All loans are to be returned by the due date. The following loan periods apply for library clients:

- 5 weeks for books, pamphlets, plans and CD-ROMs
- 3 weeks for DVDs and videos
- Journals and reference items are not available for loan

### 2.6.4 Loan Periods for EMA employees

The following loan periods apply to EMA employees:

- 6 months for all items
- Reference items are generally not for loan, however may be made available for up to 5 week loans at the discretion of library staff
- Journals are not available for loan
- Long term loans can be arranged where a demonstrated need exists

### 2.6.5 Renewals

Renewals are to be requested in advance of the due date. An item can not be renewed if it has been requested by another client.

### 2.6.6 Supply of items within Australia

Following a written request, items will be posted directly to the client. EMA Library will pay outward delivery costs and the requesting client or library is responsible for return delivery costs.

All loans are sent out enclosed in a padded bag via Express post, for tracking purposes, and are to be returned by traceable post.

Journal articles will be copied for use of the requesting client only, if requested in pursuance of s.49(1) of the Copyright Act 1968 (for the purposes of research or study). Where an electronic copy of the article is freely available on the Internet, a link to the article will be emailed to the client. All other articles will be supplied in hard copy via regular post.

The library will not copy entire reports or books, but a copy of up to 10%, one chapter, or individual journal articles will be made upon request, in accordance with the copyright provisions.

Urgent requests can be faxed, at the discretion of library staff. This is limited to 2 articles and may attract a fee.

Articles requested by EMA staff will be supplied electronically where possible.

### **2.6.7 Supply of items internationally**

Library items are not available for loan outside of Australia. Hard copies of articles can be copied for use of the requesting client, and will be sent via surface mail. Items will generally not be faxed to international clients unless deemed urgent, and may attract a fee. Faxes to international clients must be approved by the Library Manager or Assistant Director Knowledge Management (Community Information).

## **2.7 Document delivery and interlibrary loans**

Document delivery and interlibrary loan services are provided to Emergency Management Australia employees only.

### **2.7.1 Document delivery services for EMA employees**

Interlibrary loans and document delivery for EMA employees can be arranged for any work-related information requests that cannot be satisfied by library resources..

Library staff will in the first instance source items via gratis networks, and otherwise utilise the *Libraries Australia Australian Interlibrary Lending Scheme* ([ALIA 2006](#)), which facilitates the sharing of resources between libraries.

Other document delivery services including *Infotrieve* may also be used to satisfy staff requests, particularly for urgent items.

## **2.8 Loans to external libraries**

### **2.8.1 Loans to Australasian Libraries In the Emergency Sector (ALIES)**

EMA Library is a member of the Australasian Libraries In the Emergency Sector (ALIES), and as a condition of membership provides gratis interlibrary loans and document delivery to ALIES Libraries.

### **2.8.2 Loans to other libraries**

EMA Library participates in the Australian Interlibrary Lending Scheme, which facilitates the sharing of resources between libraries. Books, reports and other items can be requested from other libraries via *Libraries Australia* and lent via interlibrary loan by EMA Library. Loan periods are the same as regular loans.

Loans to Australian libraries will be subject to the charges and principles as outlined in the *Australian Interlibrary Resource Sharing (ILRS) Code (ALIA 2006)*, except where special agreements apply.

### 2.8.3 Responsibility for items

Responsibility for interlibrary loans remains with the requesting library, including the replacement cost if the item is damaged or lost.

## 2.9 Facilities and photocopying

Photocopying and Internet facilities are available in the Library free of charge to library clients. It is expected that, except in exceptional circumstances, visiting clients are responsible for their own photocopying.

Other facilities available for use in the library include a printable whiteboard, multimedia projector and screen, video/DVD viewing facilities, and study areas.

## 2.10 Information services

### 2.10.1 Information and reference services

EMA Library provides a national information service to all levels of clients with an interest in emergency management. Requests for information can be submitted online, via email or phone. Library staff can assist clients to access library resources and emergency management information, or put clients in touch with others who can provide additional information. The EMA Library website includes links to the library catalogue, subject guides and online resources. Priority for information services will be given to EMA staff requirements and the Library reserves the right to prioritise service provision to external clientele.

### 2.10.2 Resource lists and current awareness services

Listings of library resources on emergency management topics are available on the website, or can be prepared on request. EMA Library also provides regular listings of new journal articles and library resources. Clients can be added to the email distribution list by contacting the library or selecting this option when applying for membership.

## 2.11 User education services

### 2.11.1 Library introduction sessions and tours

The Library offers a library introduction session to each EMA course conducted at the EMA Institute. These sessions can include a library tour, explanation of library services, and a demonstration of how to access the library website and online resources. Library staff can also provide resources explaining library services to EMA course managers conducting extension courses.

