

Invercargill City Libraries
Collection Development Policy

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Table of Contents

Collection Development Policy	4
<i>Introduction</i>	4
<i>Scope</i>	4
<i>Responsibility for selection</i>	5
Selection Criteria	5
Specific exclusions	6
Curriculum based material.....	6
Standing orders.....	6
Community contributions	6
<i>Purchasing recommendations</i>	6
<i>Donations</i>	6
Legislation.....	7
Intellectual Freedom.....	7
Request for reconsideration of resources	7
<i>Formal Complaints</i>	7
<i>Informal Complaints</i>	7
Deselection and disposal	8
Future Improvements/Enhancements	9
<u>Collection Level Statements</u>	10
1. Collection Level Statement – Electronic Resources	10
2. Collection Level Statement - Fiction.....	12
3. Collection Level Statement - Graphics.....	13
4. Collection Level Statement - MultiMedia.....	14
5. Collection Level Statement – Non- Fiction Collections	15
6. Collection Level Statement – Non-Lending Items.....	17
7. Collection Level Statement - Serials	18
Appendix 1 – Access to Information.....	20
Appendix 2 – LIANZA Statement on Intellectual Freedom.....	22
Appendix 3 – Library Services to Children and Young People	23

Appendix 4 – UNESCO Public Library Manifesto	24
Appendix 5 – Request for reconsideration of Library resources	27
Appendix 6 – Government Acts.....	29
Appendix 7 – Electronic Resources.....	31
Appendix 9 – Children’s Fiction	36
Appendix 10 – Multimedia Formats	37
Appendix 12 - Description of Non Lending Collections	39

Invercargill City Libraries Collection Development Policy

[Collection Development Policy](#) – available on the website

[Collection Level Statements](#) – criteria for staff when selecting and deselecting

Collection Development Policy

Introduction

The Invercargill City Libraries is committed to the delivery of a high quality, customer focused service. The collections support the recreational and informational needs of the community.

For the purposes of this document Collection Development is defined as managing the life cycle of all library resources, from selection through to final removal from the collection or addition to a heritage collection for preservation purposes.

The reasons for a collection development policy are:

- To assist library staff in managing the collections
- To assist the Invercargill City Council in the allocation of funds to meet the informational and recreational needs of the community
- To assist the public in understanding why the Library develops the collection as it does

For a list of collections see [Appendix 12](#)

Scope

The Collection Development Policy applies to Invercargill Public Library and Bluff Library and will be reviewed every three years. There is a separate Collection Development Policy for the Archives.

Partnering with tangata whenua Invercargill City Libraries will seek at all times to honour our obligations under the Treaty of Waitangi.

The Library offers access to a range of content in multiple formats and from a variety of sources to meet the varied needs of the community. Being a public library the intent is to collect items of a general and/or popular nature. The Library intentionally chooses not to duplicate other specialist collections; access to these collections is provided through cooperative networking, interlibrary loan and direct referral.

We believe in the aims of and will be guided by the principles as set out in the following documents, for full details please see appendices.

- LIANZA Statement on Access to Information ([Appendix 1](#))
- LIANZA Statement on Intellectual Freedom ([Appendix 2](#))

- LIANZA Statement on Library Services to Children and Young People ([Appendix 3](#))
- UNESCO Public Library Manifesto ([Appendix 4](#))
- Request for reconsideration of library resources form ([Appendix 5](#))
- New Zealand Legislation ([Appendix 6](#))

Responsibility for selection

The Manager - Heritage & Collections will have holistic oversight of the collection in its entirety.

Selection Criteria

Invercargill City Libraries bases its selection criteria on the LIANZA Standards for Public Libraries (LIANZA, 2004, p.17, D.2.1) which states:

“Resources should be provided to cover the widest possible range of subjects to meet the community's information, educational, recreational, and cultural needs. Resources may be provided in any medium appropriate to the community being served. Print, audiovisual, and electronic formats should be represented. The focus should be on providing the best possible information in the most appropriate format. Resources should provide appropriate breadth and depth of coverage, include standard works and recent publications, and represent divergent viewpoints on all issues”.

When making selections for the Library, collection selectors will:

- maintain an awareness of current social, economic, and political issues in order to ensure balance and relevance in the collection.
- use a range of professional selection tools, professional judgment based on feedback and statistics, and staff and customer recommendations.
- take an holistic view of collection development choosing the most suitable formats available.
- do their best not to let their personal preference influence their selection.

