

LIBRARY COLLECTION MANAGEMENT [Finance & Corp Services 23/06/05]

Statement of Policy

The primary purpose of the Ashburton Public Library is to select, organize and make available materials in appropriate formats in order to serve the public and achieve its strategic purpose.

The Public Library exists to provide educational, informational and recreational resources, both print and electronic, to meet the needs of the district's residents. (Ashburton District Council Strategic Plan, June 2000)

In addition to their use by Ashburton district residents, library materials are available to the general public of New Zealand either on-site, or, where appropriate, through interlibrary loan. However, relevance and suitability to the local community must be the main criteria in the management of the collection, and all decisions about material should be considered with this in mind.

General Criteria for Selection

While the emphasis differs between categories of material, the following factors will be taken into account in making purchase decisions:-

- Level of likely public interest in the subject or plot.
- Suitability for intended audience, eg age group.
- Scope or depth of coverage.
- Recency of data.
- Local content of significant interest.
- The amount of current material already held on the subject or in the genre.
- The reputation of the author.
- The popularity of previous works by the author.
- Literary standard.
- Technical aspects.
- Value for money.

Intellectual Freedom

While conforming to the law and considering generally accepted community standards, the choice of material should not be limited on the grounds that its content may be found offensive to some people. The LIANZA Statement on Intellectual Freedom (adopted March, 2002, see Appendix A) includes the statement that

“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”

The aim should be to make available a wide spectrum of opinion from which users can make an informed judgment on societal and other issues. Similarly, creative works should present a variety of styles and artistic viewpoints.

Policies and Procedures

Audio Books

This collection is targeted at print-disabled readers, but made available to all users in order to extend its usefulness. It broadly reflects the range of reading tastes, according to availability of titles. Both unabridged and abridged recordings may be purchased, but unabridged works should be preferred.

LIBRARY COLLECTION MANAGEMENT (Cont'd)**Children's Section**

The Children's section aims to provide access to a range of materials in appropriate formats suitable for all ages and abilities, from picture books to sophisticated junior novels and non-fiction, that will develop the interests, information and leisure needs of the children of the district.

- To provide a varied collection of recreational reading to stimulate and develop an appreciation for good literature.
- To provide resources for developing research skills, support learning to read and assist in a successful outcome to homework problems.
- To provide authoritative materials on all points of view at appropriate levels to enable children to develop skills in critical thinking and making their own judgments.

The Children's collection is divided into the following categories:

Picture books	Non Fiction
Learn to read	Talking books / CDs
Chapter books	Videos / DVDs
Advanced Fiction	CD Roms
Magazines	

Selection Criteria

- Relevance to NZ
- The reputation of the author/illustrator, publisher
- The price
- Suitable reading age
- Binding
- High interest
- Popularity to attract reluctant readers
- Literary merit
- Material that represents current topics/interests.

Complaints

If a member of the public wishes to complain about an item's inclusion in the collection, or the area in which it has been classified, they may ask that this decision be reconsidered. A form "Reconsideration Request Form" is available for this purpose. The request will be reviewed by the purchasing librarian for that item, and the District Librarian. A written response will be sent to the complainant. If the complainant is not satisfied with the decision, he or she may then appeal in writing to the Corporate Services Manager, whose decision is final. At no time will a disputed item be removed from the shelves just because a complaint has been filed, but only after due consideration of the case for removal or redesignation of an item.

Discarding of Library Material

A constant process of assessment should be carried out to help ensure that the resources in the library continue to meet the needs of customers. Condition, numbers of copies held, continuing relevance, (especially as reflected in demand and usage), and space considerations are the chief factors to take into account in a decision to discard or retain library material.

LIBRARY COLLECTION MANAGEMENT (Cont'd)

Donations

The library welcomes donations of all library related materials to be considered for inclusion in the collection. All items will be looked at carefully to gauge their usefulness to the public. However, there can be no guarantee that items donated will be found suitable for the collection. Condition, relevance, and age are some of the factors involved in making a decision.

Donations are accepted on the basis that if not found useful to the library they will be passed on to charity or otherwise disposed of, not returned to the donor.

English Language Resources

To assist adult new readers and recent settlers from other countries, a small section of books and tapes for those learning the English language as adult new readers has been set up. Demand should be used as the criteria for further additions to this collection.

Interloans

Resource sharing through interlibrary loans of material is a valuable way of extending the limits of the collection. By borrowing items from other libraries on behalf of members we can provide access to material which is out of print, or not of wide enough interest to justify purchase. However, when an item is requested to be interloaned by several members, the level of demand should indicate its purchase for the Ashburton Public Library where this is feasible.

