



Department of Culture and the Arts
Government of Western Australia
State Library of Western Australia



State Library of Western Australia
Freedom of Information Act 1992
Information Statement

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Responsibility: **Corporate Information Unit**



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1. Introduction

The Freedom of Information Act 1992 (the FOI Act) gives a general right of access to documents held by State and Local Government agencies.

This Information Statement is provided in accordance with the requirements of Section 94 of the FOI Act.

2. Legislation

Library Board of Western Australia Act

The State Library of Western Australia (or The Library) is the operational name of the organisation established under the terms of the Library Board of Western Australia Act 1951 (the Act). The Library Board of Western Australia (The Board) through the Chief Executive Officer/State Librarian, who is the Executive Officer to the Board, is responsible for the delivery of library and information services to the people of Western Australia.

The Library Board of Western Australia Act 1951 defines the conditions under which the Parliament of Western Australia delegates powers to the Board to plan and deliver services.

The Board is a body corporate and the Act defines the membership and conditions of appointment of the Board's members.

The Act defines the framework for an integrated State-wide public library system involving the Board, local governments and other "participating bodies" which are involved in providing public library services.

Other legislation and State government directives which require that materials be deposited with the Board are :

- The Newspaper Libel and Registration Act 1884, which requires that a copy of every newspaper published in Western Australia be deposited;
- A Premier's directive which requires that four copies of each publication issued by government agencies be deposited to meet the government's overseas exchanges commitments;
- A Premier's directive requires that four copies of annual reports issued by government agencies be printed and deposited; and
- A Premier's directive which requires that one copy of each cinematographic film produced by a government agency be deposited.

A Premier's directive requires government agencies to consult with the State Library of Western Australia before disposing of agency library collections.

Since 1997 the State Library has also been a service delivery agency within the Department of Culture and the Arts (DoCA). DoCA is included in the Portfolio of the Minister for Community Development, Women's Interests, Seniors & Youth, Disability Services and Culture and the Arts.

Separation of the State Records Office

The State Records Office was part of the State Library of Western Australia until 2001. From 1 July 2001 the State Records Office was administered as a division of the Department of Culture and the Arts, ie for all operational and legislative purposes independently of the Library. With the proclamation of the State Records Act 2000 in entirety on 27 November 2001 the legislative basis for separation was confirmed. The Library continued to have budgetary responsibility for the State Records Office until the end of the 2001/02 financial year. On 1 July 2002 the State Records Office completely separated from the Library, although some corporate and building services continue to be provided by State Library staff to the State Records Office. Consequently, this Information Statement does not include information held by the State Records Office. Applications under FOI in relation to the State Records Office must be forwarded directly to the State Records Office.

3. Agency Structure and Activities

Mission Statement, Vision and Purpose

Vision

The State Library wishes to empower Western Australians to be information literate and self sufficient in finding the information they need. To describe this, we use a simple statement as our vision : "The State Library of Western Australia : Your Guide to Knowledge".

Mission

The State Library of Western Australia's mission is to provide and promote equitable access to information resources and services which support the intellectual, economic, cultural, social and recreational needs of the people of Western Australia.

Our Purpose

The State Library set the goal of making available relevant, timely and appropriate information to the people of Western Australia. We do this directly and indirectly through the provision of an equitable library and information service. The information we provide assists our customers in their varied activities - educational, recreational, economic or cultural.

The State Library of Western Australia's Activities

The State Library's main activities include :

Public Library Services

The Library provides a collection of books and other resources to Local Government and other participating bodies that deliver public library services to the people of Western Australia.

Document delivery services are provided to libraries throughout Australia and the world utilizing the State Library's expertise in interlibrary lending and document supply services, with particular emphasis on meeting the requirements of the people of Western Australia through their public libraries.

A range of training programs are provided to improve the range and level of services offered by public libraries, and special assistance is provided to public libraries to meet the needs of groups within the community with special needs.

The partnership between the Board and Local Governments and other participating bodies works through consultation, joint decision-making and agreed standards.

Reference Services

The State Reference Library provides a general reference information service utilising its own collections as well the nation's and the world's libraries and databases. Collections and services are designed to complement the school, government, private, university and public library systems. Specialist areas include music, film and business information services.

J S Battye Library

The J S Battye Library of West Australian History (Battye Library) identifies, collects, organises, preserves and provides access to Western Australia's documentary heritage. Services based on information about Western Australia are provided to a wide range of clients regardless of

location. The Battye Library has specific responsibilities for the preservation of, and access to, these collections as part of the nation's heritage.

The Battye Library collects and provides information about government and community organisations and services in a variety of formats.

Preservation

The Library's well equipped preservation laboratories enable the conservation of documentary heritage, as well as the transfer of material to formats more easily useable by clients.

