

## Porirua Library

Collection development policy: 2015 – 2016

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## SCOPE AND PURPOSE

### Scope of Main Library

The Porirua Library serves the Porirua community as a whole, in addition to serving as a resource for the four branch libraries. The size and scope of its collection attracts users from surrounding areas in the Porirua Basin and Kapiti coast, but the main purpose is to serve Porirua residents.

With the development of the SMART library collaborative service Porirua Library is able to call upon the resources of the other five participating library systems, it also supplies materials to the fellow collaborators.

As an urban library, the main library places major emphasis on the provision of information. It offers a strong reference collection that supports an extensive and in-depth reference service. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages. The Porirua Library aims at providing a comprehensive collection of materials relating to the City of Porirua, and builds upon existing strengths in Maori & Pacific, Local history and Genealogy.

### Scope of Branch Libraries

The 4 branch libraries serve specific neighbourhoods in the City. The interests and needs of the actual and potential users of the branch are continually evaluated so that each library has a collection reflecting the community that it serves. While each branch serves basic needs of its neighbourhood with a core block of library materials, it does not duplicate the in-depth sources or special collections of the main library. Budget and space limit the branch collections to materials of high interest to their patrons.

### Scope of Collections

With the shift to free reservations and floating collections within the Porirua Library network of libraries plus the increase of online access to placing reservations there is a shift from 5 discreet fixed collections to a single collection that is housed in 5 locations. The library SMART collaboration also opens up access to a significantly larger pool of materials than Porirua could ever have expected to hold.

The impact of this on selectors and branch librarians is to concentrate the selection process at a central location while allowing the branch librarians to select items for their location from most of the stock at any time. Selectors will take into consideration requests from branch libraries for items as well as probable demand for items across the Porirua Library system.

Porirua Libraries will endeavour to hold approximately 3 items per head of population served and to add approximately 13,000 new items to the collection annually.

## Purpose

The purpose of this Policy is:

- To identify how the Library's collection fulfils its requirements at present and how it can continue to do so in the future.
- To set down the parameters of the collection
- To provide a guide for selectors in particular subject areas, and to customers about what they can expect to find in the Library.
- To provide a basis for the most effective use of the available funds and as an aid for decision making when funding constraints may mean that choices have to be made.

This is a general collection policy. Individual collections may have more detailed policies.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

## FINANCIAL MANAGEMENT

Porirua Library is funded by the Porirua City Council through rates, membership is free to all residents and ratepayers.

Funding for the physical collections is part of the Library's capital budget. Stock purchased is depreciated annually.

Funding for serials and electronic collections is part of the library's operational budget.

- Purchasing is carried out under the PCC Procurement Policy (#969114)
- The allocation of funding to collections is reviewed annually
- Designated collection managers are responsible for the ongoing management of their expenditure.
- The Manager, City Libraries monitors progress on a monthly basis with any adjustments to be agreed by the selector concerned.
- Overall responsibility for the appropriate expenditure and management of stock budgets rests with the Manager, City Libraries.

## SELECTION

### Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Manager, City Libraries. Under his/her direction, selection is delegated to the professional library staff. All staff members and the general public are encouraged to recommend materials for consideration.

Selecting material for the Library's collection is a key responsibility of librarians. Selection is necessary to ensure a well-balanced collection that gives value for money.

## Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

Selection criteria will focus primarily on the needs of the general public who do not have access to other sources of information.

The criteria for selection are:

- To select material that is up to date, well-written and accurate in its field based on the best information available to the selector of the material and their professional judgement.
- To provide a broad range of material, giving customers access to a range of viewpoints and formats.
- To anticipate public demand by buying multiple copies of titles likely to be popular and responding to requests for individual items either by purchase or inter library loan.
- To adhere to the principles of the Treaty of Waitangi by purchasing appropriate material in the Maori language if available.
- To ensure a collection that reflects New Zealand's culture and heritage.
- To support the continuing educational needs of the community with resources that supplement textbooks provided by educational institutions. ***The library does not specifically purchase course materials and set texts as this is the role of educational institutions.***

Selection of materials is the responsibility of designated persons for specific collection areas.

- Selection is done by staff who are delegated responsibility for one or more collection segments by the Manager, City Libraries.
- Branch Librarians may in general select any materials from the main collection for their community libraries and may request specific items be purchased for their locations by the selectors.
- In the case of specialist collections (Maori & Pacific, Local History, and Genealogy) the staff delegated to manage these collections may limit transfer of materials to branch locations.

Selection is made from:

- Trade and library magazines
- Publishers catalogues
- Local library suppliers and bookshops
- Reviews in specialised and general interest magazines
- Internet websites
- Suggestions from customers

Selectors are responsible for managing the collection by:

- Selecting the best stock to match customers needs
- Providing a balanced collection within their budget allocation

- Ensuring that materials are in good condition.
- Deselecting stock to maximise the collection's effectiveness

## AT-RISK MATERIAL

Experience has shown that some topics are prone to theft, vandalism and loss (customers borrowing material and never returning it). Common at-risk topics are:

- Tattoos and body piercing
- Witchcraft and the occult
- Martial arts
- Rastafarians
- Cult figures such as Bob Marley and Jim Morrison
- College yearbooks
- Fantasy art
- Local electoral rolls
- Some magazines
- High demand school project material such as American civil rights

Because of the cost of constantly replacing such material we endeavour to cover these areas in a limited fashion only.

