Publications and information available

__STAFF PUBLICATIONS, CONFERENCE PAPERS AND PRESENTATIONS__

**PUBLICATIONS**


**CONFERENCE PAPERS**


Forsyth, E. 2008, ‘Web 2.0 what is all the fuss about?’, History in the heritage landscape 2008 RAHS local history conference, Forbes, 18–19 October 2008


Joseph, M. 2009, ‘Organisational Change through Social Networks’ (panel) at Transformations in Cultural and Scientific Communication 2009, 6 March 2009

Joseph, M. 2009, ‘Everything old is new again: Or is it?’ Next chapters: Public libraries in Australia and New Zealand for older generations, Sydney, 1–2 May 2009


PRESENTATIONS
Staff delivered presentations on topics including State Library and Mitchell Library collections, library services, social media, collection preservation and development at various seminars, forums, library openings, association meetings and on broadcast and community radio in Sydney, regional NSW and around Australia.
PUBLICATIONS AND INFORMATION AVAILABLE 2008/09

PUBLICATIONS

LIBRARY COUNCIL OF NEW SOUTH WALES ANNUAL REPORT 2007/08

STATE LIBRARY OF NEW SOUTH WALES FOUNDATION ANNUAL REPORT 2007/08

PUBLIC LIBRARIES IN NEW SOUTH WALES: A DIRECTORY 2008

PUBLIC LIBRARY STATISTICS 2007/2008

LIVING LEARNING LIBRARIES: STANDARDS AND GUIDELINES FOR NSW PUBLIC LIBRARIES 2008

SCENARIOS FOR THE FUTURE OF THE NSW PUBLIC LIBRARY NETWORK – ISSUES REPORT MAY 2009

SCENARIOS FOR THE FUTURE OF THE NSW PUBLIC LIBRARY NETWORK – THOUGHT STARTERS JUNE 2009

EXHIBITION GALLERY GUIDES
Free guides were published for the following exhibitions:
Bondi Jitterbug: George Caddy and his Camera
Charles Darwin Down Under, 1836
Home Truths
The Magic Pudding: Watercolours by Norman Lindsay
Nelson Meers Foundation Heritage Collection 2009
Vaniman Panorama
Guides are also available at: http://www.sl.nsw.gov.au/events/exhibitions/index.html

INFORMATION RESOURCES

HOT TOPICS: LEGAL ISSUES IN PLAIN LANGUAGE
Four issues a year published by the Legal Information Access Centre (LIAC).
Hot Topics 65: Domestic violence
Hot Topics 66: Indigenous peoples
$22 an issue, $82.50 annual subscription (price includes GST)
Complimentary copies are provided to legal agencies including NSW community legal centres and Legal Aid. Two free copies are also provided to all NSW public libraries.

HSC LEGAL STUDIES: NEWS WATCH
Managed by LIAC staff, this blog identifies useful media reports, journal articles and other resources to help HSC teachers and students keep up-to-date with changes to the law relevant to HSC legal studies. Available at: http://blog.sl.nsw.gov.au/hsc_legal_studies/

INFOCUS TOPIC LIST
A quarterly listing of Higher School Certificate resources. School and public library membership is by annual subscription of $90.75 (includes GST); also available at: http://www.infocus.sl.nsw.gov.au

LEGAL STUDIES RESEARCH GUIDE
Online resource for HSC legal studies teachers and students, with links to relevant legislation and key cases and a listing of key print and web-based resources for each syllabus module. Available at: http://www.legalanswers.sl.nsw.gov.au/students_teachers/

LIAC CRIME LIBRARY
Online resource for HSC legal studies teachers and students (updated annually), with summaries and web links to over 50 high profile criminal cases. Available at: http://www.legalanswers.sl.nsw.gov.au/students_teachers/

COMMUNITY LIBRARIES

LIAC FREE LEGAL ADVICE AND ASSISTANCE: A REFERRAL GUIDE
An online directory to sources of free legal advice and assistance (updated annually). Available at: http://www.legalanswers.sl.nsw.gov.au/advice/