Public Programs

The Library supports public programs through the development of a wide range of exhibitions, publications and websites.

Corporate Services

Human resource, finance, information systems and building management services support the Library's operations.

Details of Decision-Making Functions

The main decision making body is the Library Board of Western Australia, which is supported by the Executive Team of the Library. Further details are available in the State Library of Western Australia's Annual Report.

Performance Indicators

In accordance with the Financial Administration and Audit Act 1985, the Library is required to provide Performance Indicators on efficiency and effectiveness. These Performance Indicators are audited by the Auditor General and his opinion is published in the Annual Report.

4. Freedom of Information Arrangements within the State Library of Western Australia

The FOI Act came into effect on 1 November 1993 and created a general right of access to documents held by State and Local Government agencies. The FOI Act requires agencies to make available details about the kinds of documents they hold and enables persons to ensure that personal information held by government agencies about them is "accurate, complete, up-to-date and not misleading".

The Library provides support for and commitment to the FOI legislation. A copy of internal manuals which have an effect or potential effect on members of the public and a copy of the Library's Policy Statements is available for public inspection from the FOI Co-ordinator.

Where possible, the Library prefers that an issue be resolved between the parties, without resorting to an FOI application.

FOI Applications

All applications must be in writing, giving enough information to identify the documents and provide an address in Australia to which correspondence can be directed.

Lodgement of FOI applications, payment of application fees and any associated charges (if applicable) may be made in person by contacting the FOI Co-ordinator. Alternatively, applications, payments, correspondence and general enquiries may be made by mail or facsimile to the Library's FOI Co-ordinator, Alexander Library Building, Perth Cultural Centre, Perth, 6000.

Telephone (08) 9427 3111

Facsimile (08) 9427 3256

Applications will be acknowledged in writing and the applicant notified of the decision within 45 days.

Processing Applications

The FOI Co-ordinator is responsible for administering the processing of FOI applications within the agency and liaises with the Library's designated decision-makers/internal reviewers to facilitate the processing of all applications in accordance with the FOI Act. The Co-ordinator is the initial contact point for all FOI-related matters.

Fees and Charges

A scale of fees and charges has been set by regulation under the FOI Act for dealing with applications about non-personal information. If the charges are likely to exceed \$25.00, the Library will provide an estimate of those charges to the applicant.

An advance deposit of between 25% and 75% of the anticipated charges may be requested.

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

There are no fees or charges applicable for an internal or external review.

No application fee or processing charges are payable for requests for or amendment of personal information.

Access to Documents

Where access to documents is granted arrangements will be made that are mutually agreeable. This may include :

- Collection of the documents from the State Library
- Postage or courier of the documents to the applicant's address; or
- Viewing of the documents at the State Library.

Once access has been granted, the applicant will be contacted by an officer from the Library who will arrange a mutually convenient method of access.

Correction of Personal Information

The Act gives a person the right to apply for amendment of personal information which is inaccurate, incomplete, out-of-date or misleading.

This information must be the personal information of the applicant and proof of identity is required to proceed with the request. No fee or charge is applicable for applications to amend personal information. Personal information details can be amended by altering, striking out, deleting or inserting information, or inserting a note in relation to the information.

Notice of Decision

A notice of decision must be provided to the applicant within 45 days of receipt for all applications except applications to amend personal information, which is 30 days from the receipt of the application.

If access to information is refused, or the amendment to personal information rejected, the notice of decision must set out the reasons for that decision. The notice of decision must also inform the applicant of their right to review and appeal.

Right to Review

Applicants who are dissatisfied with a decision made by the Library have the right to have that decision reviewed. A written application should be made for an 'internal review' of their application (Sections 39 and 54), unless the initial decision was made by the Chief Executive Officer, in which case the right of review within 15 days.

Following an internal review, an applicant is advised of their right to request the Information Commissioner to conduct an 'external review'. If questions of law arise in the course of dealing with a complaint, they may be referred by the Information Commissioner to the Supreme Court.

5. General Arrangements for Public Access to Information

Kinds of Documents Held by the State Library of Western Australia

As well as library services which are described below, the kinds of documents held by the State Library include corporate administrative and functional records.

The Corporate Information Unit is responsible for maintaining the corporate memory of the Library and manages the agency's correspondence and files.

The Corporate Information Unit manages approximately 11,000 administrative and functional files for the agency in hard copy format. Files and documents are managed by a computerised records management system, TRIM.

Personnel files for all library employees are maintained by the Human Resource Services at the Department of Culture and the Arts.

Library Services - Alexander Library Building

The State Library is housed in the Alexander Library Building.