Some of this material will only be held in the Porirua Library. It is kept in the closed stack or behind the Front desk (where a library card or other suitable ID will be asked for and the customer will be allowed to use the item in the library if not being issued).

## FREEDOM OF CHOICE

The Library commits itself to the concept of freedom to read, within the parameters set by the Films, Videos and Publications Classifications Act 1993

The Library supports the policy statements on access to information produced by the New Zealand Library and Information Association in 1978 and 1980 respectively.

We will not suppress or remove material simply because it gives offence.

Responsibility for a child's selection and use of materials and resources rests with the parent or legal guardians. Selection of resources will not be inhibited by the possibility that they may inadvertently come into possession of or view of children.

Some materials may from time to time be labelled as more suitable for a specific age and above based on the best professional judgment of library staff. If a person clearly under the recommended age group for the material wishes to borrow an item library staff will indicate to them that the item is recommended as more suitable for an older age group.

Unless there is a legal restriction on access to the material or the parent or guardian of a person under the age of 18 years objects to their child borrowing the material then the item may be issued.

All customers may use, and borrow from any part of the Library limited only by any circulation or other policies that from time to time may be put in place by Porirua Libraries.

## FUTURE DIRECTIONS

Changes in format of information and changes to the way in which library user's access that information will impact to some extent on the collections.

Reference materials are mostly in an electronic format and the majority of this collection is now purchased as subscriptions to databases rather than print items.

The development of web access to the Library collections and electronic resources has been a major shift in delivering information to the community in an electronic format.

- Greater involvement of library users in selection of stock through the online suggestion functions of the library catalogue.
- More interactivity between collection selectors and library users as profiling modules and better reporting modules are implemented.
- Increased use of electronic tools for stock selection and purchase.
- Increased use of the reservations function of the catalogue to select items.

## COLLECTION DEVELOPMENT SCALE

The following definitions of collection intensity have been developed to provide guidelines for acquisition and evaluation of subject areas within the collection. They are used in analyzing the collection by Dewey number and/or material type, so that subject strengths and collection emphases at main and the branch libraries are clearly delineated.

**Popular/Basic Collection** - Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use.

**Working Collection** - Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

**Resource Collection** - Acquire popular and significant works; plus purchase extensively for coverage of the "best and most important" resources in a subject area. Develop a collection that provides broad, current, in-depth, and retrospective coverage. Weed based on significance of title, usage, and maintaining existing collection strengths.

**Research Collection** - Acquire all available current and retrospective works for comprehensive coverage of a field. Retain all titles and holdings with an emphasis on preservation. Virtually no weeding should occur.



Collection	Collection Scale			
	Popular / Basic	Working	Resource	Research
<b>Children' s &amp; Young Adults</b>				
Children's Fiction				
Children's Non-Fiction				
Children's Parents Collection				
Children's Picture Books				
Children's Board Books				
Children's Puzzles				
Children's Reference				
Young Adult Fiction				
Young Adult Non-Fiction				
Young Adult Graphic Novels				
Young Adult Magazines				
<b>Adult Fiction Collections</b>				
Fiction				
Large Print				
Audio Books				
Bestsellers				
Graphic Novels				
Jigsaw Puzzles				
Adult Literacy / ESL				
<b>Adult Non-Fiction Collections</b>				
Generalities / Unexplained				
Computers				
Philosophy & Psychology				
Religion				
Social Sciences				
Physical Sciences				
Natural Sciences				
Health / Medicine				
General Technology				
Gardening / Animal Care				
Cookery / Housekeeping				
Industry / Commerce				
Arts / Crafts				
Games & Sports				
Languages & Literature				
Travel Guides				
Travel Anecdotes				
Biographies				
World history				
New Zealand Geography & History				
Genealogy				

Collection	Collection Scale			
	Popular / Basic	Working	Resource	Research
General Reference Materials				
Web sites				
Motor Manuals				
<b>Musical and Video Recordings Collections</b>				
Classical Music				
Popular Music				
Video Recordings				
<b>Special Collections</b>				
Magazines				
Housebound Collection				
Talking Books Collection				
Ngati Toa Collection				
Maori Lending Collection				
Maori Reference Collection				
Pacific Lending Collection				
Pacific Reference Collection				
Local History Collection				
Genealogy Collection				
Work Room Reference Collection				
<b>Branch Library Collections</b>				
Cannons Creek				
Pukerua Bay				
Titahi Bay				
Whitby				

# CHILDREN'S AND YOUNG ADULT COLLECTIONS

## **Introduction**

These collections are managed for children and young adults, aged zero to 19.

The freedom of choice section of this document outlines library policy regarding access to materials.

Each library in the Porirua Public Library network has collections of materials for children and young adults. These materials are free of charge.

Children and young adults do pay for DVD items as well as for items from the Best Seller Collections.

## **Selection criteria**

Quality is the guiding principle of selection and is assessed by a number of different objective factors.