MAGAZINES AND NEWSLETTERS

@ the Library (four issues)
SL magazine (three issues)
Public Library News (three issues)
Volunteers’ Voices (three issues)

E-NEWSLETTERS

Email newsletters have been developed for specific client interests
@ the Library Monthly
Find Legal Answers e-news. A biannual web-based newsletter for public librarians
LIAC alert (online). A biannual web-based newsletter for the legal, education and community sectors
SL U35 e-newsletter. Monthly newsletter for SL U35 Club members
Structure and Functions of the State Library of New South Wales

The State Library is the major public reference and information service for the people of New South Wales. It has over five million items in its collection and provides access to electronic information services around the world. The Library’s origins date back to 1826, with the opening of the Australian Subscription Library. The NSW Government took over the private subscription library in 1869 and created the Sydney Free Public Library. From 1895 to 1975 the Library was known as the Public Library of New South Wales. It was renamed the State Library of New South Wales in 1975.


The State Library is managed by an Executive comprising the State Librarian and Chief Executive, four directors responsible for Library Services, Marketing and Business Development, Public Library and Community Learning Services, and Operations, and the Mitchell Librarian. An organisation chart is shown on p. 75.

The Library’s strategic priorities and objectives are set out in the corporate plan which is available at www.sl.nsw.gov.au/about/strategic_plan/index.html. The Library is responsible for administering the Library Act 1939 and Library Regulation 2005.

Key Functions Which Directly Affect the Public

State Library services are designed for the public to meet the diverse range of interests and information needs of the people of NSW. Services are provided directly to people of NSW in Macquarie Street, Sydney, and to remote clients who make contact via telephone, mail, fax, email, or through the Library’s website.

Clients who visit the Library in Macquarie Street Sydney have direct access to the collections and services in the reading rooms, exhibitions and displays, Library tours, special events for friends and supporters, education and school holiday programs, the Library Shop, and Cafe Trim. The State Library also provides services to clients of the NSW public library network including document delivery services and NSW.net.

State Library services are evaluated and monitored by a program of surveys and performance measurement. These indicate a high level of satisfaction with Library services, and help to inform ongoing improvements in service delivery strategies.

Arrangements for the Public to participate in Policy Development

The Library Act 1939 provides that there shall be a Library Council of nine members of the public, nominated by the Minister for the Arts, and appointed for a three-year term by the Governor of NSW.

The Public Libraries Consultative Committee and the Grants Committee of Library Council enable representatives of local government to participate in decision making and policy formulation with regard to the provision of public library services.

The State Library welcomes public comment. Suggestion forms are available for this purpose at the information desks, at service points in the reading rooms, and on the Library website. The Library also conducts client research. The findings are used to improve our services and develop standards against which our performance levels in key areas of service provision are measured.

Categories of Documents Held by the State Library

Documents relating to the exercise of the Library’s diverse functions are housed at the State Library in Macquarie Street. These include documents relating to administrative, personnel and financial matters common to most NSW government organisations. Other records relate to the provision of library and information services to members of the community, services and support provided by the Library to NSW public libraries, and the management of the Library’s collections.

Documents containing personal information are described in the Library’s Privacy Management Plan, a copy of which is available from the Privacy Contact Officer.
Applications for access to documents under the provisions of the Freedom of Information Act 1989 should be made in writing, accompanied by a $30 application fee, and addressed to:

Freedom of Information Contact Officer
State Library of New South Wales
Macquarie Street
SYDNEY NSW 2000
Tel: (02) 9273 1796
Fax: (02) 9273 1255
Email: foi@sl.nsw.gov.au

Publications and information available from the State Library of New South Wales are listed on p. 103.

**FREEDOM OF INFORMATION STATISTICS**

The following information is provided in accordance with the Freedom of Information Act 1989 (FOI Act), the Freedom of Information Regulation 2005 and The NSW FOI Manual, a joint publication of the NSW Department of Premier and Cabinet and NSW Ombudsman.

During 2008/09, the State Library received one Freedom of Information (FOI) application which was withdrawn by the applicant.