Our address and contact numbers are as follows :

Alexander Library Building
Perth Cultural Centre
Perth WA 6000

Telephone : (08) 9427 3111
Facsimile : (08) 9427 3256

Country Public Libraries Enquiries : 1800 198 107

Email Address : info@liswa.wa.gov.au

Members of the public have access to our library services during the following hours.

| | |
|---|------------------|
| Monday, Tuesday, Wednesday and Thursday | 9.00am - 8.00pm |
| Friday | 9.00am - 5.30pm |
| Saturday and Sunday | 10.00am - 5.30pm |

Access to information is recognised as the Library's essential business. The Library's clients are the people of Western Australia.

The major areas of the organisation are reference services, services based on Western Australian information, and services to support the public library network. Services are provided directly to individual citizens or organisations and indirectly through arrangements with Local and State Government agencies.

Reference and information services on all subjects are available in the Alexander Library Building. You will find specialist information services such as resources to support genealogical research, and extensive music and film collections. You will also find material in many formats, eg film, CD-ROMs, microfiche, databases, maps, videos and sound recordings. The extensive collections support West Australian libraries as back-up collections for the public libraries, and reference sources for other libraries.

The State Library supports the statewide public library network by the selection and distribution of books and other resources and information to public libraries.

Reference and information services based on Western Australian materials are provided on the 3rd floor in the J S Batty Library of West Australian History. You will find current and accurate information about government agencies, Western Australian community groups and their activities. As the library has legal responsibility for the collection and preservation of documentary materials which record the culture and heritage of Western Australia, you will find comprehensive and unique collections of all types of information.

A number of leaflets, information sheets, brochures, and guides to the collections and bibliographies are available at the Library for general distribution and are free of charge.

The State Library Shop on the ground floor of the Library aims to support the Western Australian publishing industry, including writers, authors and publishers. The shop provides a specialist outlet for the purchase of published works on Western Australia, or works written or published by

Western Australians. A selected range of new fiction and non-fiction books plus other merchandise are also stocked by the shop.

The Discard Book Shop on the ground floor offers a self service environment where clients can browse and select discarded books from a selected range of junior, adult fiction, adult non-fiction, large print, biographies, multicultural language and specials including quarto hard covers.

The library has an extensive range of public programs. These include film screening, exhibitions, lectures, book launches and other events which celebrate aspects of our world. Anyone can enjoy these and they are usually free. These activities are advertised regularly and reported on in 'Knowit' the library's newsletter.

The Internet

The library's Internet address is <http://www.liswa.wa.gov.au>

Information on the site includes information about the State Library of Western Australia's Catalogues and Indexes; and Infolink (a government and community information database).

Access to the Internet is available to the public in the Library. One hour sessions are available free of charge, but bookings are essential through the Reception Desk. There are 7 designated workstations, all located on the ground floor of the Alexander Library Building.

Policy Documents

Policy Statements which affect our clients are available from the Library's web site: [http:// www.liswa.wa.gov.au](http://www.liswa.wa.gov.au) at the About Us section.

In accordance with the FOI Act, the Library's Policy Statements may be accessed through the FOI Co-ordinator. No costs will be incurred for inspecting the documents, however, a charge applies for copies of the documents. The charge is based on the FOI Regulations of 20 cents per copy page.

Internal manuals can also be accessed through the FOI Co-ordinator. No costs will be incurred for inspecting the manuals. However, charges apply for copies of documents. The charge is based on the FOI Regulations of 20 cents per copy page.

Information Statement

Copies of this Information Statement are available from the Library's web

site: <http://www.liswa.wa.gov.au> or the Ground Floor Enquiries Desk in the Alexander Library Building. Copies may also be requested from The FOI Co-ordinator on (08) 9427 3320.

Members of the public are encouraged to inspect a copy of the statement.

Publications available from the State Library of Western Australia

The State Library produces an annual report each year.

A number of other publications are produced by the library and most are available free of charge, a list of these publications can be accessed via the web site at <http://www.liswa.wa.gov.au>

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6. Location and Description of Documents Held by the State Library of Western Australia

The following list describes broad categories of documents and information held by the State Library.

FOI application required Yes or No

JS Battye Library of West Australian History

The Battye Library has prime responsibility for the Identification, selection, acquisition and preservation of Western Australia's documentary heritage materials.

Published and original materials are collected, regardless of language or format, from among those which fulfil the following criteria:

No

- Written or created by a Western Australian person/s
- Published in Western Australia;
- Written or created by a corporate body identified as primarily Western Australian;
- A significant proportion of the material is about Western Australia;
- On a subject of social, political, cultural, religious, scientific or economic significance and relevance to Western Australia. In the case of online electronic publications, highly relevant content is the prime factor governing selection.