With fiction we look for such things as a convincing plot, an original and meaningful theme, freshness and appropriateness of language.

With non-fiction we take into account accuracy of information and dynamic use of illustrations.

Customer demands and overall needs of the collections are also important. Even a poorly written book, for example, may be the best of its kind and it may fill a gap or a customer need.

## CHILDREN'S COLLECTIONS

These collections are aimed at children aged from zero to 12

### **Fiction**

The fiction collection, made up mainly of chapter books, is aimed at children who are reading independently. Picture books that have an appropriate level of sophistication and complexity are also included.

### **Non fiction (Information books)**

The aim of this collection is to support the individual child's curiosity. School curriculum requirements form a part of this collection but it is the role, firstly of the school library and, secondly the National Library, to meet classroom needs. We do not buy textbooks because these are the responsibility of the educational institutions concerned.

### **Parent's collection**

Sometimes children need information on a subject or a special situation such as growing up, illness, and death. A number of titles on a variety of subjects have been brought together into a Parents collection, which makes finding the information easier. Books include information for the whole age range, including titles parents and caregivers can share with young children.

### **Picture books**

The diversity of this collection allows children to be introduced to a wide range of experiences, settings, themes, feelings, situations, characters, art and language.

Picture books are particularly suitable for:

- Pre-schoolers and new entrants
- Reading aloud to groups

### **Board books**

These are small books made from heavy card especially designed for use with babies. Generally they have clear bright pictures and few or no words.

### **Puzzles**

Puzzles and games are selected for their originality and ability to challenge children of all ages.

### **Reference**

This collection provides the most up-to-date information on a wide variety of subjects. So that the information needs of as many children as possible can be met, items in this collection may be used only in the Library.

Materials include:

- Encyclopaedias
- Atlases
- Dictionaries
- Guides to New Zealand flora and fauna
- Collected biographies

## **YOUNG ADULTS COLLECTION**

This collection is aimed at young adults aged from 13 to 19

### **Fiction**

This collection has books that will appeal to a wide range of young adult readers. Many series titles are bought.

### **Graphic novels (Comics)**

Graphic novels blend words and images to create an often-complex narrative. They are a popular part of the collection

### **Life skills and other non fiction**

This is a collection of information books on topics of particular interest to young adults, including personal and social issues, music biographies and sports. These items are shelved with the relevant adult collections.

### **Magazines**

As well as being popular and visually appealing, magazines provide information on a wide range of topics. Some titles are classed as High Risk and are held at the children's issue desk and must be asked for.

## ADULT FICTION COLLECTIONS

### **Fiction**

The fiction collection is one of the most popular in areas in the Library. The Library aims to have a comprehensive collection of major English language fiction works.

- Genre fiction (mysteries, adventure stories, romance, science fiction etc.) and contemporary novels are bought for the Porirua and branch libraries.
- We will attempt to keep a copy of each title in a series but often, due to attrition and the increasing reluctance of publishers to keep items in print, this is impossible.
- The Porirua Library will have titles of more minority appeal.
- Increasingly fiction in hardback is the preferred format for reasons of durability but published in a trade paperback format. (Almost all New Zealand fiction is published in this format).
- Abridged novels (such as readers Digest condensed books) and novelty books (pop-up novels, novels designed as gifts, perfumed books etc.) are not purchased.

### **Large Print**

The library provides large print editions of popular fiction and non-fiction titles primarily for customers who are unable to read ordinary print, although this collection may be used by any customer.

The limited number of publishers who specialise in large print dictates that the composition of this collection is 80-90% fiction. Increasingly this format is available in soft cover, preferred by customers who find them lighter to hold and easier to handle.

### **Audio Book Collection**

This collection has been introduced to meet a demand for audio books for the general public.

Audio books are available on Compact Disc and Playaway© pre-recorded MP3 players.

The items in this collection are:

- Charged for (with the exception of Visually impaired borrowers)
- Issued for two weeks
- Mostly popular fiction and well known or best-selling non-fiction titles.

### **Bestseller Collection**

The Best Seller Collection is designed to provide fast access to the most popular books of the moment for customers.

The items in this collection are:

- Charged for
- Not able to be reserved or put aside for customers
- Issued for two weeks

- Usually bought locally so that what is being promoted in bookshops and the media is readily available
- Mostly popular fiction and well known or best-selling non-fiction titles. Some titles in the collection need not be particularly new as there is a core of popular titles perennially asked for.

The collection operates independently of the main collection and: Customers are able to make the choice between borrowing a book from this collection and requesting it in the usual way from the main collection. There will be no material in the Best-seller collection that is not available in the free borrowing collection.

### **Jigsaw Puzzles**

A range of jigsaws is available. They are selected for their originality. Donations are also accepted under the terms outlined in the Donation policy. Puzzles are withdrawn when there are 2 or more pieces missing.

### **Adult Literacy and English as a Second Language**

The Library holds a small collection of books written for those adult customers who are new to reading. These are generally books of high interest such as popular fiction rewritten in a condensed format.

### **EBook Collection**

The library subscribes to the ePukaPuka consortia for eBooks as part of a national public library contract with Overdrive®.

Selection for this collection is done by a rotating group of librarians drawn from participating public libraries.

