



# **Collection Management Policy**

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# **Collection Management Policy**

## **1.0 PURPOSE**

The purpose of this policy is:

- To meet the objectives of the collection strategy
- To provide direction for budget allocation, with guidelines for selecting Library materials which meet customer's wants
- To guide Library staff involved in selection and withdrawal of Library materials
- To guide staff in advising customers of the range and level of materials they will find in the Library
- To provide an explanation to customers when there is a need to understand policy decisions
- To aid in the evaluation of existing Library materials

## **2.0 FREEDOM OF CHOICE**

The Library commits itself to a philosophy which supports the freedom to read and access information within the meaning of the law set by the *Films, Videos and Publications Classifications Act* and the *Copyright Act*.

The Library supports the statements on *Access to Information, Intellectual Freedom, Library Services to Children and Young People* and *Displays in Public Libraries* produced by the Library and Information Association of New Zealand Aotearoa (LIANZA).

- We will not suppress or remove material simply because it gives offence
- Materials will not be marked or identified to show approval or disapproval of content
- Responsibility for a child's selection of materials rests solely with the child's parent or legal guardian. Selection of resources will not be inhibited by the possibility that they may inadvertently come into possession or view of children
- Customers can express their views on the content of resources or materials via the "Have Your Say" form. The Library will respond to all forms where the customer provides their name and contact details

The Library will abide by New Zealand freedom of information, copyright, intellectual property and censorship legislation.

- All DVDs and videos supplied to the public will carry a New Zealand classification label, unless exempt
- All publications given a restricted classification from 2005 onwards, will carry an official classification label which specifies the classification
- Certain classified publications will be displayed only in parts of the premises where entry is restricted to persons over the age of 18.
- No objectionable material will be stored, made available or circulated.

### **3.0 FINANCIAL MANAGEMENT**

The Library is a Nelson City Council service and is funded through rates and user charges. Funding for the collection is part of the Library's capital budget. This allocation is automatically inflation-proofed and keeps pace with current inflation trends. As part of the Nelson Community Plan it is reviewed every three years. The Collection Management Team, in consultation with subject specialists, then allocate funds taking into account usage and spending from previous years, plus allowing for any planned projects in the coming financial year.

The Collection Management team members are responsible for the management of their area of responsibility and the Support Services Team Leader has overall responsibility for the appropriate management of the materials budget.

### **4.0 SELECTION**

Selecting materials for the Library's collection is the key responsibility of the Collection Management Team. The aim is to ensure a popular high use collection that gives value for money and which supports the cultural, informational and recreational needs of the community.

#### **4.1 Criteria for selection of Library materials:**

- To provide materials that will have high usage
- To obtain items that are recently published (generally within the last 5 years)
- To provide customers with access to a wide range of topics and viewpoints
- To provide customers with access to materials in a range of formats
- To ensure a collection that reflects New Zealand's culture and heritage with an emphasis on the Nelson region

- To provide materials that reflect the interests of the community
- To purchase duplicate copies of titles that are likely to be popular
- To respond to customer suggestions for purchase
- To complement the collections of other libraries in the Top of the South Region, including the Museum and NMIT libraries

#### **4.2 Selection is made using information and reviews from:**

- Trade and professional Library magazines
- Publishers' catalogues and vendor web-sites
- Recommendations from Library suppliers and local bookshops
- Suggestions for purchase made by customers and staff

#### **4.3 Selectors will:**

- Select the best stock to match customer needs
- Provide a balanced collection within the budget allocation
- Use a small number of proven vendors to source materials
- Ensure that materials are attractively presented

### **5.0 USAGE**

Collection use is monitored as follows: borrowing statistics; in house use statistics (material that has not been issued but has been consulted by customers); reserves; interloans; online resource statistics; and suggestions for purchase.

The Library gathers feedback from customers from time to time as well as using census information and its own data to help it make decisions about collection priorities.

### **6.0 USER SATISFACTION**

Customer satisfaction with the Library collections will be gauged by:

- Analysis of collection usage
- Direct feedback from customers and Library staff
- Periodic surveys

## **7.0 DONATIONS**

The Library will consider the donation of materials. However, acceptance of those materials into the collection depends on the professional judgement of the relevant Collection Management team member. Donated materials must meet the following criteria:

- The donor has read and completed a donation form accepting the Library's policy on donations and indicated their wishes i.e. that the Library can sell, dispose of or return materials not required
- Items must be up to date (published within the last 5 years) and relevant to the collection profile for the subject
- The items are old but in good condition and are suitable for adding to the Nelson Heritage collection

## **8.0 MENDING**

The cost effectiveness of mending an item is the first criteria for consideration when an item's condition is identified as below standard.

