

*Wellington City Libraries &
Service Centre Business Unit*

Te Matapihi ki te Ao Nui

Collection Development
Policy



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1. Purpose of the Collection Development Policy

The purpose of the Collection Development Policy is:

- To provide working guidelines for Wellington City Libraries' (WCL) staff for ongoing collection development and management. This includes all printed book and magazine collections, audio visual material and electronic tools.
- To assist staff and customer understanding of WCL's collection development philosophy and processes.

2. Wellington City Libraries' Profile

WCL serves the residents of Wellington City, the capital city of New Zealand. Wellington is the 6th largest Territorial Authority in New Zealand with a population of 195,500 in 2009.

WCL is made up of the Central Library and eleven branches. The branch libraries are located in Brooklyn, Island Bay, Johnsonville, Karori, Khandallah, Kilbirnie (Ruth Gotlieb Library), Miramar, Newtown, Ngaio (Cummings Park Library), Tawa (Mervyn Kemp Library) and Wadestown.

The libraries function as one network. This network includes website and internet services, outreach programmes as well as an extensive collection and lending service. Emphasis is placed on the core services of lending, reference and customer liaison. This includes developing a broad, representative collection to cover all ages, irrespective of format. The role of the National Library of New Zealand is to actively preserve the documentary heritage of New Zealand. WCL does not attempt to duplicate this function.

Information, leisure and learning represent the three main streams of core libraries business. Wellington enjoys a rich cultural and social diversity, and WCL's ongoing goal is to remain responsive to all areas of our community.

WCL houses a collection of over 850,000 physical items including books, magazines and audio visual items. We also provide our customers access to a range of online resources including ebooks, downloadable audiobooks, streaming music and subscription databases. Approximately 85% of Wellington City residents are current library card holders, demonstrating the strong role that WCL plays in the community.

2.1 *The Central Collection*

The Central Library houses over half of WCL's collection and serves as a primary information resource for the Wellington public. As well as providing material of current interest, the Central Library houses items of an enduring nature.

The Central Library is WCL's collection of last resort. Therefore Central Library collections contain the broadest coverage of material in the WCL network. Last copies of titles which are considered to be worthy of retention by WCL will be relocated from branches to the appropriate Central Library collection. Classic or seminal works are actively preserved (see: [The Central Stack](#) and [The Rare Books Collection](#)) to ensure their continued availability for library customers.

2.1.1 The Central Stack

The Central Stack area is not open to the public. It contains items from all areas of WCL's collections with ongoing value. Items transferred to the Central Stack include:

- Items that are still in demand which are in a deteriorating condition and cannot be replaced.
- Out of print items of special interest.
- Classic titles or titles by classic authors in a deteriorating condition of which replacement editions cannot be readily sourced.
- Valuable editions of titles.
- Copies of fiction titles written by major 'Prize' winning authors e.g. Pulitzer, Booker.
- Back issues of magazines.

Most items in the Central Stack are available for loan and can be reserved. Enquiries about items in this collection can be made at any enquiries desk at WCL.

2.1.2 The Rare Books Collection

The Rare Books Collection is a reference collection housed in a temperature controlled room to preserve the material. The collection is made up of valuable and rare items worthy of conservation. In order to access material from this collection, customers should enquire at the 2nd floor enquiries desk. Access to some items may be restricted and identification will be required.

2.2 Branch Collections

The branch library collections range in size from approximately 9,500 items in the smallest branches through to 37,000 items in the larger sites. The collections are predominantly made up of children's resources (both in print and audio-visual format), a broad range of adult fiction and a selection of popular non-fiction titles. These are supported by small, popular collections of magazines, large print books and audio-visual material. Customer access to WCL's online resources is also provided at all branch libraries. From 2002 WCL shifted from stocking branch libraries according to perceived demand and providing equity of access to a full range of collection materials regardless of demand, to a strategy based on overall collection size, turnover rates and replenishment rates. Areas in which there is strong customer demand and usage, i.e. children's material and adult fiction are collected more heavily than areas with little or no demand, i.e. theology and economic theory. Collections are also stocked to meet not only the size but usage levels of the individual branches.

2.3 Libraries' Users

WCL users can be grouped into the following broad categories:

- Pre-school children and their parents/carers.
- Students (primary, secondary, undergraduate tertiary) and their parents/carers (where appropriate).
- Young adults.
- Adult recreational readers.
- Lifelong learners, including seniors.
- General researchers.

It is an ongoing task for WCL to more fully define their collection needs.

In addition WCL currently target the following special groups with specific services and/or materials:

- Recent migrants to New Zealand. Graded readers, books and multi-media tools are purchased to support people learning English. Audio-visual items teaching English are free for WCL customers to borrow. WCL maintains collections of foreign language books and magazines to provide recreational reading for migrants in their own languages. A [Migrant Communities Library Guide](#) has also been created on the WCL website which provides information about WCL and our collections in several languages.
- [Tangata Whenua](#). WCL has [Maori Collections](#) housed in all libraries in the network. Audio-visual items teaching Maori are free for WCL customers to borrow.
- Housebound people and people in residential homes. WCL has established special services to provide library materials to those unable to come into the library. As well as drawing on the general collections, especially large print books, there are extensive collections of talking books for the print-disabled.
- Business community. WCL provides business, commercial and industrial information to companies through our [ProSearch](#) service; this is supported by a strong collection in the relevant fields.
- Partially sighted. WCL maintains a collection of large print material as well as talking books
- Hearing disabled. WCL provide free-of-charge lending to our DVD collections to members of the Deaf Association on proof of I.D.