The eBook collection covers a full range of age groups and types of material including downloadable audio books.

## **ADULT NON-FICTION COLLECTIONS**

The non-fiction collection aims to meet the needs of all customers and contains timely accurate information in a variety of formats, supporting individual and community interests. Both general and more specialised offer as wide a range of opinions as possible.

### **Generalities / Unexplained**

Provides coverage of a range of topics including records of achievement, conducting surveys, UFOs and unexplained phenomena (excluding the paranormal), publishing industry, history of journalism and writings of journalists, librarianship and museums and collected works of general knowledge

### **Computers**

Provides coverage of major current computer software and operating systems, general works on the history of computing, technology and related issues such as artificial intelligence or digital graphic design.

### **Philosophy & Psychology**

Includes the major thinkers and theories of philosophy and psychology. This collection also covers the paranormal, occult, new-age and self-help material.

### **Religion**

Provides an overview of topics of interest to the general public, including theology; concepts of God; good and evil; immortality and evolution; biblical studies; Christian theology; moral and devotional literature; comparative and other religions.

### **Social Sciences**

This area covers: Social Sciences, Political Science, Economics, Law, Public Administration, Education, Commerce, Communications, Transport, Customs and Folk law.

### **Physical Sciences**

Coverage of mathematics, astronomy, cosmology, physics and chemistry, including the most up to date theories.

### **Natural Sciences**

Coverage of geology, weather, climate change, prehistoric life, biodiversity, plants and animals with an emphasis on New Zealand material.

### **Health / Medicine**

Includes medical information of a general nature and aims to cover as wide a range of diseases and treatments as possible. The collection also covers general health sources in nutrition, weight loss, physical fitness, childbirth and pregnancy. Some general nursing sources are maintained.

### **General Technology**

Includes inventions, electrical engineering, weaponry, boats & boatbuilding, railway & aeronautical engineering, motor vehicle technology and space exploration.

## **Gardening / Animal Care**

Includes: Agriculture, Plants, Horticulture, Animal Husbandry, Insect Culture, Hunting, Fishing, and Conservation.

## **Cookery / Housekeeping**

Includes: Food and Drink, Cookery, Sewing and Clothing, Housekeeping, Child Rearing.

## **Industry / Commerce**

General works on business practice, accounting, and management theory including current popular management trends.

Specific works on starting and running small businesses as well as operating financial and administration systems for clubs and societies.

Works on different industries relevant to New Zealand such as hospitality industries.

## **Arts / Crafts**

Includes: Civic & Landscape Art, Architecture, Sculpture, Drawing & Decorative Arts, Painting, Graphic Arts, Photography, Music, Recreational & Performing Arts.

## **Games & Sports**

Includes: Indoor Games, Games of Chance, Athletic & Outdoor sports & Games, Aquatic & Air Sports, Equestrian sports & Animal Racing, Fishing, Hunting & Shooting.

## **Languages & Literature**

General works on the history and development of languages (signed, spoken and written) and specific works about learning individual languages including sign languages.

The collection of literature includes examples of literature from English-speaking and English translations of non-English-speaking cultures, including poetry and plays. It also includes subjects such as public speaking, "how to ..." guides on writing skills, quotations, literary criticism, collections of essays, study guides, biographies of writers and humour e.g. comic strips, collections of jokes and spoofs. Novels written in English classed as literature are purchased as part of the Fiction collection.

## **Travel Guides**

Travel guides to differing countries.

## **Travel Anecdotes**

Material based on writings by travellers about their trips and the places they have visited.

## **Biographies**

The biography is a literary form that has a large and enduring popularity.

In the Main Library there is a separate Biography collection. The criterion for a biography being included in this collection is to provide coverage of the person's whole life and its appeal to the average reader. A biography emphasising a person's work, sport or particular experience, e.g. an illness, will be located in the relative subject area rather than the Biography collection

**World History**

Material covering world history including the ancient world as well as differing parts of the world broken down by continent.

**New Zealand Geography & history**

Material on the history and geography of New Zealand.

**Genealogy**

Genealogy, Names, Insignia

## REFERENCE COLLECTION

Reference works are typically encyclopaedias, dictionaries, almanacs, atlases, indexes, directories, bibliographies and similar information resources. We do not lend these books as they are in constant demand and it is more helpful to have them always available in the Library. Some titles are included in both borrowing and reference collections.

This collection is shifting format from print to electronic resources at an increasing rate. The electronic reference resources are made available via the Online Public Access Catalogue in the library buildings and in most cases these resources can also be accessed online via the library website.

- Reference materials contain current information covering all subject fields and are always available for customer use either in print or electronic format.
- Any item in the collection may be designated reference
- Some annual publications, e.g. The New Zealand official yearbook, are purchased each year on standing order to ensure currency.
- The library aims to hold copies of major New Zealand reference books
- New reference titles are added each year, including new or electronic editions of existing titles.
- When a reference book is superseded by a new edition, the previous edition may be made available for loan

### Encyclopaedias

These are key information resources widely used for quick verification or in-depth information.

Major encyclopaedias, e.g. World Book Encyclopaedia are held and a replacement policy exists that the Main Library has at least one major encyclopaedia under 5 years old and the branch libraries have one less than 10 years old.

