

Policies Register
incorporating
policies, procedures and protocols
Clarence Regional Library

CRL STACK Collection Guidelines

Policy, procedure, protocol

Procedure / Guideline

Adoption date

Amended date

Review due date

Responsible officer

Regional Librarian

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga and Yamba and Mobile Library

Stack collection

Items from various collections that are not suitable to remain on public display may be retained in the library stack. Usually these are works of literary merit, fragile items, items of historical interest, items of perennial interest, and items now out of print and valuable items. Stack resources remain on the CRL catalogue and are available for loan via reservation.

Selection to Stack

The majority of titles that are identified for locating in the Stack location are moved from the general collection or obtained through donations. These are identified when weeding the general collections or when sorting through donations.

Titles are often identified for purchase that have local, historical or literary merit or titles by local authors. In these cases an additional copy will be considered for purchase for location in Stack.

Where an autographed copy of a title has been obtained this will be located in the Stack collection.

Preference will be given to titles in hardback over paperback format. This is a prime consideration when any items are identified as rare or valuable additions to the Stack collection.

Where a title has been identified and a duplicate already exists in the Stack collection, preference is given to the item in the best condition and those that are in hardback format.

Full series are only collected if all of the titles in the series are of historical merit, or integral to popular culture of the day.

Genre 'trailblazers' will be included in the selection process for Stack

Titles that are a reflection of Australian popular culture will be given priority for selection to the Stack collection.

Workshop manuals are an important component of the Stack Collection. Where workshop manuals that aren't being used regularly are identified in the general collection, these will be relocated to Stack.

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Not-For-Loan status

Where we possess two copies of a title, one copy will be catalogued and labelled as 'not for loan' for archival purposes. The 'not for loan' status will be assigned if a copy has an author signature, if one is a more original or 'special' print edition or if one copy is in a more fragile condition.

Items that are susceptible to damage will be catalogued and labelled as 'not for loan' and can only be viewed in the library under supervision

Deselection

The Stack collection will be weeded on a 6 monthly basis with two or more senior staff involved in the deselection decisions.

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