Donor records for the Private Archives, Pictorial Collection, State Film Archives and Oral History Collection are held by the Library. **Yes**

Bibliographical Services

All bibliographic records are available via the Library Database. **No**

Cataloguing and Processing Documentation is on the Library Database. **Yes**

The Infolink Government and Community Database records, maintained by Battye Bibliographical Services, are available via the online Database. **No**

Building Services

Documents :

| | |
|--|------------|
| Motor Vehicles - registrations, insurance, Leases Disposal | Yes |
| Facility Room Bookings | Yes |
| Asset Management | Yes |
| Building Maintenance | Yes |
| Fire Equipment Maintenance | Yes |

Financial Services

The Financial Services Team is a shared departmental service which provides the arts portfolio agencies with the delivery of financial services. Clients are the Library, State Records Office, Perth Theatre Trust, Art Gallery of WA, WA Museum, and the Department of Culture and the Arts.

Financial records of each of these agencies are held by Financial Services Team.

Documents :

| | |
|---|------------|
| Journals - Payments, Receipts and Transfers | Yes |
| Creditor records | Yes |
| Debtor records | Yes |
| Budget information | Yes |
| Accounts Payable batches | Yes |
| Payroll transfers | Yes |

Databases :

| | |
|------------|------------|
| Sunsystems | Yes |
| Vision | Yes |

Corporate Information Unit

Documents :

Administrative Records Include :

| | |
|------------------------------|-----|
| Community Relations | Yes |
| Equipment and Stores | Yes |
| Establishment | Yes |
| Financial Management | Yes |
| Fleet Management | Yes |
| Government Relations | Yes |
| Human Resources Management | Yes |
| Industrial Relations | Yes |
| Information Systems | Yes |
| Legal Services | Yes |
| Occupational Health & Safety | Yes |
| Organisational Development | Yes |
| Premises | Yes |
| Professional Relations | Yes |
| Publication | Yes |
| Quality Management | Yes |
| Risk Management | Yes |
| Skills Development | Yes |
| Strategic Management | Yes |
| Travel | Yes |

Functional Records Include :

| | |
|--|-----|
| Board Management | Yes |
| Contracts Management | Yes |
| Corporate Information Management | Yes |
| Customised Services and Products | Yes |
| Document Delivery | Yes |
| FOI | Yes |
| Public Library Services | Yes |
| Reference and Information Services | Yes |
| Western Australian Documentary Heritage Services | Yes |

Manuals :

| | |
|---|----|
| Corporate Information Unit Policies and Procedures Manual | No |
| Functional and Administrative Thesaurus | No |

Databases :

| | |
|--------------------------------|-----|
| TRIM Records Management System | Yes |
|--------------------------------|-----|

Document Delivery Services

| | |
|--|-----|
| Documents : | |
| Inter Library Loans | Yes |
| Resources and Services | Yes |
| Public Lending Right Checking (Administrative) | Yes |
| Databases : | |
| Innopac Catalogue - Circulation Module | Yes |

Human Resource Services

The Human Resources Team is a shared departmental service which provides the arts portfolio agencies with the delivery of human resources services. Clients are the Library, State Records Office, Perth Theatre Trust, Art Gallery of WA, WA Museum, and the Department of Culture and the Arts.

Human Resources records of each of these agencies are held by Human Resources Team.

Employee Personnel Files

Present and former employees are only allowed access to their own personnel files, the first point of contact should be the Director, Human Resources Services at the Department of Culture and the Arts regarding access to these files.

Information Systems

| | |
|------------------------|-----|
| Documents : | |
| Contracts | Yes |
| Maintenance Agreements | Yes |
| Tender Documentation | Yes |
| Databases : | |
| Leave Rosters | Yes |
| Service Requests | Yes |
| Address Books | Yes |

Preservation Services

| | |
|---|-----|
| Documents : | |
| Administrative | Yes |
| Preservation Services Operational Plans | Yes |
| Digitisation | Yes |
| National Preservation Office correspondence | Yes |
| Adopt-A-Book working papers | Yes |

Public Library Services

Documents :
Collection Management and Development **Yes**
Regionalisation **Yes**

Agency Based Files :
Local Government and Public Libraries **Yes**

Public Programs

Documents :
Exhibitions working papers **Yes**
Honour Board **Yes**

Databases :
State Library Art Collections **Yes**

State Reference Library

Library Material :
Published Materials - books, serials, newspapers, maps
(hardcopy and microform), videos, 35mm films, music
scores, recordings, pamphlets and vertical file material,
plays, Legislation, photographs **No**

Information Services

Brochures and guides, indexes and catalogues
(hardcopy, automated and microform) **No**

Documents :
Genealogical material **No**
Administrative **Yes**
Collection Maintenance and Development **Yes**
Reference Services **Yes**
Surveys and Questionnaires **Yes**
Licences and Agreements **Yes**