The Wollaston Library Policy

Purpose

This policy defines the guiding principles and operational framework for The Wollaston Library. It aligns Library activities and services to the vision and mission of Wollaston Theological College. The Library supports the academic, clergy, student, and lay communities of the Anglican Diocese of Perth, while fulfilling the goals and objectives of the University of Divinity.

Scope

This policy extends to all users of The Wollaston Library and Anglican Diocese of Perth employees who work within the library.

This policy applies to the access, use, development, and management of library operations and collections.

Term	Definitions
Access	The right, opportunity, and means of retrieving information.
Acquisition	Resources and materials that have been collected or acquired through purchase, donation, or transfer.
Collection	Physical and digital resources and materials organised to support the informational, educational, and cultural needs of library users.
Deaccession	The process of permanently removing resources and materials from the collection.
Diocese	Anglican Diocese of Perth.
Diocesan Archives	The body responsible for the preservation, organising and protecting of records that pertain to the origin, growth, and history of the Diocese of Perth.
Disposal	The process of discarding deaccessioned resources and materials.
Donation	A library gift is a donated item—such as a book, journal, or other material—offered to the library, which is evaluated and accepted based on its alignment with the library's collection development policies, including criteria for selection, retention, and disposal.
Digital Resources	Resources stored and accessed in an online form, including databases, eAudio, eBooks, and eJournals and databases.
Library Materials	Any physical and digital items held in the library collection that provide information, including books, pamphlets, CDs, DVDs, maps and photographs.
Library User	A person registered as a borrower or authorised patron of The Wollaston Library who accesses its services, collections, or facilities.
Partner Institution	An organisation with which formal agreement is maintained for collaboration, such as reciprocal borrowing, interlibrary loans, or shared access to resources, in accordance with agreed terms and conditions.
Parish	A body of members of the Church gathered together and established with the Parish Governance Statute 2016
Reciprocal Borrowing Agreement	A mutual arrangement between libraries allowing registered users to borrow library materials and access services under agreed terms.
University of Divinity	The higher education provider under which Wollaston Theological College operates as a member college.
Wollaston Board	The formal body responsible for governance of Wollaston Theological College and oversight of education, formation, and training programs within the Diocese of Perth.

Principles

To provide equitable physical and online access to The Wollaston Library (Library) collections and library materials, catalogue, databases, and study spaces. The Library operates in accordance with the Anglican Diocese of Perth (Diocese), Wollaston Theological College (College) and University of Divinity (University) acts, regulations, policies and guidelines.

As a member of the University's library network, The Wollaston Library benefits from collaboration with other University of Divinity libraries and fulfils its responsibilities under a Collegiate Agreement. This policy also supports the principle of shared access to the combined resources, materials, and collections of the University's consortia of college libraries, which significantly expand the range and depth of information available to library users.

The Diocese and College are responsible for the care, development, and management of the library, its collections, in accordance with Australian Library and Information of Association (ALIA) and Australian and New Zealand Theological Library Association (ANZTLA) professional standards and guidelines, to ensure its continued value, accessibility, and relevance to library users.

Library Management

The library is managed by a qualified librarian who is responsible for the effective administration of its operations and collections. Working in consultation with the College Principal, academic staff and Clergy, the librarian ensures that library services align with the strategic priorities of both the College and the University.

The library uses an integrated library management system to support key functions and contributes bibliographic records to the University Library Hub, Libraries Australia, and other relevant catalogues where appropriate. Technologies such as RFID-enabled self-service equipment, secure collection control systems, public computers, and photocopier and scanning facilities enhance the efficiency, accessibility, and user experience of library operations.

The librarian represents the College on the University Library Committee, contributing to shared planning, policy development, and collaboration across the University library network.

Collection Management and Development

Library resources and materials are selected based on their relevance to theological teaching, research, and Anglican ministry formation. Additional acquisition criteria includes anticipated usage, academic authority and accuracy of the content, physical durability and appropriateness of the format, and the suitability of the material for loan and storage. The cost and ease of access, particularly for digital resources, are also considered.