3. Philosophy of Selection

3.1 Tailoring to the community

- WCL will provide materials which meet the informational and recreational user demand of the Wellington community. Understanding of user demand will be supported by circulation information.
- WCL will seek regular feedback from Wellington City residents on the arrangement, content and usefulness of our resources.
- WCL will provide material which represents or documents the culture, history, or creative output of the local region and reflects the cultural diversity of the population.

3.2 Balance

- WCL will provide material which represents a wide diversity of views and expressions.
- WCL will provide material which provides an aesthetic experience and stimulate imagination and creativity.
- WCL will provide materials which meet the individual's need for practical information to develop skills and knowledge.

3.3 Ease of Access

- WCL will make materials as accessible as possible, including availability for use outside of the Library.
- WCL will provide materials which meet the special needs of those whose library use is limited because of vision, language or reading disabilities.
- WCL will provide materials which may not be appropriate for keeping on the open shelves. This material will be kept at desk and may include ready reference or restricted lending material.

3.4 Format

- WCL will continue to purchase collection materials in a range of formats to best meet customer demand.

3.5 Revenue

- WCL will purchase some materials specifically to support revenue earning services. These materials will have specific selection criteria and performance measures, e.g. [Bestsellers](#), [Select](#) collections.

3.6 Partnering with Tangata Whenua

- WCL will seek at all times to honour our Treaty of Waitangi obligations.
- WCL will identify the specific needs of Maori customers, design services to meet those needs and deliver them in ways that satisfy their interests.

3.7 Access to Information

- WCL endorses the [UNESCO Public Library Manifesto](#) which states that: *“Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.”*
- WCL also endorses and adheres to the [LIANZA Statement on Access to Information](#) , as well as the [LIANZA Statement on Intellectual Freedom](#).
- Within the limitations imposed by law (see: [4.2.3 Legislation](#) affecting library collections below), WCL retains the final responsibility for selection and withdrawal of materials in its collections.
- Input from library users, either through [suggestions to buy](#), or [materials review requests](#) is welcome. WCL actively encourage users to submit requests/objections to the Collection Development Team (CDT). The final decision about whether a disputed item should be included in the collection rests with the Manager, Libraries.

4. Collection Management

4.1 Financial Management

Wellington City Libraries is funded by Wellington City Council through rates and out-of-town membership subscriptions. Membership is free to all Wellington residents and ratepayers.

The collection budget is annually allocated by Wellington City Council via the annual plan process. It is predominantly funded from Capital Expenditure (CAPEX). Items which are not considered to be assets subject to depreciation are purchased from Operational Expenditure (OPEX); e.g. bestsellers, electronic tools and newspapers.

Budgets are allocated to specific collection areas annually by the Collection Development Team (CDT), taking into account usage levels, community trends, special collection needs and projects, emerging formats, etc. The Collection Development Team is responsible for managing and monitoring expenditure of these budgets over the financial year.

4.2 Selection

Selection of materials for WCL's collections is the responsibility of the Collection Development Team. The Team consists of three full time selectors, four part time selectors and one serials librarian. The CDT reports to the Team Leader of Collections and Technical Services (CATS).

Selection is informed through a variety of sources including; [suggestions to buy](#) from customers and staff, supplier databases, publishers' catalogues, library and book trade magazines, reviews in specialist and general magazines, internet websites, local bookshops and warehouse purchasing.

WCL has preferred supplier contracts with library supply companies based in New Zealand, Australia, the USA and the UK. The majority of our collection items are purchased from these companies in their country of origin. This provides the breadth and volume of material expected by our customers, shelf ready processing services and advanced publication information. It also ensures that items are available in WCL's collection in the shortest possible timeframe. The contracts with these suppliers are reviewed regularly to make certain that WCL receives consistent quality service.

Below is a list of general criteria for selecting material for WCL's collections:

4.2.1 General Criteria for Selection

- Anticipated and expressed demand.

- Present and potential relevance to the community.
 - Requests and suggestions from our customers.
 - Accuracy, timeliness and currency.
 - Insight into human and social conditions.
 - Objectivity: producer's biases must be obvious.
 - Importance as a document of the times.
 - Representative of ideas that are unique, alternative, experimental or controversial.
 - Originality in content or approach.
 - Authority: reputation or qualifications of author, artist, publisher or producer (all formats, including websites).
 - Enhancement of existing collections to reflect:
 - Importance of the title when compared with other works on the subject.
 - Importance of the subject matter or point of view to the collection
 - Adequate retrospective and current subject coverage.
 - Adequate coverage when little material is published on the subject.
 - Effectiveness and suitability of format in communicating content.
 - Locally produced material.
 - Impact on materials expenditure plan.
 - Representative of cultural diversity.
- (See: [5. General Collections](#) for selection criteria of specific collections.)

4.2.2 Collection Exclusions

- Material classified as legally objectionable by the office of Film and Literature Classification (see [4.2.3 Legislation](#)).
- Specialist/academic publications will only be purchased if there is demonstrated broader public appeal.
- Multiple copies of text to satisfy academic course demands – this is the responsibility of academic institutions.
- Self-published items are added to the collection at the discretion of the Collection Development Team and in accordance with general selection criteria.
- Material produced with the sole purpose to advocate criminal activity.
- Condensed/abridged versions of novels.
- Novelty items, e.g. toys.
- Spiral bound items will only be purchased when the content is vital to the collection, e.g. New Zealand reference, songbooks or in response to strong customer demand.
- Books designed to be written in, e.g. language workbooks, crossword /sudoku books.