Local History

It is one of the Library's objectives "To collect, provide and preserve an excellent collection of reference and resource material on local history". Accordingly, emphasis will be placed on acquiring at least one copy of publications with a direct relevance to the district or its residents, past and present. When one only of such publications is added to the collection it should be housed in the local history part of the reference section, and on no account be permitted to leave the building. If further copies are purchased, these may be put in the lending collection.

Pamphlets, journals, minutes, photographs and other local history resources are placed in an archives collection in the newspaper archive room.

Magazines

A wide range (currently some 60 titles) of magazines provide information on current issues and events, business and investment, hobbies, lifestyle and general recreational reading. Lending statistics are used to gauge popularity, particularly in the case of rental magazines. Public recommendations are particularly useful in sourcing additional or replacement titles.

Maps

A collection of South Island topographical maps for reference is being developed, beginning with local grids and including major areas of interest for trampers.

LIBRARY COLLECTION MANAGEMENT (Cont'd)

New Zealand Material

Apart from the emphasis placed on acquiring items of local interest, New Zealand material generally should be considered for selection and retention where its subject matter is of relevance or interest to the local community. Where comparison is possible, it should be preferred to overseas publications on the same subjects. New Zealand books are those most likely to have enduring interest to the public, so should be carefully assessed before discarding, and in many cases “stacking” older titles may be advisable.

Newspapers from Ashburton: Archives And Microfilm

Two copies of the Ashburton Guardian are obtained. One of these is for immediate public use, and back issues from the current year and two previous years’ issues are kept in the downstairs workroom area so that the public can ask to see them during any opening hours. After three years these usually severely dilapidated papers are discarded.

The other copy obtained daily is used for indexing purposes and as a back-up copy, and at the present time these papers are being stored unbound as original archive material for researchers while space permits. A microfilm version is purchased from the National Library and kept in the newspaper archive room for use during the archive’s opening hours. The early years of the Guardian are being progressively microfilmed to preserve their contents under conditions of steady use by the public.

Newspapers from Other Centres

Daily newspapers are obtained from other centres, namely Auckland and Wellington in the North Island , and from Invercargill, Dunedin, Oamaru, Timaru, Christchurch, Greymouth, Blenheim and Nelson in the South Island. Initially these are displayed on racks by the reading desk provided. Two months back issues as well as the current month are kept, after which they are discarded for recycling.

Overseas newspapers are not purchased in hard copy; some are available via the on-line reference sites.

On-Line Reference and Other Material

Current information is increasingly available on-line through the Internet. The library subscribes to a public library consortium to provide a shared collection of reference sources suitable for a public library audience.

It has also joined the EPIC co-operative purchasing programme for full text journal articles and databases in conjunction with the National Library. Further development in this area is likely, but it must be borne in mind that not all members of the public are ready users of computer technology.

Out of Scope of the Collection Policy

The Library does not set out to make acquisitions in these areas,

- Text books
- Specialist works beyond an introductory to intermediate level of coverage in most subjects.
- Rare books and collectors’ editions with no direct local association.
- Musical scores and recordings.
- Foreign language material

LIBRARY COLLECTION MANAGEMENT (Cont'd)**Recommendations for Purchase from the Public**

Members of the public are encouraged to make suggestions for purchase of library materials. "Recommended Purchase" forms are available for such requests. A decision is made by the purchasing librarian as to the desirability of the recommended item.

Series

All reasonable efforts will be made to keep series of books complete, by adding new titles when they become available, "stacking" older volumes, and replacing missing copies where possible. However, this will sometimes not be possible, for example because of the large extent of some series, or the difficulty of sourcing out of print titles.

"Stack" Location of Older Titles

While space is available for the storage of older and little used titles of continuing likely interest and relevance these should be transferred to the "stack" room, and have this location entered on the computer catalogue. The basis for retention in "stack" should include

- Extra copies of very popular titles – a limit of three copies in most cases.
- "Classics" which the public would expect to have available, but demand is slight.
- Works of limited availability, especially New Zealand items of lasting relevance.
- Continuing contribution to the depth of the collection, despite age or dilapidation.

Material in stack rooms should be evaluated for retention on a continuing basis, as is the current collection shelved in the public areas of the Library.

Videos

The library maintains a rental collection of popular videos, especially those based on classic or mainstream fiction works. Violent and pornographic material are not included. Some non fiction videos of wide interest to the local community are also purchased.

Young Adults Section

This part of the collection comprises material of special interest to readers in the 12 to 17 years age group. It includes fiction suitable for an audience of this age across the range of reading abilities and interests. It also offers non fiction to support the school curriculum on a general level, and to assist in acquiring life skills and an understanding of current issues and events. A small number of magazines of particular interest to this age group are shelved in this section.