



Collection Management Policy

PREPARED BY THE LIBRARIES MANAGER

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KO TE MATAWHĀNUI | OUR VISION

Nga Puna Mātauranga tō waharoa ki te āo
Upper Hutt Libraries is your gateway to the world

KO TE WHĀINGA MATUA | OUR MISSION

Anga tō mata, ki te rā, e whiti ana
Explore the past, inform the present, inspire the future

Korahi | Scope

This policy outlines goals and procedures which guide our decisions when managing our physical and digital collections, so that we can maintain the quality and relevance of the collections to the information and reading needs of Upper Hutt's community.

Collections remain at the core of Upper Hutt Libraries' mission to be a gateway to the world by supporting the learning, discovery, and recreational reading needs of our customers.

They are dynamic and evolve in response to the changing needs and expectations of our users, with a focus on the promotion of literacy, accessibility, diversity, inclusion, and biculturalism.

Mahi ohore | Out of scope

We are a small public library network. Items are kept based on ongoing interest, rather than in case of future demand. We cannot keep every title by an author, or on every topic due to limited space.

Items much have general appeal to a broad public library audience, and niche or specialized material such as textbooks are not generally purchased.

Ngā ture | Legislative criteria

We comply with the [Films, Videos, and Publications Act 1991](#) and the [Copyright Act 1994 and subsequent amendments](#).

We endorse the Library and Information Association of New Zealand Aotearoa (LIANZA) statements on [Access to Information and Intellectual Freedom](#), and do not engage in censorship in any form. No material will be restricted, removed, relocated, or have access denied to them because of offence, disapproval, or pressure from groups or individuals.

Tukanga kōwhiri | Selection guidelines

Both physical and digital material are considered in terms of their merit, the audience for whom it is intended, and its value as an addition to current stock.

There is no single standard that can be applied to selection decisions; therefore, selection is guided by the following:

- We include a broad range of material in collections to give customers access to a range of viewpoints
- Demonstrated or expressed demand by customers

- Present or emerging relevance to customer needs
- A commitment to equal access to information
- We provide material in a variety of formats to support accessibility for customers with a focus on increasing digital formats
- We assess and place items into age-appropriate collections, but parents and caregivers are ultimately responsible for their child's access to resources
- We take financial care in all aspects of collection development
- We regularly assess collections for performance, coverage, condition, and alignment to the Libraries' mission and this policy
- We support Mātauranga Māori and the information needs of Māori
- The Libraries Manager has the right to final say on all collection decisions

Tono ā-kiritaki | Input by customers

Customers can request selection of library material through the *Suggest to Buy* portal on the Libraries' website. Requests can also be placed through Library staff.

Takoha | Donations

We only accept donations of items in good condition which relate to Upper Hutt, its heritage, community, and people, unless otherwise arranged with the Access & Content Team Leader. Donations must be unconditional and cannot be returned to the donor. Unsolicited items which are left with the library that do not meet these criteria will be offered for sale or recycled.

Arotake kohanga | Collection evaluation

Collections will be attractive and appealing to our customers. We will undertake regular assessments for information coverage, relevance, usage, age, and condition. We will replace popular material in poor condition, whenever possible.

Te whakahairi | Removal and disposal

Professional library staff have the delegated authority to dispose of items from the Libraries' collection.

We remove items regularly to keep collections up to date and in attractive condition, and to prevent overstocking on shelves.

Removal of material is based on the following criteria:

- Content has become dated and/or irrelevant
- Interest has declined
- Item is in poor condition
- New editions or updated content have become available

Material that is removed from collections may be:

- Sold to the public
- Donated or
- Recycled