4.2.3 Legislation

The Films, Videos and Publications Classification Act 1993

This Act consolidates and amends the law relating to the censoring of films, videos, books and other material. It repeals the Indecent Publications Act 1963, the Films Act 1983 and the Video Recordings Act 1987.

This Act invests in the Office of Film and Literature Classification the authority to restrict or ban publications that “describe, depict, express or otherwise deal with matters such as sex, horror, crime, cruelty or violence in such a manner that availability of the publication is likely to be injurious to the public good.”

We are required to adhere to the decisions of the classification office, that is, to remove banned material or to ensure restricted material is not issued to those under the specified age.

All DVDs purchased for WCL must be labelled with the classification given by the Classification Office unless they fall into the areas which are specifically excluded by Section 8 of the Act.

These exclusions include any film directly related, wholly or principally to e.g. personnel training, business science, nature, current affairs, sporting events, recreational events, curriculum material, travel, cultural events.

The Act has established a labelling body to rate films at the unrestricted end of the spectrum. The labelling body also issues the labels that are affixed to films before they are supplied to the public. We will ensure that all imported materials have New Zealand classification (except if it falls under Section 8 above).

The Copyright Act 1994

The Copyright Act of 1994 and the subsequent Amendment Acts have several sections which apply to the work of public libraries, e.g. copying by librarians, rental of films, parallel importing.

[The Copyright Act 1994 And Amendments: Guidelines For Librarians. 7th ed.](#) – Standing Committee on Copyright of the Library and Information Association of New Zealand Aotearoa, 2011 (LIANZA Public Document Number 1/2005) provides a comprehensive guide outlining the responsibilities of libraries in upholding the act. WCL adheres to these guidelines.

No library is permitted to make extra copies of articles to keep in vertical files. WCL received permission from **The Dominion** and **The Evening Post** to clip and copy articles from these newspapers.

Protected Objects Act 1975

The Protected Objects Act 1975 provides for the protection of documentary heritage objects including but not limited to:

- Books.
- Maps and other cartographic records.
- Photographs and negatives.
- Ephemera.
- Music scores.
- Film.
- Sound recordings.
- Cinematographic, video production or any other production comprising moving images or recorded sound.
- Digitally born objects, supporting material, and applications and technical infrastructure important for their understanding.

An object is included in this category if it-

- is not represented by at least 2 comparable examples permanently held in New Zealand public collections; and
- is-
 1. not less than 50 years old; or
 2. any unique document or collection of unique documents not less than 50 years old; or
 3. a public record and a protected record as defined by the Public Records Act 2005.

This category does not include any document owned by its living creator who was born in or is related to New Zealand.

4.3 Collection Reviews

For our collections to remain viable and accessible, we regard the review and reassessment of stock as being as important as selection. WCL's collections are reviewed regularly to ensure that individual items continue to reflect collection policies and meet customer expectations.

4.3.1 Collection Review Considerations

- **Usage statistics.** Is the item issuing to a level which is satisfactory for the collection area?
- **Duplication.** Is the item a duplicate title in the collection? Is this duplication still required?
- **Old editions.** Does the library hold newer editions of the publication?
- **Superseded material.** Is the information up-to-date, accurate and relevant? This is particularly important for medical and legal material.
- **Physical condition.** Is the item worn out or shabby? Are pages missing? In the case of audio-visual material, has the item issued over 80 times?

- **Collection scope.** Is there an abundance of other material in the collection covering the similar topic, treatment and level? If appropriate, is there a range of different approaches to the topic? E.g. liberal versus conservative. Do new items need to be purchased to replace important gaps on the topic?
- **Enduring value.** Is the item a valuable edition of a title? Does it contain historically valuable information? Is it a classic title? Is it a New Zealand item?
- **Current selection criteria.** Does the item fit within the scope of WCL's current selection criteria for the collection area?

The review of a collection item results in one of the following options:

- **Retention in the general collection.** This will occur if the item is issuing satisfactorily, in good physical condition and meets current selection criteria. The Central Library is the resting place for only those last copies considered worth retaining within WCL.
- **Replacement.** Material in poor physical condition may be replaced if the content is still useful. It may be necessary to temporarily retain items which are issuing strongly, until replacement material can be purchased.
- **Transfer.** This occurs when material is either offered to another site within WCL or to another New Zealand library.
- **Relocate to [Central Stack](#).** This generally occurs when material is in poor physical condition but nevertheless still contains important or historically valuable information. Magazines may be shifted to stack because of space limitations.
- **Conservation.** The conservation of material is applied only to material within the [Rare Books Collection](#) and a few particularly valuable items within the New Zealand collection.
- **De-selection.** Removing the item from the collection and not replacing it.

4.4 Disposal

Collection items which, after proper evaluation (see [4.3 Collection Review](#)), are deemed to be no longer required for the collection are disposed of. Disposal of the majority of single collection items is not covered by legislation, with the exception of heritage items which are covered by the [Protected Objects Act 1975](#).

When considering disposal options all relevant costs of disposal will be considered. These include, but are not limited to:

- Sale in the Central Library book sale (dependent on physical condition).
- Online sale.
- Sale to second hand book shop vendors.
- Donation to other libraries.
- Donation to educational institutions.
- Donation to community groups.
- Rubbish disposal/recycling.