In addition the following general criteria may be applied:

- Accuracy, reliability, and currency of information
- Anticipated or expressed demand
- Present and potential relevance to the local community
- Authority, reputation, and qualifications of the person responsible and publisher
- Effectiveness and suitability of format in communicating content
- Known popularity of author and/or literary or artistic merit
- Cost and value for money
- New Zealand, Pacific, or local content and/or relevance
- Shows cultural diversity
- Provides alternate opinions or points of view
- Suitability for public library use

- Quality of production
- Multiple copies may be purchased, depending on demand
- Intrinsic value of the item
- Winners and nominees of awards may be considered for purchase

Specific exclusions

The Library will be bound by legal requirements, which means that the Library may or may not purchase particular items. Some items with restricted ratings may be kept in areas not available to the public. Customers will need to ask staff for these items.

Curriculum based material

Budget and space limitations preclude the Library from duplicating the specialised and comprehensive collections that exist elsewhere in Invercargill and as such, tertiary texts or textbooks are not generally purchased. However donations of this material may be added to the collection from time to time. Exception: NCEA study guides – single copies of these titles are purchased of core subject areas. In the interests of fairness to our customers, these items may have a reduced lending period and are unable to be renewed.

Awareness of curriculum-based needs of public, private, and home school students will be considered in all parts of the collection.

Standing orders

These are placed where customer demand requires it and will be reviewed as required on the basis of borrowing statistics.

Community contributions

Purchasing recommendations

The Library welcomes purchasing suggestions from our community. All suggestions will be subject to our selection criteria, however, not all recommended resources will be purchased.

Donations

Invercargill City Libraries is pleased to accept donations of cash, books and other library materials, provided they fall within its collection priorities. The Library will have unconditional ownership of all donations. The Library reserves the right to decide the conditions of display, housing, and access to the resources.

Donations that may be considered include:

- Cash donations and bequests to spend on any part of the collection or as specified for particular topics or collections
- Local history resources
- Subscriptions for serials
- New or nearly new high demand and popular items

The decision to accept donations into the collection remains with the Library Manager. Donations accepted into the library collection will then be subject to the deselection criteria applied to all other library resources.

Legislation

The Library's collection development is governed by the following acts and subsequent amendments when purchasing or removing items from the library collections:

- The Films Videos and Publications Classification Act 1993
- The Copyright Act 1994
- The Protected Objects Act 1975

The rulings of the Indecent Publications Tribunal and its successor
See [Appendix 6](#) for full details.

Intellectual Freedom

Invercargill City Libraries & Archives aim to meet the information needs of all citizens, whether for learning, leisure, or lifestyle. The Library provides equitable access to information based on the precept that an informed community is essential to a democratic society.

The Library upholds the right of an individual to access information even though the content may be controversial, unorthodox, or unacceptable to others.

Collections will be developed to include information to reflect the community's backgrounds, cultures, attitudes, interests, and tastes. Balanced collections will give both sides of contentious questions and situations. Information will not be excluded because of the political, social, moral, or religious beliefs of authors, library staff or members of the community.

The Library adheres to the UNESCO Public Library Manifesto (see Appendix 4) and to the LIANZA statement on Intellectual Freedom Care (see Appendix 2) will be taken in selecting resources containing explicit sex, extreme violence, or other material likely to offend. The Library will follow rulings of the Indecent Publications Tribunal and its successor. Individual people offended by any information have a choice not to use it, but it will be available for others who wish to do so.

Request for reconsideration of resources

Formal Complaints

All concerns about content of resources and/or suitability of an item for the library collection should be made in writing on the attached form (see Appendix 5). The following procedure will be followed:

- The Library Collection Development staff will assess the resource and report their findings to the Library Manager with recommendations
- The Library Manager will notify the person in writing of the decision, including reasons, within 30 days of the complaint
- The Library Manager's decision will be final

Informal Complaints

Customers who have concerns about content and suitability of resources may bring those concerns to the attention of staff. The following procedure will be followed:

- The staff member may deal immediately with the complaint by explaining the Library's policy on intellectual freedom
- The staff member may refer the complaint to the Collection Development team for assessment and recommendation
- The Manager – Heritage & Collections will make a decision

Deselection and disposal

Deselection is the continual process of evaluating, deselecting, and discarding and is as important as selection in maintaining a relevant, high quality collection.

All collections are subject to a regular programme of deselection. An exception may be made in special cases such as Local Collection.