### 2.11.2 Information literacy, database and research skills training

The library will provide a range of information literacy, database and research skills training in a choice of methods and formats for EMA staff and EMA course participants.

### 2.11.3 Library catalogue instruction

Library staff can provide instruction in the use of the library catalogue to all EMA Library clients via phone, internet or in-person, upon request.

### 2.11.4 Induction

The library will provide a library introduction session to new EMA employees.

## 2.12 Copyright

The Copyright Act (1968) protects copyright owners against persons who infringe their copyright by reproducing a work that is unauthorised by the copyright owner. Actions that do not constitute an infringement include:

- A reproduction that is a fair dealing under the Copyright Act (1968) including a fair dealing for the purposes of research or study; or
- A reproduction that is authorised by the copyright owner.

EMA Library adheres to Sections 39a and 104b of the Copyright Act (1968), in relation to the reproduction of works and the copying of public editions of works.

### 2.12.1 Hardcopy photocopying

The prescribed form of notice for Sections 39A and 104B of the Copyright Act, 1968, in relation to the reproduction of works and the copying of public editions will be posted near the photocopier.

### 2.12.2 Audio-visual photocopying

The prescribed form of notice for Section 104B of the Copyright Act, 1968, in relation to the copying of audio-visual items will be posted near the audio-visual copying equipment.

### 2.12.3 Digital photocopying

The prescribed form of notice for Sections 39A and 104B of the Copyright Act, 1968, in relation to the reproduction of works and the copying of public editions will be posted near the public access computers.

## 2.13 Privacy

The Library collects client contact details to be able to provide clients with a library service, including borrowing. EMA Library staff may also use client information for statistical analysis purposes to enable staff to provide a better service, to consult about information needs and to advise of any new or changed library services.

EMA Library staff and nominated and authorised Attorney-General's Department Library staff have access to client information for purposes connected with the

management of library services. If clients do not wish for their contact details to be collected for the above services, please inform the library. Client details can then be removed from the list. However, this may preclude the client from borrowing material from the library. Clients can contact library staff to discuss concerns.

Apart from the uses or disclosures listed above, EMA Library staff will not use or disclose your information except as required or authorised by or under law.

## 2.14 Comments and suggestions

EMA Library welcomes comments and suggestions from clients. These should be directed to the Library Manager.

## 2.15 Partnerships and relationship management

### 2.15.1 Australasian Libraries In the Emergency Sector (ALIES)

EMA Library is an active member of the ALIES library network. As an ALIES member, the Library has access to a range of benefits including:

- Professional development opportunities and support from member libraries
- Economic benefits of consortia and collection rationalisation
- ALIESnet [ALIES union list of serials]
- ALIES e-list, website and online portal for sharing information

The EMA Library Manager is responsible for facilitating the annual ALIES Conference at the EMA Institute, Mt Macedon. As per the ALIES Charter, a library staff member will represent EMA on the ALIES Executive Committee, ALIES Workshop Committee, and IP/Web Committee every year. Additionally, library staff may represent EMA on other ALIES committees, and attend ALIES meetings.

### 2.15.2 International partners

Where possible, the Library will initiate information exchange programs with international emergency management libraries. These can involve the exchange of EMA publications for publications of other institutions, or mutual assistance with information requests.

## 2.16 Contact details

Contact details for the Library are as follows:

Website: [www.ema.gov.au/library](http://www.ema.gov.au/library)  
Email: [ema.library@ema.gov.au](mailto:ema.library@ema.gov.au)  
Address: EMA Library  
Emergency Management Australia  
601 Mount Macedon Road  
Mount Macedon VICTORIA 3441  
AUSTRALIA  
Telephone: 03 5421 5246  
Fax: 03 5421 5273

### 3 Collection Development Policy

#### 3.1 Policy purpose

The purpose of the Collection Development Policy is to provide guidelines for the selection, acquisition and withdrawal of materials in relation to the needs of Emergency Management Australia and library clients. The Policy aims to provide a statement of the criteria by which the collection of the Emergency Management Australia Library is to develop and to present an indication of its planning intentions. It is also an expression of the Library's accountability.

This policy will be reviewed annually.

