



Collection Development Policy

September 2017

Upper Hutt City Council

Library







VISION

Upper Hutt City Libraries enabling a connected, inspired and empowered community.



MISSION

To enrich the life of the Upper Hutt community by providing resources, services and spaces that foster informational, recreational and cultural discovery.

has

90,000

items in its collections



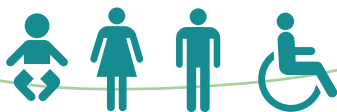
including books, DVDs, CDs
magazines, eBooks and other
special collections



provides **24/7** online access
and services including the
library website and catalogue,
subscription databases,
e-resources and social media

provides a mobile
library service
that is on the
road for an average
of 26 hours per week

servicing schools, retirement
villages and other communities



provides spaces and facilities
for community groups to meet,
connect and engage with the
wider community



offers a range of regular
programmes and events

promoting literacy, community
hot-seats and other community
focussed activities

GUIDING PRINCIPLES

Every item is considered in terms of its own merit and the audience for whom it is intended. The evaluation of materials is typically characterised by flexibility, open-mindedness and responsiveness to the changing needs of our customers. There is no single standard that can be applied to all acquisition decisions; however the following guiding principles apply:

Collections will be accessible and have broad appeal to a wide audience.

The Library is committed to free and easy access to information.

Resources are provided in a variety of formats including an increasing range of digital resources.

The Library will provide children's collections that engage young people in reading, learning and discovery.

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

The Library assesses and places material into age appropriate collections but parents and caregivers are ultimately responsible for their child's selection.

The Library complies with the Films, Videos and Publications Act 1993.

The Library complies with the Copyright Act 1994 and subsequent amendments.

The Library exercises fiscal responsibility in all aspects of collection development.

The Library will maximise use and access by making library materials available for loan wherever possible.

The Library will continually measure the performance of collections to ensure they deliver on the objectives of this policy.

The Library reserves the right to make final judgement on all collection development decisions.

The Library 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.

The Library promotes te reo Māori and provides access to Māori knowledge, heritage and identity.

SELECTION CRITERIA

The focus for titles selected will be mainly on popular works, authors who are consistently in demand and titles that have broad readership appeal, incorporating the following criteria:

Be responsive to customer and community demand

Continue to be relevant to the Upper Hutt community

Multiple copies and new editions are selected based on customer demand and anticipated popularity

Emphasis is on a current lending collection rather than the retention of items just in case of future demand

The library generally does not purchase textbooks or workbooks

COLLECTION EVALUATION

Library collections will be attractive and appealing to customers. Regular assessment for relevance, age and condition will be undertaken with popular material in poor condition being replaced whenever possible.

DONATIONS

The Library will accept donations subject to the following criteria:

Donations will only be retained if they conform to this policy

Donations cannot have any conditions attached to them

Donations will not be returned to the donor

Upper Hutt City Libraries reserve the right to dispose of any donation through discard or sale



UNSOLICITED ITEMS

Some authors, publishers, or suppliers send items with an invoice, which have not been ordered. Material received on this basis is rarely accepted unless it fills a genuine need in the collection and satisfies the same criteria as resources actively sought by the Library.



DESELECTION AND DISPOSAL

Library staff have the delegated authority to dispose of library collection assets. Deselection of library materials is carried out in order to keep collections up to date, to prevent shelf crowding, and to ensure that the contents of shelves look fresh and attractive. Deselection is based on the following criteria:

Content is no longer relevant to the Upper Hutt community

Age and condition renders the item unappealing

Customer demand no longer requires multiple copies

New editions have become available

Low usage levels

Cost effectiveness of repair

Information contained is out-of-date

Materials that are no longer required may be:

Sold to the public at book sales

Sold or donated to other institutions such as rest homes and schools

Recycled



DEFINITIONS

Collection

Refers to the libraries resources, in both print and digital format. 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 collections.

Deselection

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 referred to as weeding or disposal.

Selection

The process of deciding which resources should be added to a library collection.

BUCKLEY
The Heretic's Creed

MEG GARDINER

MITFORD MURDERS

DEBBIE MACOMBER
MERRY BRIGHT

WANDA BRUNNETTER

Robert B. Parker's
THE ADVENTURE CLUB

THE SERPENT SWORD
MATTHEW HARFFY

THE FLOWERS

Y LING NAB
OF E

FAIRVALE LADIES BOOK CLUB

RICHARD BRANSON
Finding My Virginit

Two Cousins of NZOY

ANTHONY RICHES



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www.upperhuttlibrary.co.nz

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