



## ESU - LIBRARY POLICY

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Drafted by	Margaret Birtley	Approved by ESU Council on	07/08/2024
Responsible person	President	Scheduled review date	August 2026

### 1 Introduction

The English-Speaking Union Victoria Branch (ESU) has a collection of books and other publications that it manages as a Library for the benefit of ESU Members and supporters.

### 2 Purpose

The purpose of this document is to set out clearly the rationale for the Library collection, its development, management and use.

### 3 Scope

This policy relates to the Library and the items in the Library collection. Reference books and manuals acquired by ESU to support its administrative, financial, technical functions and infrastructure requirements are not inherently covered by this policy.

### 4 Definitions

**Associate** A person who is affiliated with the ESU by invitation to work, research or study, or who is the recipient of a grant or award for a particular activity and for a prescribed timeframe.

**Community User** A person who is neither an ESU Member nor an Associate but has received permission to use the Library from the President or his delegate.

**Collection** The items held in the Library, including (but not limited to) books, audio-visual publications (in formats such as tapes, CDs and DVDs) and reports.

<b>Council</b>	The governing body of the ESU.
<b>ESU Member</b>	A person who holds current membership of the ESU Victoria Branch in a category defined in section 12 of the ESU Constitution, or who is a member of an interstate or international ESU Branch.
<b>User</b>	A User of the Library must be an ESU Member or Associate, or an approved Community User.

## 5 General

- 5.1 The name of the Library is “Sir Owen Dixon Library” in recognition of Sir Owen Dixon OM, GCMG, KC (1886-1972). Dixon was an Australian judge and diplomat who served as the sixth Chief Justice of Australia. From 1946 to 1960, Dixon was the illustrious President of the ESU's Victoria Branch.
- 5.2 The Library is located at the premises known as ESU House at 403-405 Mount Alexander Road, Ascot Vale, Victoria. <sup>1</sup>

## 6 Collection development

- 6.1 The collection themes will align with the ESU’s ‘strategic directions’ (<https://esuvic.org.au/content/strategic-directions>) and may be reviewed and adjusted by the Council. <sup>2</sup>
- 6.2 The collection may be developed by purchase, gift/donation or exchange of new or used items that relate to the Library’s themes, subject to shelf space being available.
- 6.3 The collection may also be developed via the addition of:
- a) reports and publications received from winners of ESU Awards (subject to any embargoes placed on such items by their authors);
  - b) gifts from kindred organisations.
- 6.4 Under normal circumstances, the Library will not hold items that are (or should be) part of the ESU’s business records.

## 7 Cataloguing

- 7.1 The ESU will catalogue or register each item when it is added to the collection.

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1 The Library is currently housed in bookcases that offer a mix of open and closed (behind doors) shelving in Room 9 on the plan in the Conservation Management Plan (i.e. first door on the right after entering the Bank Street door).

2 The Library’s current themes are History, Literature, Politics and Biography.

7.2 Not every item added to the collection will automatically be shared publicly via the ESU's online catalogue. <sup>3</sup>

## 8 Venue management

8.1 The Library will be kept clean, dry and free from pests (especially silverfish and carpet moths).

8.2 Food and beverages may not be placed or consumed in any area used for consultation of the Library books.

8.3 Annually, the collection items will be removed from the shelves, inspected and dusted.

## 9 Access and conduct

9.1 Access to the Library is a benefit of ESU Membership.

9.2 The Library is normally open to Users during the ESU's operating hours, unless the room is required for other ESU purposes. <sup>4</sup>

9.3 Access to the Library and the collection by Users who have not been issued with a key is subject to the availability of an authorised ESU representative.

9.4 Food and drink may not be consumed in proximity to any collection item.

9.5 Users of the Library must:

- a) Respect the premises, the collection and other Users,
- b) Abide by the provisions of this Policy and any related ESU rules or procedures,
- c) Report any damage to Library furnishings or collection items to ESU personnel, and
- d) Leave the Library in a clean and tidy state.

9.6 At their own risk, Users may bring their own equipment and materials into the Library. When departing, they must remove all their own equipment and materials.

9.7 Users will normally be required to pay the full repair cost or replacement cost of any items damaged as a result of their use of the Library.

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3 The Library is catalogued via the ESU's subscription to Tiny Cat ('powered by Library Thing'), accessible online at: [www.librarycat.org/lib/ESUVic](http://www.librarycat.org/lib/ESUVic)

4 Users are encouraged to make an appointment prior to each visit to ESU House, to ensure that access will be possible.

- 9.8 The Council may in its discretion decide to waive or modify the amount of contribution required from a user for the repair or replacement of items damaged.

## 10 Restricted material

Rare books, manuscripts and fragile items may be viewed at ESU House but are not available for loan.

## 11 Borrowing from the collection

- 11.1 With the exception of Restricted material, items in the collection are available for loan to Users.
- 11.2 Loans may be issued:
- a) In person, to a User who visits ESU House to select and collect an item; there is no charge for this service.
  - b) By mail, to a User who is unable to visit ESU House and who pays an annual registration fee as set by the Council.
- 11.3 Users must comply with the ESU's *Library Lending Procedure*.
- 11.4 Failure to return a borrowed book by its due date may result in the ESU taking disciplinary action against the User.

## 12 Culling

- 12.1 Items acquired under clause 6.3 of this Policy will not be removed from the collection unless the Council makes a specific decision to do so.
- 12.2 With the exception of items acquired under clause 6.3, items that are deemed to be not aligned with the ESU's 'strategic directions' and/or with the Library's themes may be culled from the collection.
- 12.3 Items that have deteriorated beyond cost-effective conservation or repair may be culled if sufficient storage space is not available for their retention in a physical format.
- 12.4 No item will be culled without consultation with the Council (or its delegated committee of at least two Directors).
- 12.5 The decision to cull an item will be recorded in an appropriate way.
- 12.6 A culled item will be removed from the ESU's online catalogue.
- 12.7 Any ESU bookplates or stamps will be removed or cancelled (e.g. by over-stamping in ink with a CANCELLED stamp) before disposal.

### 13 Disposal of culled items

- 13.1 Culled items may be destroyed, recycled, donated, sold, exchanged or returned to the original donor (or that person's descendants), in accordance with the following principles:
- a) No employee, member or volunteer of ESU, or any person associated with ESU, should receive an unfair advantage if purchasing the item.
  - b) Where ESU acquired items subject to conditions of disposal, these conditions must be complied with.
  - c) Where ESU received financial assistance from an outside source for an acquisition to the Library, disposal may require the consent of all parties who had contributed to the purchase or controlled the funding.
- 13.2 Any monies received by ESU from the disposal of culled items should be used for the benefit of the Library, that is, for the acquisition or conservation of other items, or for the purchase of appropriate shelving.