One application was also received in 2007/08 with processing completed in 2008/09, in which access to documents was granted in part with some refusals as they were exempt documents as defined in section 6 of the FOI Act.

In 2008/09, compliance with the FOI requirements on the State Library had a considerable impact on the State Library due to the complexity of the request received in 2007/08.

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**SUMMARY OF AFFAIRS OF THE STATE LIBRARY OF NSW JUNE 2009**

**POLICY DOCUMENTS**

Policy documents held by the State Library include:

- Access to information in New South Wales public libraries guideline
- Access to Restricted Material
- Acquisition of Collection Material Policy
- Asbestos Register
- Australian InterLibrary Resource Sharing (ILRS) Code
- Children’s policy guidelines for NSW Public Libraries
- Client Code of Conduct Policy
- Code of Conduct
- Collection Development Policy
- Conditions of Using Library Material
- Copyright and Reproduction
- Digitisation policy for atmitchell.com Horizon 2
- Disability Action Plan
- Email Policy
- Ethnic Affairs Priority Statement
- Free Internet Access in Public Libraries: Law and Policy
- Guidelines and Conditions for External Exhibitions Loans
- Guidelines for Local Government Authorities, Library Act 1939
- Guidelines for the use of public-facing Library blogs
- Hazardous Materials & Hazardous Substances Register
- Hazardous Materials Management Plan
- Information and Communications Technology (ICT) Services Policy
- Information Request Service Policy
- Interim Influenza Pandemic Policy and Action Plan
- Legal Information Access Centre (LIAC) Service Policy
- Lending Policy
- Living Learning Libraries: Standards and Guidelines for NSW Public Libraries
- Media Protocol
- Offsite Storage Policy for Published Materials
- People places: A guide for public library buildings in New South Wales
- Pesticide Notification Plan
- Privacy Guidelines for NSW Public Libraries
- Privacy Management Plan
- Reading Room Internet Usage Policy
- Records Management Policy
- Retention and Disposal Policy for Collection Materials and Donations

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CHINESE EXPORT WARE
PUNCHBOWL FEATURING A SCENE OF SYDNEY COVE, CHIA-CH'ING PERIOD (1796–1820), C. 1820, ENAMELLED PORCELAIN, ML XR 10
Security Systems Policy
Use of the State Library Under the Library Regulation 2005 Part 3
Web Privacy Statement

PRIVACY MANAGEMENT PLAN

The State Library supports the objectives of the privacy laws and is committed to the ongoing protection of personal information through our normal protocols, privacy management program, compliance strategies, policies and procedures.

The State Library’s Privacy Management Plan outlines how the Library complies with the Privacy and Personal Information Protection Act 1998 (Privacy Act) and the Health Records and Information Privacy Act 2002.

The plan is available to staff on the Library’s intranet. Copies may be obtained by contacting the Library’s Privacy Contact Officer, State Library of NSW, Macquarie Street, Sydney NSW 2000, email: privacy@sl.nsw.gov.au, or phone: 9273 1796 or fax: 9273 1255.

The Library’s website privacy statement is published on the website.

As part of the Library’s ongoing actions, privacy awareness was included in compulsory induction sessions for all new staff and contractors to notify them of their privacy obligations and to provide information on matters relating to managing personal information. Information about the nature of surveillance conducted by the Library was also included. In addition, the Library submitted its response to Consultation Paper 3: Privacy Legislation in New South Wales, issued for comment by the NSW Law Reform Commission. Timely advice was provided to staff on privacy matters affecting staff and clients with minor amendments made to administrative practices.

A person aggrieved by the conduct of the Library is entitled to seek an ‘internal review’, if they believe the Library has breached its privacy obligations. Under the Privacy Act, the Library is required to supply statistical details of reviews conducted by it or on its behalf. Formal privacy complaints are known as an application for ‘internal review’.

The Privacy Act requires internal reviews to be finalised within 60 days. No privacy complaints were received by the Privacy Contact Officer during 2007/08 or carried over from the previous year.