The following criteria may apply:

- Balance in content and format across the collection
- Item and collection usage
- Historical or research value
- Outdated content
- New edition
- Duplication of item or of information
- Cost of repair
- Physical condition
- Format
- Current trends in libraries
- Series will be evaluated as a whole

Items are evaluated in terms of their value to the community, and may be moved to other collections, moved to storage or disposed of. When items are being considered for transfer to storage the following criteria may also apply:

- Part of a series that is still being issued
- Item is of enduring value
- New Zealand authors that are out of print
- Duplicate copy of popular titles/authors to replace one that is later lost or damaged
- Niche topics
- Item is considered a classic
- Items from Children's, Young Adults, Large Print, Multi Media and Reference will not be considered for storage

The limited space available for the collections means that it is not possible to keep everything. Items no longer required by the Library will be permanently disposed of. Some of these items will be offered for sale within the Library or in our annual book sale. The Library is unable to tag items for sale for individual members of the community.

Future Improvements/Enhancements

Digital

- Investigate electronic serials subscription
- Investigate federated searching so that e-records and databases can be found
- Review e-book providers for the consortia
- Investigate access to live streaming of music and movies

Promotion/Marketing

- Create effective display space within the collections
- Create more face out display shelving
- Purchase mobile display units

New layout

- Investigate interfiling of genres
- Investigate interfiling of non-fiction and reference items
- Consider making Local Collection a browseable area

For Review

- Using statistics for the music CDs and DVDs decide on the sustainability of these collections
- The current charges for the DVD collection
- The print newspaper holdings as more newspapers appear in an online digital form
- The Debra Wai Kapohe collection and the donated classical CD and vinyl collection
- The George M Murdoch collection (catalogues, price lists and other items associated with antiques)
- The Bluff collection

Other improvements

- Evaluate storage capacity in Local Collection
- Evaluate keeping Government print items
- Investigate Parents magazines being integrated with Adults or Children's magazines
- Consult with the community about a Te Reo collection and other languages collection
- Actively engage with local iwi, hapu and whanau to develop relationships which will identify our obligations under the Tiriti o Waitangi and enhance our collections

Reviewed: June 2017

Collection Level Statements

1. Collection Level Statement – Electronic Resources

Collection Specialist: All Specialists

To Be Reviewed: Every three years

Last Updated: June 2017

Purpose

The collection aims to provide materials in electronic formats where this is the only or best way of presenting the content, and to complement materials held in print and audiovisual collections.

The provision of library resources in electronic form offers numerous advantages including convenience, simultaneous use of the same resource by multiple users, and savings on the costs of housing, issuing, preservation, and replacement.

This statement does not include DVDs or video games. These formats are covered by the Multi Media Collection Level Statement.

Description of the collection

An electronic resource is defined as materials that require computer mediation in order to access their content and make it useful. Both online and offline resources such as reference CD-ROMs fall within the scope of this collection.

- **EPIC Databases**

Invercargill Public Library is part of the Electronic Purchasing in Consortia (EPIC). This is an initiative of the National Library which allows libraries to choose a number of information electronic resources that can be accessed within the library or from outside the library by its members

These resources enable customers to access reference material, articles and other information resources, which may not be available in print form in the Library.

The library also subscribes to electronic resources that are not included as part of the EPIC initiative.

Also ([see Appendix 7](#))

- **E- Books**

The Library is part of two consortia groups which allow the public to borrow e-books. These include:

Overdrive for e-books and e-audiobooks
Bolinda Borrowbox for e-audio books

- **E- Serials**

The library provides access to electronic journals some of which are online-only journals; some are online versions of printed journals.

- **Other Internet Resources**

Direct access is provided to recommended websites chosen for their informational value that complements the print collections.

The list of sites is regularly reviewed and added to, and efforts are made to eliminate discontinued links and pages whose content have altered and are no longer considered useful.

Format guidelines

E-books – epub format preferred

Selection criteria

See page 5

Also - Added value: additional content, greater functionality and accessibility, improved resource sharing ability, improved linkages with other information tools, ease of archiving

Deselection and disposal guidelines

See page 8

Notes:

- Maintain awareness of new electronic resources that become available.
- Maintain awareness of new trends in technology and ensure that electronic resources are compatible with the library management system.

2. Collection Level Statement - Fiction

Collection Specialist: Adults, Teens, Children's

To Be Reviewed: Every three years

Last Updated: June 2017

Purpose: The fiction collections contribute to the Library's vision to become the community's living room. They are intended to support the literacy, cultural, and recreational needs, interests and tastes of the community. They provide a wide selection of resources ranging from classics through to contemporary works. The fiction collections aim to be accessible to all members of the community through the provision of age-appropriate material in a variety of reading levels, formats and genres.

Description of the collection

Fiction consists of written stories about people and events that are usually not real: the content is produced by the imagination of the author and is not necessarily based on fact. Fiction has three main elements: plot, character and place.