#### 3.2 Policy objectives

The objectives of this policy in relation to collection development are:

- To support the operations of EMA and the Australian emergency management sector by identifying, acquiring, processing and making available resource material to constitute a relevant, up-to-date and well balanced library collection
- To provide information resources from whatever medium is appropriate and cost effective
- To optimise resource sharing and networking at a regional, national and, if appropriate international level
- To maintain the physical condition of the collection at an appropriate level
- To communicate to clients the rationale for purchase of resources and acceptance of donated material
- To assist library staff in planning, decision making, and prioritising expenditure

#### 3.3 Description of the collection

EMA Library is a unique resource in Australia as the collection covers a broad range of emergency management topics. In support of Australia's comprehensive and integrated approach to emergency management, EMA library collects material across the prevention, preparedness, response and recovery (PPRR) framework. The Library aims to collect the most current material in the field of emergency management by actively sourcing Australian and International material. Journal articles relevant to emergency management are indexed on the library catalogue.

The Library collection is fully searchable via the online library catalogue and includes:

- 16,000 books, reports and research papers
- 300 Journal titles
- 18,000 indexed journal articles
- 700 Videos, DVDs and CD-ROMs
- A full range of EMA publications
- Australian and International emergency management plans
- Links to online documents where available

Subject areas in the Library collection include, but are not limited to:

- Emergency management & planning

- Hazard and disaster mitigation
- Disaster response & recovery
- Natural hazards & disasters
- Technological hazards & disasters
- Risk management
- Psychology and sociology of disasters
- Disaster medicine
- Strategic management & leadership
- Land-use planning
- Business continuity management

### 3.4 Selection priorities

In line with the library mission to inform and support the emergency sector by providing a national resource of specialist information (see section 1), the following library deliverables are of particular relevance to collection development:

- Develop and maintain an internationally significant collection of emergency management resources
- Continuous improvement of physical and electronic access to library resources for all levels of the emergency management community

The Library acquires material in accordance with the following priorities:

- Material that is published by EMA or associated publishers
- Material to support EMA divisional outcomes
- Material to support the Australian emergency management sector
- Australian and international material covering aspects of emergency management, including prevention, preparedness, response and recovery
- Material that is of historical significance to emergency management in Australia

### 3.5 Selection principles

The following list of selection principles is not intended to be exhaustive and will change to fit the strategic direction of EMA and government policies and programs.

#### 3.5.1 Internationally significant collection

To develop and maintain an internationally significant collection of emergency management resources, the library intends to collect:

- Copies of all EMA publications (3 copies where possible, with 2 for general lending, 1 for archiving)
- All emergency management plans, at federal, state and local government level
- Historical material relating to Australian emergency management activities
- Selected Australian emergency sector periodicals and publications
- Selected Australian and international material that deals with emergency management across the PPRR framework
- Selected international material produced by equivalent emergency management agencies

- Selected case study material on Australian and Internationally significant disasters
- Selected publications and research from Australian and international government and non-government sources of relevance to emergency management
- Selected materials in the subject areas of management and leadership, computer applications, knowledge management, personnel management and personal relationships, style manuals and writing guides, library management, Australian history and society as may be relevant to the division.
- Selected reference works in areas relevant to the division
- Material cited in EMA course readings
- Material from EMA funded projects and staff attendance at conferences

Excluded from the collection is:

- Single agency specific material (e.g. of relevance only to police, fire, etc.)
- Material that is comprehensively collected by other members of ALIES
- Foreign language material unless specifically requested by a user
- Textbooks specifically for course participants or staff studying externally

### 3.5.2 Physical and electronic access to library resources

To ensure continuous improvement of physical and electronic access to library resources for all levels of the emergency management community, the library will:

- Collect material in various formats, including print or electronic formats
- Where possible, choose resources that can be made available to external and internal clients, with additional resources for staff and EMA course participants
- Respond to specific requests from EMA staff for purchase of emergency management material or non-core material required for work related purposes
- Purchase material that has been published within the past 5 years, unless a specific requirement is identified
- Maintain a list of journals and indexing requirements and review annually in consultation with EMA staff
- Catalogue material purchased by the library on the Library Management System and ensure the catalogue is accessible to internal and external clients
- Analyse core emergency management periodicals, book reviews and similar material to identify material for collection
- Archive and protect EMA publications and historically significant material
- Encourage researchers in the emergency management sector to deposit a copy of their thesis, for general circulation providing there are no restrictions on use

### 3.6 Selection responsibility

Selection of material is a joint activity within EMA and all staff are encouraged to recommend the acquisition of materials in their subject areas of speciality. The Library Manager is primarily responsible for the selection of library resources in collaboration with EMA staff and subject matter experts.

Library staff identify material for acquisition from a variety of sources including publisher catalogues and announcements, book reviews, journal reviews, and emergency sector publications. Advice and suggestions from EMA staff and external

subject matter experts are often sought when sourcing material. Recommendations from external clients are also considered. Library staff will inform the acquisition process by monitoring requests for material that is not held by the library, heavily requested material, interlibrary loan requests, collection gaps, and missing/lost items.