Criteria for mending are one or more of the following:

- Items under 5 years old requiring a light mend
- Standard works that cannot be replaced or are too costly to replace
- Items on subjects not easily obtained or currently published

## **9.0 WITHDRAWAL (WEEDING) OF MATERIAL**

The Library is currently limited to a collection of around 150,000 items due to space constraints. It is the Library's intention to have a well used and up-to-date collection. Weeding of materials is the responsibility of the Collection Management Team under the guidance of the Support Services Team Leader. Collections will be assessed regularly – ideally once a year - for items that meet the following criteria:

- Are in poor physical condition
- Not being used
- Content is out of date or misleading
- A more recent edition has been purchased
- Multiple copies are no longer required
- Content is available on-line
- Relevance of age based on recommendations in collection profiles

Subject holdings will also be checked whilst weeding stock to ensure the Library replaces weeded materials that have high interest. Where possible standard works will be replaced or mended.

### **9.1 Weeding Materials from Stack**

Criteria for weeding material from stack are one or more of the following:

- Title no longer meets collection policy criteria
- Low usage
- Availability elsewhere in New Zealand
- Existence of better quality/more up to date material on that subject

The retention of rare books that are not on local or New Zealand topics is not a priority.

### **9.2 Disposal of Weeded Materials**

- Specialist material may be offered or sold to interest groups of collectors
- Other material will be sold at the regular Friends of the Library book sales. Items left unsold after the sales are offered to the Founders book fair
- If the numbers weeded are high the Library will sell materials in-house in order to prevent a backlog of materials accumulating
- Worn or damaged items that cannot be sold will be discarded

## **10.0 COLLECTIONS**

### **10.1 Fiction**

The fiction collection is one of the most popular areas of the Library and accounts for approximately 40% of total issues per annum.

The Library aims to:

- Maintain a popular and highly used collection of fiction works across all genres in the English language as well as popular works by foreign authors that have been translated into English
- Provide access to a selection of English classics and foreign classics in translation
- Ensure a good selection of contemporary New Zealand fiction is purchased and access to past works by well-known New Zealand authors is provided
- Ensure that series held will have a complete run. However, wear and tear, and the reluctance of publishers to keep works in print can make this impossible. Generally the Library will only repurchase titles published in the last five years
- Keep the age of circulating titles to 10 years old or newer to ensure the collection looks fresh and attractive
- Maintain a small stack fiction collection keeping core titles that are out of print. This collection will be mostly New Zealand material; however, some titles by classic authors who are still popular will be stored if they cannot be replaced
- Give precedence to purchasing titles in hardback where possible because of their durability
- Provide a small selection of materials in some foreign languages. Currently most of this material is donated

### **10.2 Large Print**

The Library holds fiction and non-fiction in large print format primarily for customers who require larger print due to visual impairment. There are also a small number of titles held in the Children's Library.

Strong emphasis is on popular titles from all genres to ensure coverage of all customer tastes. There is a smaller collection of classic literature and non-fiction due to the limited number of these titles in publication.

As large print titles are more expensive generally, single copies of each title are purchased. A mixture of hardbacks for durability and soft-cover for ease of use will be purchased.

### 10.3 Children's collections

The Library defines children as being between the ages of zero to twelve. The Library follows the principles of the LIANZA policy on *Library Services to Children and Young People*<sup>1</sup>

The purpose of the Children's collection is to:

- Make available an attractive, well-planned range of materials that supports and encourages reading and the use of technology to children of all ages using a wide variety of formats
- Maintain a stack fiction collection of prize winning titles and a small core of classic titles no longer available

Selection criteria for children's collections:

- Fiction criteria includes: convincing plot, original and meaningful theme, freshness and appropriateness of language, popularity and demand
- Non-fiction criteria includes: accuracy, currency, use of illustration and popularity
- Databases and CD-ROMS: ease of use and appropriateness of interface; well presented information and graphics that are most likely to appeal to children
- DVDs: materials that enhance cognitive development as well as literary related materials for entertainment
- Music: materials that support the development of movement/co-ordination and linguistic skills as well as materials that entertain
- Magazines that are focused on topics that interest and entertain children
- Websites that are appropriate and appealing to this age group
- Materials that are focused on assisting parents to raise their children. Topics include health, behaviour, education and recreation. This is a small, current, high usage collection