Encyclopaedia Britannica is available as an online resource.

### Dictionaries

- The library holds a wide range of English, New Zealand English and Maori dictionaries.
- Bilingual dictionaries in all major languages are held
- Subject dictionaries, which provide definitions of terms in any given subject, are held for most areas of the collection.

### Yearbooks and Almanacs

- The New Zealand Official yearbook is bought annually, the Australian one every second year.
- Titles such as Whitaker's almanac are also bought annually
- Other yearbooks and almanacs may be purchased.

### Biographical sources

- The Library holds a comprehensive range of major biographical resources such as national biographies, who's who's and Biography Today
- Specialist biographical resources are held in the subject areas

- Other biographical resources include the Information files and online resources such as Gale Biography Resource Centre.

### **Atlases**

- A selection of world national and specialised (e.g. historical, space) atlases is purchased where there is demand.
- Road atlases and street maps are purchased for New Zealand and the main centres of Australia
- The atlas collection is supplemented by a New Zealand map collection.

### **Directories**

Directories contain information about organisations, governments, businesses, corporations, professions, etc. As currency is important most items are replaced regularly.

### **Company reports**

Are obtained by donation and only kept for the current year. They are not catalogued.

### **Telephone books**

Online versions of New Zealand and Australian Telephone directories are available via the OPAC.

### **Statistics**

Under an agreement with the Department of Statistics New Zealand Statistical information is available online via the OPAC.

Census information published by the Department of Statistics is purchased as it becomes available.

Statistical data is also obtained from other sources such as the Department of Education and the Department of Justice

### **Regional Council**

The Reference Library holds plans, schemes and publications produced by the Wellington Regional Council for public discussion.

### **Legal resources**

- General legal texts and practical manuals suitable for the lay person
- Guides which assist customers to interpret and apply legislation and to understand their rights and obligations
- Subscriptions to loose-leaf publications considered to have a wide general appeal
- Statutes are held on CD ROM, which is updated regularly, and a limited run in print form which is no longer updated
- Current electoral rolls are also held.

### **Motor Manuals**

The Library maintains a collection of workshop manuals on motor vehicles, generally cars but there is also a good representation of motorcycle manuals. Most manuals are Reference only.

Often there are no manuals available for imported models but efforts are made where possible to obtain manuals for similar models.

The library also maintains a collection of manuals covering other engines and appliances such as outboard motors and lawn mowers.

## MUSIC RECORDINGS

The Library buys primarily compact discs with a limited collection of DVD's. New formats will be considered if there is a demand from customers.

Collection criteria are:

### **Classical collection**

- Highly recommended new recordings of standard works
- Highly recommended recordings of new composers and lesser known works
- Additions to the recordings of composers already held by the Library to form a comprehensive collection
- Recordings of New Zealand composers and performers

### **Popular collection (including jazz, blues, world music etc.)**

- Highly recommended new recordings
- Selected recordings from the New Zealand top 50 charts
- Works to expand the comprehensiveness of the collection coverage
- New Zealand artists and performers

## DVD VIDEO RECORDINGS

This collection contains:

- Quality documentaries and instructional videos
- Feature films with a strong literary or New Zealand content
- Feature films which are no longer new releases in commercial video outlets
- Quality television shows such as BBC drama and classic comedy.
- DVD material suitable for children

DVDs are generally purchased from New Zealand distributors. DVDs, other than documentaries, bought by the Library have to be available for purchase in New Zealand. This ensures the Library does not have to pay prohibitive rating and labelling costs.

### **Charging**

DVDs are lent out for a fee which enables this collection to be self funding.

Audio visual materials that are shelved in the non fiction collection are either purchased from the book budget and treated as books, or have ceased to issue from the rental collection (but are still perceived to have informational value) and have been transferred to the general collection.

These items are not charged for.

## WEBSITES

Through its Website, the Porirua Public Library directs users to informational resources on the Internet that complement, enhance, and in some cases, parallel resources housed in the library collection. As new resources become available via the Internet, similar reference resources in the library's print reference collection will be

evaluated for retention, taking into consideration access, cost, ease-of-use and other selection criteria.

### **Scope and Breadth**

Links are made to Internet sites based on informational needs of the Porirua community, areas of emphasis in the collection, and local areas of interest. The Porirua Library Website leads to other fully developed and specialised subject sites that aim at comprehensive topical coverage, and does not attempt to parallel them in breadth. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities, links are also made to sites created by for-profit organisations when they meet selection criteria and informational needs.

### **Selection Criteria**

Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organisation, currency, and relation to informational requests from library users. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

## SPECIAL COLLECTIONS

### Housebound Collection

This is a collection for residents of Porirua who for reasons of disability can not access either the main or branch libraries.

It is primarily an audio collection supplemented by tapes provided by the National Library of New Zealand.

The Housebound Librarian selects books for individual customers from the general collection.

### Talking books

This collection is separate from the best seller audio books and provides a range of both classical and popular fiction and non-fiction for the sight-impaired. It is part of the housebound collection.

