

Wellington City Libraries Collection Policy



Providing opportunities for creativity, connection and innovation through a collection which enables learning and discovery

Purpose

This policy is intended to:

- Guide the development and management of Wellington City Libraries collections
- Define the library's legal requirements and responsibilities
- Inform customers on how the collections are developed and managed

Scope

This policy applies to all the collections held across 12 libraries and the online resources. More detailed statements relating to specific collections exist in the Collection Area Profiles. The policy will be reviewed for currency and relevance every 3 years.

Background

Wellington City Libraries is a public lending library serving the residents of Wellington City, the capital city of New Zealand, with a population of 204,000 (2013).

Wellington City Libraries consists of the Central Library, eleven branches and a virtual library at wcl.govt.nz. The libraries function as one network.

Wellington is also home to the National Library of New Zealand, the Alexander Turnbull Library and Victoria and Massey University libraries, which provide research and archival services for the city.

Wellington enjoys a rich cultural and social diversity, and the library's ongoing goal is to remain responsive to all areas of our communities. The focus is expressed in the Mission Statement 'to connect our communities to knowledge, wonder and possibilities.'

Libraries and Community Spaces foster innovation: we are open for thinking, reading, creativity and business.

Guiding principles

Wellington City Libraries' collections are shaped by a variety of factors, including publishing trends and authors who are consistently in demand, as well as collection usage information and feedback from customers (such as survey responses, suggestions for purchase, and general comments). The emphasis is on a current lending collection rather than the retention of items just in case of future demand.

Wellington City Libraries provides collections in a range of formats representing the diversity of views suited to our communities and that meet their current and anticipated needs

- Collections support customers in their need for lifelong learning and the development of skills and knowledge
- Collections support recreational and leisure interests of the communities
- Collections support the communities' participation in the democratic process at local and national levels

Wellington City Libraries collects and preserves material unique to Wellington

- Collections reflect the local culture, history and creative output

Wellington City Libraries is committed to freedom and equity of access to information in line with relevant legislation

- Free access to information includes the removal of barriers to accessibility
- Equity of access includes addressing the needs of those who do not have access to the internet at home
- Resources are provided in a variety of formats including an increasing range of digital resources. The library will continue to explore new collection products and platforms
- The library 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.*”
- It also endorses the Library and Information Association of New Zealand Aotearoa (LIANZA) statements on Access to Information and Intellectual Freedom: *No library materials should be censored, restricted, removed from libraries, or have access denied to them because of partisan or doctrinal disapproval or pressure.*

Wellington City Libraries commits to partnership with Tangata Whenua

- Wellington City Council and the library aim to work with Wellington Māori to strengthen the capability of all to achieve mutually beneficial community outcomes
- The library through its Collection Policy underpins the services which support the aspirations and needs of Wellington Māori
- The library promotes te reo Māori and provides access to Māori knowledge, heritage and identity

Wellington City Libraries provides best value

- The concept of ‘best value’ includes economic, social and cultural value
- The library ensures the best value for Wellington ratepayers by exercising fiscal responsibility in collection development
- The library commits to making cost effective collection management decisions, balancing renewal of the collection with the retention of key items for the future
- Best value for customers includes providing resources for those who cannot afford them
- The library regularly measures the usage of collections to ensure they deliver value for money

Collection Management guidelines

Collections

The collections are managed as one. Central Library collections contain the broadest coverage of material in the network. Last copies of titles worthy of retention will be relocated from branches to the appropriate Central Library collection.

Some resources are not available for browsing on the open shelves and are stored at the Central Library where they may be retrieved by staff for customer in-house use or borrowing.

The library has a number of collections or taonga including:

- Maori Collection: there is core collection at the Central Library and a selection of essential resources at the branches
- New Zealand Reference Collection located at the Central Library
- Local history collections found across the network

and also the following which are excluded from the scope of this policy.

- Rare Book Collection
The Rare Cook Collection consists of c.2000 items, approximately 60% of which are of New Zealand origin or contain New Zealand content. It contains a number of first editions as well as several incunabula dating back to the 15th Century.
- Photographs and Ephemera
This collection consists of approximately 2000-2500 items. The library plans to adopt the cloud-based *Recollect* platform which will enable digital copies to be easily accessible to the public online.

Selection

Wellington City Libraries' lending collections follow the guiding principles, and focus mainly on new and popular works, incorporating the following criteria:

- responding to customer and community demand and local interest
- continuing relevance to the Wellington community
- suitable library format
- the quality of the item, with reference to the average expected price

Multiple copies and new editions are selected based on customer demand, anticipated popularity and already prescribed standing orders.

Duplication of any title in multiple formats is dependent on availability and suitability for the anticipated customer group.

Evaluation

Collection items are regularly reviewed for retention using the following criteria:

- Relevance to users
- Currency of content
- Physical condition
- Usage (lending collections)

Every attempt will be made to replace material in poor condition which is still in demand.

Deselection and disposal

Library staff have the delegated authority to dispose of library collection assets following the guidelines above, supplemented by the relevant Collection Area Profiles. Materials that are no longer required may be:

- Sold in a library book sale
- Recycled or otherwise disposed of

Donations

- Offers of donations need to meet the Collection criteria and cannot be accepted without prior arrangement with the Collection Development Team
- Second-hand material will not be accepted, except for items of historic significance and titles in foreign languages
- Donations, once added to the collection, are managed like all other material and are subject to the same conditions of loan, use and retention
- Donations that do not meet the collection criteria will be disposed of at the library's discretion and will not be returned to the donor

Legislation

- Library collection development and management is carried out in accordance with The [Copyright Act 1994](#) and the [Films, Videos, and Publications Classification Act 1993](#)

Definitions

Term	Definition
Collection	Refers to the libraries' resources, in both print or digital form. The term may also be used to describe a part of, or the whole of these resources.
Collection Development	The process of planning and building collections. Collection development is subject to budget allocations for new material.
Collection Management	This includes all activities relating to the maintenance of a library's collection.
Collection Area Profiles	These documents are an internal tool used by staff to ensure the quality of the overall libraries' collection and outline the selection, maintenance and disposal criteria for each part of collection.
Copyright	Copyright is an intellectual property right which gives the owner the exclusive right to reproduce a copyright work. Copyright in New Zealand is protected under the Copyright Act 1994 .
Deselection	Deselection is the process of assessment of items for possible removal from the collection taking into account currency, usage and physical condition. The process can also be called weeding or disposal.
eLibrary	This term collectively describes those books, serials, databases and other information published in digital form which are part of the library's collection. Some electronic or online resources may not have a printed equivalent.

Format	The medium by which information is presented and accessed. It includes print (books and serials) as well as electronic – CDs, DVDs, eBooks, eMagazines and online databases.
Reference	(Also known as ‘not for loan’). Not for loan items are those items that will not be available for customers to borrow or remove from the library.
Serials	A term used to refer to magazines.
Selection	The process of deciding which materials should be added to a library collection.
Subscription databases	Searchable electronic resources accessed online and paid for by annual subscription.

Related documents

- [Wellington Long Term Plan](#)
- [Library Service vision](#)
- Collection Area Profiles
- [Copyright Act 1994](#)
- [Films, Videos, and Publications Classification Act 1993](#)
- [Lianza copyright guidelines](#)
- [Lianza statement on access to information](#)
- [Lianza statement on intellectual freedom](#)
- [Lianza statement on services to Pacific peoples](#)
- [Lianza statement on services to children and young people](#)

[Unesco public library manifesto](#)

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.