### 10.4 Young Adults

Selection criteria for young adults:

- Fiction criteria includes: stories that resonate with young adults and meets their needs in terms of reading level, theme, content and presentation
- Non-fiction materials that provide information on social and personal issues such as relationships, growing up, health, well-being and sexuality
- DVDs & Music – young adults are encouraged to use the adult music & DVD collections
- Magazines that are focused on topics that interest and entertain young adults
- Websites that are appropriate and appealing to this age group

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<sup>1</sup> <http://www.lianza.org.nz/about/governance/statements/>

NCEA study guides are not purchased as it is too expensive to purchase all subjects and levels.

## **10.5 Non-Fiction**

The non-fiction collection is a lending collection and accounts for approximately 25% of total issues per annum.

The non-fiction collections are intended as a source for the informational, recreational, and cultural needs of the community.

The Library aims to:

- Maintain a popular and highly used collection of non-fiction works across a wide range of subjects and interests
- Support lifelong education through the provision of general works on such subjects as music, business, health, self-help, art, travel, science, etc.
- Keep the average age of circulating titles at 10 years old and newer to prevent information from becoming outdated and the collection from looking shabby and old
- Maintain a small stack non-fiction collection, retaining core titles that are out of print. This collection will be mostly New Zealand material
- Purchase materials from authoritative sources ensuring a good balance of viewpoints, reading levels and subject coverage

## **10.6 Electronic Resources**

The Library provides access to a range of electronic information including databases, websites, reference tools, online journal articles and indexes.

Resources are selected – and de-selected on the same basis as books, magazines, journals and other materials for the Library: that is on their usage, currency, quality, scope and to fill known gaps or demands in services.

Electronic resources are a core part of the Library's collections and will increasingly replace some information in physical formats. The Library may choose to provide information wholly in electronic format where this is the best format available.

## **10.7 Reference**

Reference works supplement electronic resources and include (but are not limited to) such things as: dictionaries, encyclopaedias, almanacs, statistics, handbooks, standards, atlases, indexes, directories and bibliographies.

These items are most useful if they are always available for customer use and are therefore labelled “Library use only”. They are for consultation in the Library and may not be borrowed. They are usually the most expensive and least easily replaced resources a Library can own.

Reference items are mainly used for the quick location of specific information. Generally these materials will contain information of a more technical and precise nature than standard non-fiction titles.

The Library maintains a small collection of maps, atlases and street directories in its reference collection. The Library will concentrate on maps of the local district, top of the south and maps showing popular walking routes.

Increasingly electronic formats may be the most economical, best or even the sole means of providing access to reference materials. The Library will tend to purchase the format that conveys the information in the most accessible and cost effective way and will tend to favour formats that permit increased accessibility by customers.

## **10.8 Heritage**

The Library has a special role to collect, preserve and make available materials that relate to the stories, people and history of the Nelson area and community

The Heritage collections will complement the Museum, Tasman, Marlborough and West Coast District Libraries’ local history collections, and endeavour to minimise duplication of resources.

At the core of the Heritage collections is the Nelson Institute collection which reflects colonial visions of New Zealand. The origins of this collection date back to 1841 when the Nelson Literary and Scientific Institute was formed on the ship *Whitby*. The Institute’s first reading room was opened in upper Trafalgar Street on 27th September 1842. Some of the titles from these early days have been retained and are stored in the Library.

Particular care is given to the processing and storage of these materials to preserve them for future generations. They are kept in the climate controlled Elma Turner Library Research Room with restricted access as part of the NZ and Māori Heritage collections. These items are seldom deselected.

### 10.8.1 *Nelson Heritage Collection*

The Nelson Heritage collection is housed in the temperature-controlled Research Room. It is a Library-use only collection, which aims to include an extensive range of publications about Nelson and the Nelson region, for research and heritage purposes. Where only one copy of an item relating to the Nelson region is purchased, it should be placed in the Nelson Heritage collection. If there is demand for it to be loaned, a second copy should always be purchased for the Non-Fiction collection.