### Maori and Pacific Collections

Porirua Library was one of the first New Zealand libraries to recognise the need for a separate Maori Collection. Because of the high proportion of Pacific Island residents in Porirua, a separate Pacific Collection was also set up. Both the Maori and the Pacific Collections have a Reference and a Lending component, which contain several smaller groupings. Neither Collection holds any unique original works or manuscripts such as held by Turnbull, Canterbury and Auckland libraries.

Both Collections hold material in a range of formats relevant to children as well as adults. This material includes:

- Any works *about* Maori or the Pacific Islands and their peoples
- Any works *by* Maori or Pacific Island peoples
- Material that covers from the historical to the present day
- Works covering traditional and topical issues to do with Maori or the Pacific Islands and peoples
- Language learning material as well as material in relevant languages where obtainable, plus teaching aids, puzzles, games and charts that can be used to reinforce language skills
- Traditional music [Note: contemporary music is held in the Main Library audio-visual collection.]

Sections within the Maori and Pacific Collections include the following:

- Books, or book/tape/video sets – fiction and non-fiction
- Te Reo Maori and Pacific Island language readers, some with audio material
- Serials [magazines] and newspapers
- Videos
- Hanging rack collection: eg posters, charts, puzzles, games, and teaching aids

### Maori reference collection

The Maori Collection is recognised as being an ‘at-risk’ collection for reasons of limited availability, vulnerability, purchase costs, difficulty of replacement, and high demand. The *primary aim* of the Maori Collection therefore, is to provide a

comprehensive reference collection to enable fair access to the whole community. With this in mind the first copy of any material obtained is normally placed in the Maori Reference Collection. Generally all editions of a work are kept and material is rarely deselected. Furthermore any facet of this material that is not covered in the general cataloguing record may be indexed onto the Maori Database.

### **Maori lending collection**

The Library aims to provide an extensive lending collection.

### **Pacific reference collection**

This is a representative collection of Pacific Island material to ensure there is always some material on each subject readily available.

### **Pacific lending collection**

A comprehensive collection of Pacific Island material available for lending

### **Ngati Toa Collection**

A separate collection has been created to bring together material originally located in the Maori / Pacific Collection and the Local History Collection which relates to the tangata whenua of Porirua.

### **Local Heritage Collection**

#### **Aim:**

- **to collect, preserve and make available both contemporary and historical material, in a variety of formats, about the historical development of Porirua within the resources available to Porirua Library**
- **to support the principles set out in this document**

**Physical access to heritage material:** (descriptions of the material will be made available by accessing the library catalogue)

- *Local Heritage Resource Centre* (located in Porirua Library): includes collections of Porirua-based newspapers, books and subject files of newspaper clippings and ephemera; also provides access to collections from Pataka Porirua Museum, including maps and plans, historical photographs, oral histories, subject files, card indexes for local cemeteries and photocopied material from the Housing Corporation
- *Porirua Community Archive* (staff access only): a collection of rare and unique material donated to Porirua Library which is not able to be replaced or sourced elsewhere; it includes items such as college yearbooks and archives from local individuals and organisations

- *Ngati Toa Rangatira Collection*: a collection that brings together material from the Maori / Pacific Collection and the Local Heritage Resource Centre which relate to the tangata whenua of Porirua

### **Acquiring material:**

#### **Subject criteria:**

- *Geographical* - the Porirua Basin area as far north as Pukerua Bay, including Mana Island, Tawa prior to 1953, Kapiti Island and its surrounding area in relation to Ngati Toa Rangatira and whaling activity in the 1800s
- *Topics* – will include local business, buildings, community organisations, education and health facilities, central and local government, individuals and family groups that live/d and operate/d in the Porirua Basin area

#### **Types of material collected:**

- Text-based records and formats such as photographs, maps and plans and audio or video recordings
- digitised material will be stored on compact discs and portable storage devices with ongoing investigation in to more suitable preservation methods
- *Published works* (including Porirua City Council publications): Where possible, duplicate copies will be acquired or purchased for inclusion in both reference and lending local heritage collections
- *Community newspapers from the Porirua area*: these will be kept indefinitely; missing copies will be replaced if available; preservation copies will be held in the Porirua Community Archives collection and microfilm copies made available for public access and preservation; the newspapers will be indexed and index records accessed via the library's catalogue or website
- *Newspaper clippings and ephemera*: where possible, only the original printed copy is to be stored; these will be kept in filing cabinets, arranged alphabetically by subject and accompanied by indexes to names of people and organisations

### **Donations:**

- Donations are welcomed but if the donated material falls outside this collection policy, every attempt will be made to direct donors or the donations to more suitable repositories
- Once material is donated the copyright is transferred to Porirua Library
- Donated material is expected to be free of restrictions on public use and may be copied for research or personal purposes, shown full or

part in published works, broadcast or used in public displays where permission has been granted by Porirua Library ; if restrictions are placed for privacy or intellectual property reasons, a term of restriction will be determined

- Where possible, material will be digitised to provide access through the library's archival software and made available through the library's online public catalogue

#### **Responsibility for acquiring local heritage material:**

- Selection of material will be done by the Local Heritage Librarian who has been delegated responsibility by the Manager, City Libraries
- Final decisions on acquisition and disposal of purchased and donated local heritage material rests with the Manager, City Libraries

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#### **Genealogy Collection**

Material in the Genealogical Research Centre focuses on:

- Family histories, particularly those of from the Porirua region.
- Microfiche and microfilm resources of New Zealand and overseas records of interest to researchers.
- Publications which assist customers with their genealogical research.
- CD ROMs of records not easily available in fiche format.