4.5 Gifts/Donations

- Wellington City Libraries does not accept donated material without prior arrangement with the Collection Development Team. All enquiries regarding gifts and donations should be directed to the Collection Development Team.
- Gifts/donations will be subjected to the same selection criteria as applied to other library material in accordance with Wellington City Libraries' Collection Development Policy.
- Gifts/donations may include all forms of print and non-print materials compatible with the existing collections, with the exception of used audio visual material.
- Letters of acknowledgement will be given to donors, in person, at the time they are gifting/donating materials.
- Gifts/donations accepted by Wellington City Libraries will be located in the most appropriate subject area and location, as deemed by the selector.
- Significant gifts may be acknowledged by the insertion of a bookplate, at the discretion of the appropriate selector.
- The donor may not attach any conditions to the material being gifted/donated, e.g. a condition that an item be held in a particular location in the Library system.
- Gifted/donated material will not be returned to the donor.
- Wellington City Libraries reserves the right to accept and dispose of any gift through discard, transfer, exchange or sale.

4.6 Unsolicited Material

- On occasion, Wellington City Libraries is sent unsolicited items accompanied by a pro-forma invoice. These items will not be accepted by Wellington City Libraries and will be returned to the sender.
- Wellington City Council policies do not allow for the purchase of materials from individuals who are not preferred suppliers to Wellington City Libraries. Promotional material, however, will be accepted.
- Sales representatives wishing to sell commercially produced material should be directed to approach the Collection Development Team on their own behalf.

4.7 Customer Services

4.7.1 Suggestions to Buy

If WCL does not have an item in the collection, customers can make a 'suggestion to buy'. This is a request that an item be purchased for inclusion in the WCL collection. Customers can do this by filling out a request form at their local branch, by calling their local branch, or filling out an online request form.

If the decision is made to purchase, a note will be placed on the customer's card – or if requested, a reserve will be placed alerting them of this result. If the decision is made not to purchase the item, the customer will receive notification and a brief

explanation of the decision. As there are varying ordering procedures for different formats or at times difficulties sourcing items, there is no set timeframe for a response.

Suggestion to buy requests can be declined by WCL for any of the following reasons:

- Current collection priorities and budget do not allow for the purchase of the item.
- It is out of print.
- It is unable to be sourced through our contracted library suppliers.
- The publication date is more than 6 months in the future (customers can enquire again closer to the publication date).
- More information is needed before a decision can be made about buying the item, such as more detailed publication details or book reviews.
- It is too specialised/academic for public library collections (see [4.2.2 Collection Exclusions](#)).

When filling out a 'suggestion to buy,' customers can indicate whether they would like to place a reserve on the item if WCL makes a decision to purchase it. This however, does not guarantee priority placement on the reserve list.

4.7.2 Reserves

If a library item is on loan or located at a different branch, customers are able to reserve the item to be picked up from their local branch. For adult customers, this will incur a reserve fee, which is payable on collecting the item. For children and young adult customers, this is a free service.

The CDT monitors the ratios of reserves per title to ensure that there are adequate numbers of items for reserves to be satisfied in a timely manner. Subject to availability and collection priorities, extra copies of titles will be purchased to meet demand.

4.7.3 Interloans

Customers are able to [Interloan](#) items that are not held by WCL. An Interloan is a request for a library item that WCL does not have but is held by another New Zealand or international library. An administration fee is charged for this service even if the Interloan proves to be unsuccessful.

4.7.4 Materials Review Requests

Customers who have concerns with either the content or classification of materials held in WCL's collections can request for items to go through a materials review. Customers will be asked to fill in WCL's "Selection, Retention and Access to Library Materials – Review Request Form," in which they will be asked why they wish the Library to review the item, what action they wish the Library to take in relation to the item and which part of WCL's Collection Development Policy the item contravenes.

The information provided by the customer will form the basis of the materials review. A review team, comprising collection specialists and other senior staff will read, view or listen to the challenged material in its entirety and assess the customer concern against the Collection Development Policy. The team will also review other material held by the Library on the topic, or by the author, to assess the role of the item within the span of WCL's collection for that customer interest area.

After working through the review process, the review team will make recommendations for the removal, retention or replacement of the material in question. Endorsement of the recommendations will be sought from the Libraries Manager. On receiving permission from the Libraries Manager, the review team will provide the customer with a copy of the results of the review.

In the event that the outcome of the review is unsatisfactory for the customer, they may wish to refer the issue to the Wellington City Council Issues Resolution Office, and in relevant cases, the Office of Film and Literature Classification.

5. General Collections

5.1 *Children's & Young Adult Collections*

The Children's and Young Adult collections are comprised of material suitable for, and aimed to appeal to, people aged up to eighteen. The children's fiction collections are divided into picture books, eager-to-read books, junior comics and junior fiction. These collections, along with the children's non-fiction collection are intended for an audience aged up to approximately thirteen years. The young adult collections are aimed at people aged between thirteen and eighteen.

5.1.1 Picture Books

Picture books are collected to accommodate a broad age range from new born babies through to approximately eight years of age. Books in the collection should contain illustrations supported by simple text.

5.1.2 Eager-to-Read Books

The Eager-to-Read Collections support children learning to read and developing readers, aged from approximately five to seven years. Items in the collection range from simple, one word per page books, through to easy chapter books.

5.1.3 Junior Comics

The junior comics collection provides a diverse range of comics for children between the ages of five and twelve years. The collection aims to provide early comic readers, new releases, popular series and graphic classics like Asterix and Tintin.