Donations are accepted at the discretion of the librarian and are assessed in accordance with the principles applied to purchased acquisitions. Items not accepted for inclusion in the collection may be disposed of through book sales, recycling, or other suitable means.

Library resources and materials may be deaccessioned from the collection if they are outdated, duplicated, superseded, physically damaged, or no longer aligned with the teaching and research priorities of the College. Care is taken with historically significant materials, which are assessed in consultation with Diocesan Archives, where appropriate before any disposal. Deaccessioned items may be offered for sale, donation, or general disposal depending on their condition and relevance.

Membership

Library membership is provided free of charge to all academic, Clergy and lay staff and enrolled students at the College. It is also extended, without cost, to current staff and students from other University colleges, established reciprocal borrowing agreement institutions and the broader Anglican Diocese of Perth community, including parish members, clergy, and lay leaders.

All other individuals or groups seeking access to the library will be considered fee-paying members. Membership for these library users is subject to application, and may carry specific conditions, including an annual fee. Membership categories, terms, and fees are outlined in The Wollaston Library Membership Guidelines.

Non-members are permitted to use library facilities, resources and materials, public computers and other equipment within the library. Restrictions and fees may be applied in accordance with the Library Conditions of Use.

Collaboration

The library actively collaborates with other libraries within the University network and is a member of the Australian New Zealand Theological Librarians Association (ANZTLA).

Interlibrary loans are provided at no cost to ANZTLA member libraries and participating University libraries under established reciprocal borrowing agreements. Library resources and materials may be supplied electronically or by post, depending on availability and user needs. The supply and use of library materials will comply with the Australian Copyright Act, 1968.

Fees may be applicable to select inter-library loan requests as prescribed by the Diocese, College and University.

Additional reciprocal borrowing agreements may be implemented with relevant theological and tertiary institutions where appropriate. Participation in these agreements requires compliance with the specific terms and conditions outlined by each partner institution, and all interlibrary lending activity must align with the agreed protocols of the respective agreements.

In addition to lending, the library engages in activities that promote resource sharing, digitisation, collaborative cataloguing, and the long term preservation of theological educational and research library resources and materials.

Library User Responsibilities

Library users will help create a welcoming and supportive environment by treating others with courtesy and engaging in behaviours that promote an inclusive, respectful shared space for learning, research, and reflection. Any library user attending the Library must behave in a responsible and considerate manner.

Registered borrowers are responsible for all items borrowed on their account and are expected to report lost items as soon as practicable. Replacement costs apply for damaged items and items not returned by the due date.

Library Staff

Library staff are responsible for ensuring library services and collections support the teaching, learning, and research activities of the College and Diocese. They do this within the framework of the Wollaston Theological College Strategic Plan, University of Divinity Library Strategy 2030 and Library Collection Policy and other Diocesan, College and University associated guidelines.

Library staff work closely with academic staff and clergy to understand current and upcoming unit, learning and research activities to anticipate information and resource needs. They will provide training to academic staff and students to strengthen their research skills and improve confidence in using both physical and digital resources and materials.

Library staff are accessible, approachable, and committed to offering expert support to library users.

Prescribed Fees

Fees may be applied to library services. Fees are determined by the Anglican Diocese of Perth and are reviewed on an annual basis.

Governance

The Library operates under the collective governance of the University of Divinity, the Anglican Diocese of Perth, Wollaston Theological College and the Wollaston Board.

Related Policies/Documents:

University of Divinity:

- Collegiate Agreement
- Regulation 4: Colleges
- Regulation 7: Libraries
- Regulation 9: Code of Conduct
- Regulation 11: Awards, Courses and Units
- Library Collection Policy
- Privacy Policy
- Library Strategy 2030

Diocesan:

- Policy 42: Privacy
- Policy 43: Archives
- Policy 46: Diocesan Council Governance

Wollaston Theological College:

- Wollaston Theological College Strategic Plan
- Library Conditions of Use
- Library Membership Guidelines