#### **Workroom Reference Collection**

This collection, held in the staff workrooms, consists of books, journals and audiovisual material, intended for the use of staff.

The collection:

- Provides resource material to supplement the knowledge gained through formal education and work experience.
- Raises awareness of trends and developments relating to libraries and librarianship.
- Emphasises material of particular interest to public libraries, e.g. management, buildings, collection development, services to specific groups, technical services, training manuals, display and promotion.

Although it should assist continuing education and professional development, it is not intended to serve as a core collection to support formal educational programmes in library science. Library staff members are encouraged to suggest titles for inclusion. This collection is also available for interested customers.

### **Glass Cabinet Collection**

New Zealand books that are rare, valuable or high risk are held in a locked Glass Cabinet. Generally these books are part of the Maori/ Pacific Collection.

### **Porirua City Council Corporate Library Collection**

The Porirua City Council Corporate Library contains material collected by different council departments but is stored at Porirua Library as part of its Reference Collection. It includes a wide range of resources that include Porirua City Council reports, conference proceedings, district plans, central government reports, and statistics.

The material is available for loan to council staff but is reference only for the general public.

### **Magazines**

This is a core collection based at the Porirua Library and excludes the specialist magazines that are part of the Maori & Pacific, Young Adults, Children's and Genealogy collections.

The titles purchased for this collection are based at the Porirua Library however individual copies may be circulated to branch locations.

Additional copies or additional subscriptions may be purchased for branch locations based on the professional opinion of the relevant branch librarian and will be funded from the branch collection budget.

### **eMagazines**

Comprising 45 titles the collection is currently issuing an average of 100 items per month, low usage titles are being reviewed for replacement in September 2015.

## **BRANCH LIBRARIES**

Branch Librarians may select items from the Porirua Library collections to change or refresh their stock.

Branch Librarians may request the purchase of items from selectors that they feel would benefit the segment of the collection held at a specific branch library.

Selectors will take the need for multiple copies of some materials that would be popular in more than one location into consideration when selecting items for the collection.

# GUIDELINES FOR SELECTION

## Selection tools

The major tools for selection are:

- Periodicals: library reviewing journals, e.g. Library Journal; specialist subject journals and general periodicals
- Online resources and review sites.
- Catalogues of new publications, e.g. Bookseller and publishers catalogues
- Collections on approval from local suppliers and travelling booksellers
- Reservations and recommendations from users.

## Donations

The Library is pleased to consider donations for the collection but items must fit within the guidelines of the Collection Development policy.

Acceptance of items for the collection depends on the professional judgement of the Librarian responsible for that particular subject area.

Decisions are based on the nature of current holdings in that area as well as on the knowledge of the needs and requests of users, and subject specialists may choose to decline any donation on the basis of such judgement.

The Library reserves the right to remove donated items from collections following the same criteria used for materials purchased.

If the Library does not want the material it will be disposed of unless the donor asks that it be returned.

## Donated Collections

The terms under which it is being offered need to be clarified

- Does the donor require it to be separately housed?
- Does it need to be distinguished as an identifiable collection?
- Is it a living collection with items to be added by the donor?
- Is there a more logical home for this collection?
- Is it an unconditional gift?
- If not, what conditions does the donor want considered?

Its suitability for our collection also needs to be considered.

Every title/item has to justify its acquisition and retention on a range of criteria.

Donations will be considered on the same basis as those titles/items purchased for the Library.

The donation must be freely available to all our customers.

The donation must benefit more than a small number of customers.

The size of the collection must not unbalance our overall collection.

The format must be appropriate for our collection.

Special consideration will be given to heritage collections. Porirua Public Library reserves the right to manage donated collections in accordance with its Donations policy and to add or remove material in accordance with the Collection Development Policy.

## Duplication

The Library buys multiple copies of titles known, or expected, to be highly popular. Branch Libraries may have copies of a title held in the Main Library for their own collection. When a title has more than eight reserves consideration will be given to buying another copy for either the general or Bestseller collection.

## Exclusions

Textbooks and multiple copies of recommended reading for tertiary institutes are not purchased as these are considered to be the responsibility of the institution concerned. Pornography is avoided and the rulings of the Office of Film and Literature Classification are taken into account.

## Book formats

In making the decision between hardback and paperback, a balance needs to be struck between the predicted shelf life of a title, the cost of each format plus the extra cost of processing paperbacks to give them a reasonable shelf life. Usually hardback editions of titles that we wish to keep as long as possible are preferred. Increasingly some titles are only being published in paperback. Some formats, such as spiral binding, will be avoided if possible as they are less durable.

## Replacements

Each year part of a selector's budget should be set aside for replacing missing or withdrawn titles. Replacement criteria are demand, publication date and number of similar titles in the collection. Older titles will normally be replaced by new editions if available. New Zealand titles are replaced if considered to be of value to the collection, with second-hand copies being bought if necessary.