The Library Manager will make final decisions on purchases taking into account budgetary constraints and relevance to this policy. Material may be acquired through purchase via publisher or book seller, direct approach to the source requesting a gratis copy, or downloading via the Internet.

### 3.7 Evaluation of material

Within the above selection principles, the following guidelines will be used to evaluate material for acquisition:

- Accuracy and authority
- Permanent or current value
- Duplication of material already in the collection
- Scarcity of material held on the subject, e.g. historical disaster events
- Cost of the item in relation to quality, potential use and comparison with similar material
- Format of the item in relation to requirements of clients
- Reputation of author or publisher
- Favourable book review or personal recommendation

### 3.8 Formats of material

Australian and international material is acquired primarily in hard copy format to enable supply to external clients. Where possible, material will be made available in electronic format to clients, with a particular emphasis on electronic delivery to EMA staff and course participants. Material collected by the Library is of a highly specialised nature and as a result may be limited in the format available. All formats will be assessed against the general evaluation criteria above.

The library collects material in the following formats:

#### 3.8.1 Books

Hard covered format is preferred due to durability; however paperback versions may be purchased due to financial constraints. Acquisition of manuscripts, letters, disseminations and theses should be highly selective and based on specific needs of the division and relevance to the field of emergency management with regard to research or historical value.

#### 3.8.2 CD-ROMs

A small collection of CD-ROMs is maintained, consisting mainly of gratis items. Items will be acquired in this format in accordance with the general selection guidelines.

### 3.8.3 DVD and video

Digital Versatile Discs (DVDs) are collected in region 4 format, and region 0 if no other format is available. A video collection exists but material is no longer acquired in this format. Resources currently in the video collection will be evaluated for replacement in DVD format where possible.

### 3.8.4 Electronic resources

The Library has access to a range of Australian and overseas full text and bibliographic databases. A regularly updated list of available databases is maintained in the Library. Supplementary material to the collection (non-core) is usually sought in electronic databases (such as newspaper articles and general journal titles). Online databases and resources are evaluated in light of copyright and licensing restrictions, and ability to provide access to external and internal clients. The Library makes use of resources available free on the Internet by assessing and cataloguing links to online documents on the library catalogue.

### 3.8.5 Images

The Library maintains a small collection of historical photographs in the archival collection. Copyright free images collected by EMA are managed by the Multimedia Officer.

### 3.8.6 Maps

The Library maintains a basic collection of state maps, major cities, prominent towns, and specific regional maps used for project or case study material.

### 3.8.7 Periodicals

The library subscribes to a selection of Australian and international periodicals, including journals and newsletters, to keep the collection up-to-date with current issues and trends in emergency management. Journals are examined for comprehensive or selective indexing onto the library catalogue.

Selected newspaper items on specific issues or case studies in the emergency management field are held when deemed to be of use for historical purposes. Online access to newspaper articles is provided through electronic resources.

## 3.9 Special collections

In addition to the general collection of books, journals and audio-visual material, the Library maintains some specialised collections including:

### 3.9.1 Australian Safer Communities Awards

National award winning entries for the Australian Safer Communities Awards are comprehensively collected since the awards began in 2001.

### 3.9.2 Case study material

The case study collection includes news clippings and material relating to historically significant emergency management activities and events.

### 3.9.3 Emergency management plans

The Library will attempt to hold a representative collection of emergency management plans that cover national, state, local government, agency, specific hazards, buildings and international agencies. The plans are not used as operational documents but should be subject to close analysis for currency. Each agency is encouraged to deposit their plan. Library staff should periodically contact each main agency to ensure currency and coverage. This collection is organised with a unique numbering system for shelving purposes.

### 3.9.4 Reference collection

The Library maintains a selection of major social science, humanities and general reference works to support library staff and clients. Due to a preference for online access to this type of material, the library collects only a small range of core titles in hard copy. Reference material collected in hard copy/electronic format include:

- Almanacs and year books (preference for online access, with limited print copies)
- Atlases
- Dictionaries and glossaries, including those specific to emergency management
- Encyclopaedias, particularly those specific to emergency management
- Standards (primarily via online access)
- Statistical material relating to Australia, including census data and city profiles
- Street directories (local to be updated annually, interstate every 2nd year)
- Telephone books (current year only)

### 3.9.5 Schools collection

The Library maintains a collection of emergency management material suitable for primary and secondary school students and teachers.