5.1.4 Junior Fiction

A wide variety of styles, reading levels, text and themes are contained in this collection. The borrowing age range is from approximately seven to twelve years. Included in the collection are classics, popular series, short stories, puzzle books, and sophisticated picture books.

5.1.5 Children's Non-Fiction

The Children's Non-Fiction collections contain a wide spectrum of information, reading levels, text, illustrations and layouts. The age range extends from late pre-school to early secondary school years. Non-fiction of a younger or older reading level is put in the Picture Book or Young Adult Non-Fiction collections respectively. Adult material is not purchased for junior collections. Most areas of the Dewey Classification System are represented, with emphasis given to material commonly of interest to children, such as dinosaurs or drawing, or which supports common homework and school project topics, e.g. planets, the Egyptians. Text must be objective and the purpose of the book clearly identifiable to children. Non-fiction books should ideally contain a contents page and index to help children locate information within the text and illustrations.

5.1.6 Children's Reference Collections

Reference stock is available at all sites. Items are specifically chosen at a level appropriate for school aged children.

5.1.7 Young Adult Fiction

The Young Adult Fiction collection is purchased to appeal to an age range from approximately thirteen to eighteen years. Included in the collection are: classics, popular series, short stories and science fiction/fantasy. Books aimed at a young adult audience with sophisticated themes such as child abuse and sexuality will be purchased for this area. Items will generally not be included in this collection if the intended audience are adults. The exceptions to this are some science fiction/fantasy titles and classic literature, i.e. "Wuthering Heights," "The Catcher in the Rye."

5.1.8 Young Adult Non-Fiction

The Young Adult Non-Fiction collection is purchased selectively. Subject areas sought for this collection include: social issues, health, sport, music, plus a small selection of New Zealand art, history and culture. Some material with wider appeal is

duplicated in the Adult Non-Fiction collection. School curriculum material will be purchased if there is demonstrated high demand. E.g. NCEA study guides.

5.1.9 Young Adult Comics

Young Adult comics accommodate an age range from thirteen through to eighteen years and the varying levels of sophistication this entails. Works intended for younger readers will be stored in the [Junior Comics](#) collection. Works intended for older readers are part of the [Adult Graphic Novels Collection](#). The collection attempts to cover a wide range of styles and genres, both fiction and non-fiction.

5.1.10 Magazines – Children’s and Young Adult

The purpose of the magazine collection is to provide both educational and recreational reading for all borrowers from toddlers to teenagers.

5.1.11 Children’s & Young Adult Audio Collections

Audio material mediums currently consist of CDs, kits (books and CD) and downloadable audio books. We hold a wide range of genres including popular fiction, stories, songs and rhymes, fairy and folk tales, music, education, and simple language primers.

5.1.12 Children & Young Adult DVD Collections

The Children’s and Young Adult DVD collections predominantly consist of popular movies and television shows targeted at children and young adults. The collections are supplemented by a wide range of documentaries and movies based on classic, heavily studied literature.

5.2 Adult Fiction Collections

The Adult Fiction collections comprise a wide range of material ranging from classics through to contemporary works, with emphasis given to maintaining a breadth and depth to the collection with the number of authors, genres and subject matter offered. Mysteries, Science Fiction & Fantasy, Mills & Boon Romance and collected short story collections are separately labelled on their spines to facilitate easy identification on the shelves.

Works with a classification rating, and those which appeal to a specialised and limited readership are purchased only for the Central Library. Authors who are published in hardback, and who are consistently in high demand with 2-3 well-received previous works, will be placed on standing order with library suppliers. All subsequent works published in hardback are automatically purchased for the collection. Standing order

authors are regularly updated, with some being discontinued with and new ones added.

5.3 Large Print Collections

Large print editions of titles are purchased primarily, but not exclusively for readers with a print disability. The range of material published is small, but expanding gradually with more current emphasis on non-fiction, and simultaneous publication of some bestsellers. Fiction is usually selected according to the criteria used for adult fiction. As the range of non-fiction is relatively small, as much as possible of what is offered is selected, as non-fiction has wide appeal to large print readers.

5.4 Adult Non-Fiction Collections

The Adult Non-Fiction Collections are comprised of material spanning the Dewey Decimal range, including a separate biographies section. The overall aim of these collections is to provide the general reader or life-long learner with a range of viewpoints and information sources in their chosen area of interest. Specialist or academic works are only considered for purchase if they have a broad readership appeal.

5.4.1 Adult Reference Collections

Adult Reference collections supplement the main Adult Non-Fiction collections. They serve as a permanent tool to answer quick questions or provide general background information on a topic for customers.

In the Central Library, Adult Reference collections are housed in the following areas:

- Fiction, Sound & Vision
- Art, Music, Literature, Sport & Biography
- Science & Humanities
- Travel & History.

Each branch library also houses a small reference collection.

5.5 New Zealand Collection

The New Zealand Collection is housed on the 2nd Floor in the Central Library. It is a collection of material about New Zealand, its people, geography, history, culture, politics, law etc., for reference, with emphasis on the wider Wellington region. It is intended as an open access, first resort, core resource of New Zealand material. Collection level generally will be aimed at students up to undergraduate level and general researchers; academic publications at very specialist levels will generally only be collected if about subjects which are in demand or which are or have been under debate.

