

Policy

LIBRARY COLLECTION POLICY

TEAM:	Library
RESPONSIBILITY:	Library Manager
ADOPTED:	07 May 2025
REVIEW:	Every five years, or as required
CONSULTATION:	None required
RELATED DOCUMENTS:	Asset Disposal Policy 2020 Procurement Policy 2025 Films, Videos and Publications Classification Act 1993 Copyright Act 1994 LIANZA Statement on Intellectual Freedom

Policy Objective

To maintain a relevant and high quality library collection that meets the needs of Ashburton District residents.

Definitions

Council means Ashburton District Council.

Digital resources means books, serials, databases and other information published in digital form.

Library collection means the print, digital, and other resources of Te Kete Tuhinga, the Ashburton Library (the Library).

Stack means the section of the library collection which houses resources which are not used often but still relevant. This can include extra copies of popular items and items of limited availability.

Library Collection Principles

Community needs

- The Library collection supports the learning and recreational needs of the Ashburton District community.
- The Library collection will reflect the local culture, history and creative output of the district and region.

Access

- The Library collection will provide resources in a variety of formats, representing a range of views and explore new collections and formats where feasible.

Best Value

- The Library ensures best value of its service by exercising fiscal responsibility in collection development and observing Council's procurement policy.

Policy Statement

1. Selection Criteria

1.1 The selection of print and digital resources for the Library collection will follow the collection principles and incorporate the following criteria:

- Customer and community demand and interest
- Suitability for the intended audience
- Scope or depth of coverage
- Balance and diversity of views
- Relevance to the Ashburton community
- Existing similar library stock
- Author reputation and popularity
- Part of a popular series currently held in the collection
- Literary standard

The Library will not normally acquire the following for its collection:

- Text books
- Specialist works
- Rare books and collectors editions
- Musical scores and recordings

2. Intellectual Freedom

2.1 The Library supports the LIANZA Statement on Intellectual Freedom which states:

“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 the author”

2.2 The Library collection will include items from a wide spectrum of opinion and present a variety of styles and viewpoints.

3. Copyright

3.1 The Library supports the freedom to read and access information within the legal framework set by the [Copyright Act 1994](#) and the [Films, Videos, and Publications Classification Act 1993](#).

4. The Library Collection

4.1 The Library collection will include a range of print, digital and other resources for the community, including specific material for children and young adults.

4.2 The Library collection will also include resources of the following types:

- Te Reo and Māori culture

- Local history
- Selected local and regional newspapers
- Materials for the vision-impaired

5. Stack

5.1 The Library will maintain resources in the stack collection. This collection will include, but is not limited to:

- extra copies of very popular items
- “Classics” which the public would expect to have available, but for which there is normally low demand, and
- items of limited availability, particularly New Zealand material.

6. Donations

6.1 Offers of donation of materials need to meet the collection criteria.

6.2 Once added to the collection, donations will be managed like all other resources and subject to the same conditions of loan, use and retention.

7. Collection Review

7.1 The library collection is subject to ongoing review by library staff. Criteria used to determine whether an item should remain in the collection include:

- demand and usage
- physical condition
- continued relevance
- number of copies held
- availability of a newer edition
- available space, and
- cost of repair.

8. Deselection

8.1 Items that no longer meet the collection criteria and/or are no longer required may be:

- sold
- donated to district community libraries and district charities, or
- recycled or otherwise disposed of.

8.2 Items will be disposed of in a manner that observes Council’s Assets Disposal Policy.

9. Collection ownership

9.1 Ashburton District Council will retain ownership of all items in the library collection.