### 3.9.6 Staff only collection

A limited range of material is available for use by EMA staff only due to copyright legislation or internal guidelines. This includes mainly training manuals and recordings from free-to-air television.

### 3.9.7 EMA Institute training packages and learning materials

The Library holds hard copies of the current training packages and learning materials in use by EMA Institute. These materials are available via restricted access.

## 3.10 Duplication

Acquisition of duplicate copies of material is to be avoided. Certain high use or core materials may be duplicated if there is sufficient need.

## 3.11 Languages

Generally only English language material is collected, except for bilingual or multilingual editions containing English language material. Foreign language material and translations are rarely collected and only where there is a special need.

### 3.12 Cooperative exchange arrangements

#### 3.12.1 Australasian Libraries In the Emergency Sector

As a member of Australasian Libraries in the Emergency Sector (ALIES), the library has access to lists of discarded items of member libraries posted on the ALIES e-list. These items are provided gratis to ALIES members. Material on discards lists will be evaluated in regard to this policy.

Similarly, when items are discarded from the EMA Library collection, items deemed as suitable for other agencies may be offered to member libraries via the ALIES e-list. As a commitment to cooperative exchange, EMA will pay the postage cost for items requested by member libraries from discard lists provided by EMA Library.

#### 3.12.2 International exchange arrangements

The Library has established links for information exchange with organisations overseas. These usually involve the exchange of EMA publications for publications of other institutions. Arrangements for these organisations are usually done on an annual basis. Where the exchange involves more material being supplied from these organisations the Library will attempt to collect other Australian material to supplement the amount of EMA material being despatched. Arrangements for exchanges are documented in library procedures.

### 3.13 Gifts and donations

Gifts and donations of materials are accepted and encouraged provided they comply with this policy and are relevant to the field of emergency management. Donations can provide many valuable additions to the collection but the following factors are to be taken into consideration:

- The Library retains unconditional ownership of any gift
- Gifts will be housed with the library collection at Emergency Management Australia, Mt Macedon
- Unrestricted gift material will be utilised in a manner suited to the best interests of the Library and the organisation
- The Library retains the right to dispose of material if it is not relevant to the collection

The Library often receives unsolicited donations including the publications of other government departments. Such material, if not relevant to the collection, may still be of topical or ephemeral interest and if so is displayed in the library foyer for a period before discarding.

Gratis copies of state and territory emergency service periodicals are received directly from the agencies.

### 3.14 Weeding

#### 3.14.1 Weeding guidelines

The withdrawal of items, or weeding, is undertaken as part of ongoing collection management in order to keep collection relevant to the needs of the emergency management sector. Routine weeding is an ongoing process, undertaken when staff resources permit. Generally all collections should be regularly assessed to determine the relevance and condition of materials and identify replacements or discards.

The following criteria should be considered when weeding library materials:

- Obsolete, outdated, inaccurate or misleading information
- Damaged or in poor physical condition
- Circulation history/use
- Historical significance
- Availability of other copies (duplication usually avoided unless required)
- EMA publications will be archived
- Retention of the current edition of a work, except for some core emergency management texts

Items withdrawn from the collection may be offered to ALIES members, EMA staff, or international agencies. Outdated and obsolete material should be destroyed.

#### 3.14.2 Weeding of periodicals

All periodicals are assessed to determine how long it is retained, and if all holdings or indexed copies only are kept. A review of journal holdings is done on an annual basis and journals are also weeded annually. The process involves compiling a list of discards and circulating it to ALIES members and within EMA. Topical journals, such as "Time Australia" are held for 5 years before discarding the issues which do not contain any indexed articles. Journals which do contain indexed articles are clearly marked on the front cover by a label.

### 3.15 Preservation and conservation of materials

Repair of items is completed as required by library staff and occasionally by professional restorers or binders, particularly for historically significant material and material related to EMA. If the physical condition of material is deteriorating, it will be considered for rebinding, repair or more appropriate storage.

Core journals will be assessed for binding on an annual basis.

### 3.16 Stocktake

A stocktake of the Library collection will be undertaken approximately every 3 years to ensure the collection is in order, identify missing items, and keep the library management system records up-to-date. Items identified as missing in a stocktake will be evaluated for replacement or removed from the library catalogue.

## 4 References

1. Australian Library and Information Association (2006). *Australian Interlibrary Resource Sharing (ILRS) Code*.  
<http://www.alia.org.au/interlibrary.lending/ilrs.code.html>
2. Emergency Management Australia (2004). *Emergency management in Australia: concepts and principles*. [Canberra, A.C.T.] : EMA. (Australian Emergency Manuals Series ; 01).  
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