

## LOTE Collections – Establishment, Maintenance and Decommission

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### General Statement of Intent:

It is the intention for the City of Greater Dandenong Libraries to provide materials and services in Languages other than English (LOTE) to Culturally and Linguistically Diverse (CALD) individuals for recreational purposes, to assist and support in the development of knowledge, and to provide an ability to interact within the local and wider community.

### Practical application of this Code of Practice

Given the number of language groups residing within the City of Greater Dandenong (CGD), it is not physically or economically feasible for the libraries to have collections for all CALD groups. Accordingly, the library seeks to provide assistance to all members of the community through:

- a) Lifelong learning including the provision of LOTE and English materials and services
- b) The Library, Literacy Program
- c) The provision of a Language and Skills Collection
- d) The ability to obtain materials for different language groups through the SWIFT consortia and Library Link Victoria
- e) The provision of non-fiction materials in English.

To obtain a greater understanding of the position of the LOTE Collections, and how these collections sit within the CGD library framework, it is recommended that this document is read in conjunction with Greater Dandenong Libraries' *Libraries without borders Library Strategy 2012-2016*, and the current internal working document *Collection and Resources Acquisition Plan* ("the Library plans").

## Objective

It is the objective of CGD Libraries to:

- a) Recognise the needs of the CALD communities within the limitations of the annual allocated budget
- b) And ensure where possible, that suitable and accessible collections are provided in an equitable and cost effective manner.

## Purpose

This Code of Practice provides the guidelines for the establishment, maintenance and decommission of collections for the CALD communities within CGD. In addition, it describes the guidelines to the selection and maintenance of the World Cinema collection, which falls under the same mandate as LOTE collections.

The Code of Practice represents the practical application of *the Library plans* specifically for LOTE Collections.

## Materials selection

CGD library will purchase materials which may include books, periodicals, audio discs, DVDs, Blu-Rays and electronic materials and resources in accordance with the guidelines of *the Library plans*. Given the size of most LOTE collections, the library will avoid purchasing politically sensitive materials as we may not be able to provide a balanced view through the collection.

Materials not suitable for a public library environment include:

- a) Oversized or Folio items that cannot fit into the libraries' returns chute
- b) Spiral bound items
- c) Collectable, memorabilia or gift packed items with multiple pieces
- d) Items that cannot accommodate a RFID tag for stock circulation
- e) Cost prohibitive items
- f) Text book material for specific secondary school or university subjects or courses.

## Introduction of new LOTE Collections

Consideration will be given to introducing a collection in a particular community language when both the following criteria are met:

1. CGD population as per Australian Bureau of Statistics (ABS) reaches the following triggers:

<b>No. of persons speaking language at home (as per ABS statistics)</b>	<b>Level of collection to be considered</b>
1,000	Periodicals including Magazines and Newspapers
2,000	Periodicals including Magazines and Newspapers, and the introduction of other items including but not limited to Audio Visual, talking books, eresources and print materials.

Social statistic predictions of residential movement or growth in community languages spoken within Greater Dandenong will be assessed on an annual basis, as part of the library's annual resource acquisitions planning.

2. There is ability to source and maintain appropriate resources in reasonable quantities to support a viable collection. (LOTE collections need to be large enough to be viable. Below a certain size, collections quickly become stale because of the limited range of materials).
3. The library can clearly determine potential of the LOTE collection usage through community engagement, social statistics in limited English literacy fluency and, where available, benchmarked data from other Australian public libraries' servicing the same or similar CALD communities.

## Criteria for the decommissioning of a LOTE collection

High weighting will be given to decommissioning a LOTE Collection when the following indicators are met:

1. CGD Population (as per ABS statistics) of a Community Language falls below the recommended size for the establishment of a collection.
2. There has been a significant and documented decrease in the LOTE collection use over three consecutive years (even after promotion of the collection).
3. More than 55% of active CGD library borrowers of a particular language group reside outside of Greater Dandenong.

The following factors will also be considered in the decommissioning of a LOTE collection:

1. There has been a documented and sustained low number of active CGD library borrowers in a particular language group over a period of three consecutive years.<sup>1</sup>
2. Relevant materials in the language is unavailable in quantities required to sustain the collection.

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1. <sup>1</sup> (“Active CGD borrowers” is defined as patrons residing within City of Greater Dandenong and having borrowed from the LOTE Collection within the last 12 months).

## Checklist for decommissioning a collection

<input type="checkbox"/>	Flag collection when periodic reviews of turnover statistics reveal a sustained drop in usage.
<input type="checkbox"/>	Review types of materials purchased / suitability for target market. Consult with Council Departments / Community group to obtain feedback regarding collection.
<input type="checkbox"/>	Promote collection to community group via direct marketing and outreach services over a period of 6 months.
<input type="checkbox"/>	Collate statistical evidence for possible decommission.
<input type="checkbox"/>	Make proposal to Library Management Team regarding decommission of the language collection.
<input type="checkbox"/>	Cease purchasing for the collection.
<input type="checkbox"/>	Offer collection to another library that has a collection in the language.

## World Cinema Collection

The World Cinema collection is separate to the CALD DVD Collections.

The purpose of this collection is to:

- a) Provide materials which complement the linguistic and cultural diversity represented in CGD; and
- b) To provide access to a range of foreign films to CGD library patrons.

The World Cinema Collection should contain:

- Foreign films, specifically including languages spoken by CGD communities.
- Foreign feature films produced in Australia and specifically Victoria.
- Foreign films which have received recognition or acclaim by authoritative sources.

All DVDs or Blu-Rays should be single or multiple language foreign films with English subtitles, or an English language audio option.

Wherever possible, this collection will only include items classified by the Australian Office of Film and Literature Classification.

Although all parts of this collection are available for loan to all patrons, the standard age classification restrictions (e.g. R rated) apply.