5.5.1 New Zealand Stack

The New Zealand Stack is an extension of the New Zealand Collection. It contains rare or important New Zealand publications of ongoing value. Titles are often duplicated from the New Zealand Collection to ensure that WCL continues to hold copies of important titles. It is a reference collection, housed in an area of the Central Library which is not open to the public. In order to view material from the collection, customers should enquire at the 2nd floor enquiries desk. Identification will be required.

5.6 Maori Collections

5.6.1 Central

This is a reference collection to: form the tahuhu (backbone) of a whare of matauranga Maori – channel to facilitate a learning journey; be a welcoming resource for Maori and non-Maori; be a pou – a link from the present to the future; reflect the mauri and mana of being Maori; and form a kakano (seed) from which paths flow out to other areas of the Library. The tapu area will contain bound periodicals, non fiction (except 400s and 800s), information files, articles and books. The noa area will contain newspapers and current periodicals, 400s and 800s, annual reports, index to land court minute books, legislation and court decisions and audio visual material. The aim of the collection is to be a readily accessible source of material for research into all aspects of Maori culture.

5.6.2 Branches

Larger branch libraries have separate collections of Maori material covering core subjects. These collections are available for lending.

5.7 Local History Collections

5.7.1 Central

The aims of the Central Local History collection are:

- To ensure local heritage information is collected and maintained in a readily accessible manner (through e.g. databases and web site).
- To provide and preserve material for reference or research which is specific to Wellington, and which contributes to the social or cultural history of the Wellington region.
- To guard and preserve material, manuscripts, etc that have been entrusted to the Library in a suitable environment, for future generations.
- To complement but not compete with the collections of other institutions.

- Items in formats other than printed material that contribute to the ‘social or cultural history’ of the region can be considered if space and other constraints allow – e.g. pictures, ephemera, oral histories.

5.7.2 Branches

The aim of branch Local History collections is to maintain a collection of readily accessible material about their own suburbs, in particular material that is not collected or indexed anywhere else. In the main it will consist of clippings from local newspapers, which may be actively collected.

- Material should have local historical, social, or spiritual significance, now or in the future.
- Formats other than printed material can be considered if space and other constraints allow – e.g. pictures, ephemera, oral histories.

5.8 World Languages Collections

The World languages Collections reflect the languages of the migrant communities in Wellington, as well as catering for recreational readers and those learning languages through the local universities and secondary schools.

The substantial part of the collections is located in the Central Library, with small collections of Chinese language books in the Johnsonville, Karori and Newtown libraries. A branch Arabic collection is also located at the Kilbirnie Library.

The collections are largely made up of fiction, with a small selection of non-fiction titles. Magazines and newspapers, both in print and electronic form, are an important alternative resource for book material.

Existing language collections – languages which were supported in the past but which no longer have a substantial customer demand will not be added to unless customer demand for them increases.

New language collections – material in languages not previously covered in the collections will be purchased if there is clear evidence of on-going customer demand, and a continuing availability of newly published material.

5.9 Adult Graphic Novels Collection

The Adult Graphic Novel collection is based in the Central Library, with a small collection located at the Newtown branch. It is intended to house sophisticated material that does not fit the Young Adult Comic collection. While some of these will contain graphic ‘sexual scenes and coarse language’, this is not the primary reason for their inclusion in the adult collection. Adult graphic novels deal with themes in a deeper and more sophisticated way, whether the subject is the treatment of Jews under the Nazis, or the relationship of a modern-day couple.

5.10 Adult Learning Collections

Adult Learning collections are housed at six sites within Wellington City Libraries; the Central Library, Johnsonville, Karori, Ruth Gottlieb (Kilbirnie), Miramar and Newtown.

The two target audiences of these collections are;

- People of all ages who are learning to read.
- People who are learning English as a secondary language.

The purpose of the collections is to support the learning needs of these two groups by providing materials which can be used by individuals in addition to English courses which they may be attending and as an aid to self-study. The collections are not intended as a primary resource for Adult Literacy or ESOL tutors.

5.11 Adult Audio-Visual Collections

5.11.1 Adult Audio Book and Talking Book Collections

Audio Books consist largely of unabridged titles on CD. Some titles in cassette format remain in the Central collection, but are no longer purchased. The collection comprises mainly fiction titles, though popular non-fiction is also selected. Titles which have issued well in print format are purchased if available in audio format.

Talking Books are shelved within the [housebound service](#), and are only issued to borrowers who are registered with Wellington City Libraries as having a print disability.

5.11.2 Adult DVD Collections

A high turnover revenue generating collection which also reflects New Zealand's resurgent film industry. Although recently released popular films are purchased, the collection maintains a number of points of difference with the 'High Street' video shops. To this end classics, art house, documentaries and television series are emphasized.

5.11.3 Classical Music Audio-Visual Collections

Wellington City has a vibrant and varied musical culture involving both amateur and professional musicians and many music lovers.

The following standards govern selection:

- In all areas, quality recordings and performances are a primary focus.
- CDs and DVDs are selectively purchased to maintain a mix of artists and material.
- To maintain a broadly comprehensive collection of New Zealand classical music, all New Zealand audio visual items are evaluated and considered for purchase.

5.11.4 Popular Music Collections

These are high turnover, revenue generating collections, with an emphasis on New Zealand music, particularly Wellington musicians.

5.12 Select : Sound & Vision Collection

The Select: Sound & Vision Collection is housed at the Central Library and at the Karori, Kilbirnie, Newtown and Tawa branches. It is a collection of high demand DVDs and CDs. The purpose of Select is to make it easier for borrowers to access popular items from WCL's DVD and CD collections.