The criteria for including material in the collection are:

- That it is about or has specific relevance to Nelson
- That it is about the whole Nelson region – being the original boundaries of the Nelson Province (the Top of the South Island)
- That it has significant research or heritage value for Nelson

The collection may include:

- Fictionalised accounts of real life local events, either written for children or adults, catalogued as 823
- Material in any format, as long as it can be accessed and used as part of the collection; and, if an item is deemed to add value to the collection but is in an inappropriate format, it should be reformatted
- Exhibition catalogues and event-programmes of local significance (for example of exhibitions or events featuring local artists)
- Children's non-fiction titles if they meet other criteria for this collection
- Local and community newspapers; local directories (but not ephemera, which will be sent to the Nelson Provincial Museum)
- Electoral rolls and older Central Government material pertaining to Nelson, for example the Nelson Provincial Council publications
- Nelson City Council publications that have been removed from the Local Government Collection, if they contain information which is likely to be of *long-term research or heritage interest for the local community*. These may include:
  - Publications about the development of parks, amenities and facilities
  - Significant publications about environmental matters, for example air and water quality, waterways etc.
  - Cawthron Institute and NIWA reports
  - Summaries of submissions

It will not include:

- Fiction or poetry by local authors, unless they meet the above criteria
- Ephemera, other than catalogues and directories which meet the above criteria. All other local ephemera will be sent to the Museum (for example posters, notices, pamphlets)

Items for the collection will have minimal processing with long-term preservation in mind and will not be weeded from the collection, as long as they meet the collection criteria.

### **10.8.2 *Māori Heritage collection***

This collection is housed in the Research room and is for Library-use only. The core of the collection is historic books relating to Māori from the historic Nelson Institute collection. Items are added to the collection if they are of significant heritage or research value, relating to Tangata Whenua or Top of the South Island iwi, are vulnerable or fragile, or are a key resource generally for Māori.

- Items for the collection will have minimal processing – a Māori Heritage label only – but will be processed or mended with long-term preservation in mind
- Items will not be weeded from the collection, as long as they meet the collection criteria
- Where only one copy of an item meeting the collection criteria is purchased, it should be placed in the Māori Heritage collection. If there is demand for it to be loaned, a second copy should always be purchased for the Māori Non-Fiction collection
- The collection may include material in any format, as long as it can be accessed and used as part of the collection; and, if an item is deemed to add value to the collection but is in an inappropriate format, it should be reformatted

## **10.9 Māori collections**

The Library maintains two key Māori collections – the Māori Heritage Collection (see above) and the Māori non-fiction Collection. In addition, there is a small collection of items written in Te Reo Māori in the Children's Library. These collections play an important role in the Library's commitment to obligations under Te Tiriti o Waitangi.

### **10.9.1 *Māori non-fiction collection***

This is primarily a lending collection and gathers together Māori material from across the non-fiction subject areas. Items may be duplicated in the main non-fiction sequence, and, occasionally, in the Māori Heritage collection if this is deemed appropriate.

The collection should look current and attractive. Items which are dated or are in poor repair may be weeded, with consideration given to moving such items to stack or the Māori Heritage collection.

The collection includes:

- Materials in Te Reo Māori or bilingual materials;
- Material that contains information on Māori subjects or which contains a predominantly Māori content or approach in any subject area, or in any format;
- Material published by or relating to the Tangata Whenua or Top of the South Island iwi;
- Biographies of famous Māori;
- Tribal history and pre-European history of the Māori.

## **10.10 New Zealand Materials**

The Library takes care to select materials in all formats that are by New Zealanders or represent a facet of the country in which we live. The Library cannot commit to maintaining all of these materials in perpetuity but will ensure a good selection is available for use by customers.

## **10.11 Stack**

Unattractive or damaged books that are considered valuable, but not in high demand, will be placed in the stack collection if they are not able to be replaced. Due to space constraints the stack collection will mainly hold local or New Zealand titles.

## **10.12 Government Documents**

### **10.12.1 *Local Government***

The Local Government document collection exists to facilitate access to local government processes. The collection aims to inform and to encourage participation in local government through the display of consultation documents and supply of submission documents. The collection contains local body material relating to the region, some of which is required by law to be retained for public access. Material includes Nelson City Council meeting minutes and agendas, financial planning documents, current by-laws, resource management documents and materials inviting submissions. Key publications from Tasman District Council and the Marlborough District Council are also held.

### **10.12.2 *Government***

The Library is a government depository Library and as such receives Bills and Statues, which are retained indefinitely to fulfil government requirements regarding consultation and equity. The Library also receives statistical publications as part of the Statistics New Zealand Library Partnership, which aims to enable communities

and their individual members to understand their environment, on a local, regional, national or international scale. The Library aims to provide free access to government documents via the Internet where possible, and also to retain hard copies of some documents to facilitate research by Library users.