## Monitoring Collection Use

The community profile, predicted demographic trends and statistics provide an overall picture of the users. Collection use is monitored by:

### **SPYDUS statistics**

Reports on transactions can be run using the Library's automated system. These can be broken down in several ways, by type of transaction e.g. issues, returns, renewals, by location e.g. Branch libraries, or collection. The library also monitors average age and usage of lending materials.

### **In-library use**

In the Main Library there is a significant use of books and magazines that is not reflected by issue statistics. These are items that are used within the building itself for study, research and recreational reading. The In-House return report gives a breakdown of items used but not issued.

**Reserves, Inter Library Loans and suggestions to buy**

These enable buyers to monitor requested titles and consider them for purchase.

## **GUIDELINES FOR DESELECTION AND MENDING**

All collections should be assessed regularly for material that may need to be replaced because it is:

- In poor physical condition
- Outdated
- Not being used

Exceptions to the above criteria are:

- Material considered classic or part of a core list.
- Material not likely to become outdated.
- Material about a subject, not found elsewhere in the collection, where a replacement is not available.

### **Deselection criteria**

- Number of issues since acquisition date
- Currency - superseded by new information in a new edition (particularly important for health books)
- Appearance - dirty or smelly pages, weakened spine, yellowing pages, dated look of illustrations.
- Number of duplicates or other books on the topic in the library.
- Time elapsed since last transaction date (this may vary from collection to collection but a transaction date of one year is typical).

### **Deselection procedures**

- Put books aside while shelf checking/tidying for mending/weeding.
- Run a last transaction date report after stock take so those items that have not been sighted may be deleted.
- Selectors should check the items in their areas once a year using agreed deselection criteria.

### **Disposal of withdrawn stock**

- Withdrawn material may be sold off from the sale tables in the Main Library. Items that are damaged, or of no further use (such as draft reports), may be scrapped.
- Porirua Library does not tag withdrawn items for customers to buy.

## Mending Policy

This policy provides the parameters for the repair of library materials. It is not completely prescriptive and in some cases materials may be repaired that do not fall within this policy statement based on the decisions of the Technical Services Manager.

### Definitions of "Damaged" Items

- Torn or loose covers/dust jackets
- Loose pages
- Worn dust jackets
- Labels unreadable or blurred
- Torn or missing pages
- Dirty or stained covers or pages
- Spine damage or book coming away from its cover
- Incorrect spine labels
- Broken Audio/Visual cases
- Loose or damaged barcodes
- Broken puzzle boxes or damaged pieces
- Wet books
- Generally old & tired appearance to material

### Mending Categories

The following broad categories define what materials will be repaired and what categories of damage will not be repaired.

#### Audio/Visual Materials

Replace damaged cases or undertake minor case repairs.

#### Non-Fiction

Repair Covers

Repair Torn pages

Glue spines and refit loose pages ONLY if the item has a sewn or stapled binding.

#### Fiction

Repair Covers

Repair Torn pages

Glue spines and refit loose pages ONLY if the item has a sewn or stapled binding.

#### Children's / Young Adult

Repair Covers

Repair Torn pages

Glue spines and refit loose pages ONLY if the item has a sewn or stapled binding.

Thin paperback items may be stapled.

#### Maori & Pacific, Local History and Genealogy

Carry out a full repair of these items if possible.

#### Ephemera

Repair Covers

Repair Torn pages

Glue spines and refit loose pages ONLY if the item has a sewn or stapled binding.

Thin paperback items may be stapled.

## Identification of damaged items

Damaged items will be actively searched for by staff processing returned items, collection managers checking their areas, shelvers, and when shelf checking the collection.

## Items Damaged by Borrowers

When an item is returned in a damaged condition it MAY be the result of actions by the borrower.

If the borrower has admitted to the damage or can definitely be identified as the person causing the damage then depending on the severity there may be a charge.

- Items with minor damage or damage related to faulty binding will not be charged.
- Items with more than minor or faulty binding related damage will be charged for at either \$5.00 for repair or if the item cannot be repaired replacement cost plus \$5.00 processing fee.

Replacement cost may be modified depending on the age of the item at the discretion of the Manager, City Libraries or delegated staff.

## Immediate Repair of Items

If there is sufficient staff time at either a branch or the main library front desk the following basic repairs may be undertaken.

- Re-attaching loose covers
- Cleaning dirty covers
- Repair of torn pages (Minor repairs only)

## Process for Damaged items

All items that are identified as damaged and cannot be quickly repaired immediately (Loose Covers, dirty covers, torn pages) are put in the mending bin for assessment.

It is acknowledged that in some cases time pressure at customer desks will prevent staff being able to repair minor damage.

Selected items have the "Mending" copy status set

Items are sorted into categories and assessed based on both damage and overall condition.

If an item meets the mending criteria then it will be repaired.

If an item does not meet the mending criteria then it will have a withdrawing slip inserted and be passed onto the collection manager for action.

Items that can clearly be identified as having been damaged by a borrower of that item will be charged for as full replacement for badly damaged items and for repair only for more minor damage.