- The titles in the collection have a reduced loan period of 3 days.
- There must be copies in the general lending collection of all titles in the 'Select' collection.
- Rental charges and overdue fines for items within the 'Select' collection are the same as corresponding formats in the general audiovisual collection.
- Items in the collection can not be reserved or held for customers.
- The collection is performance driven. Once titles are no longer reaching performance targets, they will be removed from the collection.

5.13 Bestseller Collections

Bestseller Collections consist of high demand books and magazines and are housed at the Central Library and at selected branches where bestsellers perform well.

- The purpose of the Bestsellers collection is to raise revenue.
- The content of the collection is performance driven.
- It offers the customer a choice.
- There must be lending copies either held, or an order placed for titles in the bestseller collection. This may mean that there can be lending copies on order at the time there are already copies in the Bestseller collection.
- Bestsellers cannot be reserved or held for customers. The reason for this is because they form a browsing collection on a "first in, first served basis" only.
- The promotion and presentation of this collection is based on a system wide approach. The Bestseller collection must be displayed on red stands in all sites to increase customer recognition and to help distinguish this 'paying' collection from comparable types of lending stock.

5.14 Magazines

Magazine collections are housed at all sites within Wellington City Libraries. The main focus of the collection is adult audiences, but there are small collections of magazines aimed at children and young adults.

The purpose of the magazine collection is:

- To provide current information on a variety of topics.
- To provide recreational reading for all.

The intention is to provide a broad coverage that will appeal to a wide range of audiences across many subject areas.

The printed magazine collections are supplemented by access to a wide range of current and archived titles available through the [Library's databases](#). While most magazines are held for a limited time, some publications with NZ content or with significant international reputations are kept in the Central Stack.

5.15 Newspaper Collections

The main Newspaper Collection is housed on the 2nd floor of the Central Library. It contains recent editions of New Zealand's metropolitan newspapers, a comprehensive selection of provincial newspapers, local community newspapers and a selection of overseas newspapers. Branch libraries have small collections based on the needs of their communities. Newspapers are held for a limited time, but the New Zealand collection keeps local Wellington newspapers and microfilmed archives of The Evening Post, The Dominion and The Dominion Post. The printed newspaper collection is supplemented by free internet access from Library computers to selected online news services from around the world, and by access to Library databases which cover a wide range of current international publications and archives of Australasian newspapers.

5.16 Zine Collection

The Zine collection is based in the Central Library and is made up of self-published and independently produced print publications. Emphasis is on acquiring zines about Wellington or made by Wellington based authors. When possible, we will purchase two copies of each "Wellington" zine - one for preservation in the 2nd floor reference section and one for the browsing collection. An effort is made to purchase zines on subjects that are not well covered by materials in other parts of the Library collection and/or that provide unique points of view, e.g. bicycle culture, anarchism, grassroots and community activism and underground music. The collection is limited by what can be supplied by established suppliers and WCC purchasing guidelines.

5.17 Electronic Tools

5.17.1 Online databases

Online databases are those which are full-text and index-only end-use databases, either purchased on a subscription basis or which are government-sponsored or contain government-owned material and which are free.

Databases provide instant and up-to-date access to information. They are purchased or added to Wellington City Libraries' collections to complement print and AV collections, as well as other electronic resources, in subject areas where there is a demonstrated need.

The databases are housed together on www.mygateway.info a portal created specifically for them, and are accessible either through PCs within the libraries network, or by remote access.

Customer access to index-only resources is available either through links provided on nominated WCL PCs or through PCs generally in the libraries network.

Wellington City Libraries will purchase online databases collaboratively where possible to provide an optimal return on investment for customers.

5.17.2 Websites

Websites considered for inclusion as links from WCL's website and free internet service are evaluated in step with the criteria for print collection items. Extra selection criteria of design and access are considered due to the different format.

5.17.3 Ebooks and Downloadable Audio

WCL provides access to ebooks and downloadable audio via the WCL [elibrary](#) webpage. Both ebooks and downloadable audiobooks are free to borrow and incur no overdue fees. Material purchased for the collection is limited by regional copyright restrictions and to titles available through participating publishers. Selection is based on the same principles that govern print resources and covers childrens, young adults and adult fiction and non-fiction.

5.18 Emerging Formats

WCL continuously monitors trends in the delivery of information and recreational resources. Emerging formats are considered for inclusion in WCL's collections in response to the demonstrated and perceived needs of our customers. The content of

resources in new formats is evaluated in step with the criteria for print collection items.

Appendix One: LIANZA Statement on Access to Information

<http://www.lianza.org.nz/sites/lianza.org.nz/files/LIANZA%20Statement%20-%20Access%20to%20Information.pdf>

Statement adopted by the Council of the New Zealand Library Association, May 11, 1978.

Revised statement adopted by the Council of the Library and Information Association of New Zealand Aotearoa November 17, 2002.

The Library and Information Association of New Zealand Aotearoa asserts that:

1. Free circulation of information safeguards our democratic society.
2. The members of our society have a fundamental right of access to information.

A basic right of citizens in a democratic society is access to information on matters which affect their lives. At times the interests of the individual have to be subordinated to the interests of the community in such matters as development of energy and mineral resources, industry, town planning, transportation etc.

Citizens have a right to be informed of the facts involved and to participate in the decision-making process, e.g. when activities such as massive alterations to the landscape and its use are proposed. The right to be informed, to be consulted, and to intervene is essential and fundamental to the democratic process. The Association recommends that web based information should comply with W3C guidelines (1). <http://www.w3.org/TR/WAI-WEBCONTENT>

3. Equally, members of our society have a right to privacy and to protection from misuse and exploitation of information.