The Library retains historic Government documents – Appendices and Journals, Statutes, Gazettes, Parliamentary Papers and Statistics – either in the Research Room or the Stack

### **10.13 Music – audio collection**

The music audio collection aims to provide a representative range of most types of music catering to the interests of music listeners from teens to adults.

Selection includes rock, jazz, choral, opera, orchestral, chamber and instrumental music, popular, blues, country, easy listening, religious, new age, world, folk and sound effects genres. Normally only single copies of items will be selected for the Library.

CDs and DVDs are examined regularly for de-selection based on wear and tear and usage statistics.

CDs and DVDs are \$2 per issue and have a shorter issue period of 2 weeks.

### **10.14 DVDs**

The main purpose of the DVD collection is entertainment.

The Library has 4 DVD categories: Film, Music and TV-series - which are revenue generating collections - and a free non-fiction collection. Emphasis in the film titles is on older classics, art-house or movies based on books. TV-series are mostly older no-longer screened programmes and the Music DVDs are a selection of artists from all genres. The non-fiction collection covers all subjects.

The lifespan of a DVD is far shorter than a book. Titles are assessed for de-selection based on wear and tear and usage statistics.

DVDs are \$2 per issue – except non-fiction titles - and have a shorter issue period of 2 weeks. This issue period applies to all DVD collections.

### **10.15 Talking Books**

The Library holds fiction and non-fiction sound recordings that are available for use to all customers free of charge.

This collection aims to provide for the interests of customers of all ages and emphasis is on a range of contemporary fiction genres with a lesser emphasis on non-fiction and classic literature.

Only single copies of each title are purchased and all new titles purchased are in CD format.

The Library participates in the Top of the South talking book rotation programme which supplements the Library's collection and helps to ensure consistent access to new titles. The Library also receives Talking Book loans from the National Library.

#### **10.16 CD-ROMs**

The Library holds a small collection of CD-ROMs for children. This collection is free of charge and includes games of skill, entertainment, problem solving and other titles designed for educational purposes.

#### **10.17 Newspapers**

The Library currently holds a selection of newspapers from around New Zealand including the major dailies and a selection of smaller local newspapers it considers will be of interest to the general community. Most newspapers are held for a period of four weeks and cannot be borrowed.

Local content newspapers are held indefinitely. The physical copy of the Nelson Mail is kept until a microfilm version is received. The Library also holds on microfilm a collection of historic Nelson newspapers which are available for customers to use in the Library.

The collection is supplemented by online access to international and national newspapers.

#### **10.18 Magazines**

The Library collects a selection of general interest national and international magazines it considers will be of interest to the general community and makes them available for loan free of charge.

Magazines are selected and purchased for the purpose of catering for a wide variety of interests to complement the collections. To ensure consistency and timeliness of supply, donations are generally not accepted.

Titles are reviewed regularly to ensure they are still relevant, popular and well used. Where this is not the case titles will be replaced with another title.

While acknowledging their importance in furthering study, research and scholarship, the Library does not collect academic journals as part of this collection.

Due to space limitations magazines are held for a period of two years in most cases. Some New Zealand titles are kept indefinitely in the Stack.

The collection is supplemented by online access to a wide selection of full-text journals and magazines. Key titles are hyperlinked on the catalogue.

### **10.19 International Languages collection**

The purpose of this collection is to provide recreational reading material in other languages for customers who wish to become or remain fluent in languages other than English. Currently the small collection is composed exclusively of donated materials in the following languages:

- Chinese
- French
- Italian
- Russian
- Dutch
- German
- Japanese
- Spanish

### **10.20 ESOL (English as a Second Language)**

The purpose of this collection is to assist non-fluent English speakers and customers in learning to read and speak English. These materials are kept in two locations:

#### **10.20.1 *Quickreads:***

- These are novels and non-fiction materials that have been re-written in an abridged and simplified form
- Are located in the fiction area
- Some items include sound recordings.

#### **10.20.2 *Non-fiction materials:***

- Are located in the 400 Dewey sequence
- Includes IELTS and Cambridge language programme texts
- Includes conversational English CDs and tapes with books

*With thanks to Waimakariri District Libraries for permission to use their existing  
Collection Development Policy as a basis for this document.*