A balancing right to that of access to information is that of the community as a whole, and of its members, not to suffer from the misuse and exploitation of the freedom of access to information. There is a growing trend to store information relating to individuals in centralised computer data bases. This undoubtedly facilitates the activities of administration, law enforcement, commerce, and industry, but citizens must be assured that information relating to them is not detrimental to their interests through inaccuracy or through exposure to the scrutiny of those who have no proper interest in it.

4. It is a basic function of democratic government to ensure and balance these at times contradictory rights: that citizens are not denied access to information and that their privacy is protected.

Those who govern must ensure that citizens are not impeded in access to information touching themselves as individuals or as members of the community,

and that they are protected from inaccuracy and improper exploitation of information.

5. Information providers should demonstrate a commitment to responsibilities under the Treaty of Waitangi. Staff providing information should be familiar with basic protocol and tikanga and have some understanding of te reo Māori.

6. Libraries, and particularly public libraries, are prime agencies for the dissemination of information. Librarians have a duty to acquire, organise, and provide access to information freely to the communities they serve.

The basic aim of library services is the acquisition, organisation, and circulation of information. Librarians have a duty to fulfill this aim, particularly as it relates to the collection, organisation, and circulation of information on matters which affect individual members of the community or the community as a whole. The Library and Information Association of New Zealand Aotearoa supports all measures which will improve the ability of libraries to serve as public access points for information.

7. Funders of information providers should provide adequate financial support to ensure that the special needs of disabled people, when accessing information, are met.
8. Government agencies – national and local, Parliament, State Departments, public corporations, and other authorities – have a duty to make reports and other documents widely available for consideration by all citizens free of charge. The key way of doing this is to use the existing nationwide network of public libraries, which are open for all to use. It is not enough to send a selection of government publications to some libraries weeks after they have been released. If the public is to participate meaningfully and effectively, there must be quick and complete supply of new laws, reports and documents to public libraries as soon as they become available. Citizens requiring this type of information should not have to rely solely on news media reports, especially if they live outside Wellington.
9. The Library and Information Association of New Zealand Aotearoa recognises that it may be difficult at times to reconcile these principles of access to information and protection against the misuse of that access, but it insists that the right to be informed should be the chief consideration.
10. This statement should be read in combination with other Statements of the Library and Information Association of New Zealand Aotearoa on Intellectual Freedom, Confidentiality of Library Records, and Displays in Public Libraries.

Footnote 1. The guidelines discuss accessibility issues and provide accessible design solutions. They address typical scenarios that may pose problems for users with disabilities such as vision, hearing, physical disability, etc.

Appendix Two: LIANZA Statement on Intellectual Freedom

<http://www.lianza.org.nz/sites/lianza.org.nz/files/LIANZA%20Statement%20-%20Intellectual%20Freedom.pdf>

Statement adopted by the Council of the Library and Information Association New Zealand Aotearoa, 21 March 2002 (replaces the LIANZA Statement on Censorship).

1. Society creates libraries as institutions to store and make available knowledge, information, and opinions and to facilitate the enjoyment of learning and creativity in every field. Every library has a responsibility to provide its users with the widest range of information materials possible, which are within the constraints of its budget, relevant to its users' requirements, and which represent the spectrum of points of view on the topic held in the community.
2. Librarians have a responsibility to ensure that the selection and availability of information materials is governed solely by professional considerations. In so doing, they should neither promote nor suppress opinions and beliefs expressed in the materials with which they deal. These professional considerations include the use of knowledge, skills, collection management experience, and collection development policies to make decisions on what is selected for the library collection.
3. No information resources should be excluded from libraries because of the opinions they express; nor because of who the author is; nor on the grounds of the political, social, moral or other views of their author.
4. No library materials should be censored, restricted, removed from libraries, or have access denied to them because of partisan or doctrinal disapproval or pressure. This includes access to web-based information resources.
5. Librarians should resist all attempts at censorship, except where that censorship is required by law. Librarians are free to request, and to lobby for, the repeal of laws, which compromise the principles set out in this statement.

Appendix Three: UNESCO Public Library Manifesto

<http://www.unesco.org/webworld/libraries/manifestos/libraman.html>

A gateway to knowledge

Freedom, Prosperity and the Development of society and individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups.

This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The Public Library

The Public Library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressure.

Missions of the Public Library

The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

1. creating and strengthening reading habits in children at an early age;
2. supporting both individual and self conducted education as well as formal education at all levels;
3. providing opportunities for personal creative development;
4. stimulating the imagination and creativity of children and young people;
5. promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
6. providing access to cultural expressions of all performing arts;
7. fostering inter-cultural dialogue and favouring cultural diversity;
8. supporting the oral tradition;
9. ensuring access for citizens to all sorts of community information;
10. providing adequate information services to local enterprises, associations and interest groups;
11. facilitating the development of information and computer literacy skills;
12. supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

Funding, legislation and networks

The Public Library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

The public network must be designed in relation to national, regional, research and specific libraries as well as libraries in schools, colleges and universities.

Operation and management

A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organized effectively and professional standards of operation must be maintained.

Cooperation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international level - has to be ensured.

Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.

The library services must be adapted to the different needs of communities in rural and urban areas.

The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.

Outreach and user education programmes have to be provided to help users benefit from all the resources.