Fiction contrasts with non-fiction, which deals exclusively with factual (or, at least, assumed factual) events, descriptions, observations, etc.

Teens - This collection has been established to meet the needs of teenage customers aged 13 to 19 years.

Childrens – This collection serves the needs and interests of children from 0 to 13

Also (see [Appendix 9](#))

Format guidelines: Fiction items are purchased in a variety of formats with consideration being given to ease of access e.g. audiobooks, large print, eBooks and eAudiobooks.

Criteria for selection

See page 5

Deselection and disposal guidelines

See page 8

Notes:

- Being aware that there is more demand for certain formats in some areas e.g. large print in Adults not in teens and children

3. Collection Level Statement - Graphics

Collection Specialist: Teens

To Be Reviewed: Every three years

Last Updated: March 2014

Purpose

To provide for customers who are reading western hemisphere comics and manga for recreational and informational purposes.

Description of the collection

A graphic novel is a full story told in comic format. Unlike comic books, graphic novels are generally stand-alone stories with more complex plots. They cover every conceivable genre, including biography, history, journalism, education, crime, horror, fantasy, romance, adventure, memoir, humour, politics, and much more.

The graphic collection in Adult Services contains publications that may include adult themes, messages and representations aimed at a mature audience. It includes items restricted by the Office of Film and Literature Classification. These items are housed according to guidelines. (refer: [Collection Development Policy, p.6, specific exclusions](#)). Restriction of access to any other material in the collection is the responsibility of the parent or guardian.

Format guidelines:

Staple bound comic format material will be avoided as it is prone to damage in a library collection. When collecting manga, Japanese format (reading right to left) is preferred although Western conversions will be purchased if no alternative is available.

Selection criteria

See page 5

Hentai manga and other erotic works in graphic novel format will not be included in the collection.

Deselection and disposal guidelines

See page 8

4. Collection Level Statement - MultiMedia

Collection Specialist: MultiMedia

To Be Reviewed: Every three years

Last Updated: 20 March 2014

Purpose

To provide a wide variety of multimedia items that are suitable for recreational and educational purposes.

This statement does not include electronic resources. They are covered by the Electronic Resources Collection Level Statement.

Description of the collection

The multimedia collection is for all ages and currently includes puzzles, games, video games, music CDs and audiovisual material. The collection includes items restricted by the Office of Film and Literature Classification ([refer to Collection Development Policy, Appendix 6, p. 29](#)). Children's items will have the rating of G or PG only.

Format guidelines

Formats that have been superseded by newer versions or are no longer being produced will not be considered for purchase. If these formats are currently held by the library they may be phased out of the collection by natural attrition or targeted weeding.

Public requests for new digital formats will be considered on their own merits.

Only items that adhere to the New Zealand zoning region will be purchased (DVDs -zone 4 and Multizone, Blu-Rays – Zone B and Multizone are suitable)

Also (see [Appendix 10](#))

Criteria for selection

See page 5

Deselection and disposal guidelines

See page 8

5. Collection Level Statement – Non- Fiction Collections

Collection Specialist: Adults, Teens, Children's

To Be Reviewed: Every three years

Last Updated:

Purpose: To support the informational, educational, cultural and recreational needs of the community by providing timely, accurate information and by offering a wide and balanced range of opinions and viewpoints. These collections are purchased to cater for diverse needs and reading levels and are available in a variety of formats.

Description of the collection

Non-fiction deals exclusively with factual (or, at least, assumed factual) events, descriptions, observations, etc.

The Adults non-fiction collection is aimed at adults and contains a range of formats and reading levels. It consists of:

- Adults non-fiction - material that supports topical subjects as well as recreational and informational needs.
- Adult literacy
- English for Speakers of Other Languages
- World languages material (includes children's material)
- Library Studies – material that supports staff professional development and people undertaking study in the area of Library and Information Science.

The Teen non-fiction collection is aimed at teenagers between the ages of 13 and 18. It consists of:

- YA non-fiction – material in a range of formats that supports teenagers current interests and informational needs.
- NCEA study guides – single copies of these titles are purchased in core subject areas. In the interests of fairness to our customers, these items are permanently in a Fast Track status, meaning that they are issued for two weeks only, and are unable to be renewed.

The Children's non-fiction collection is aimed at children between the ages of 0 and 13 years and their families. It consists of:

- Junior non-fiction – material in a range of formats that supports children's current interests and informational needs, as well as supplementing the resources of school libraries.
- Parent collection – material in a range of formats aimed at parents and caregivers that complement resources in the Adults non-fiction collection.

Format guidelines:

Non-fiction items are purchased in a variety of formats with consideration being given to ease of access e.g. audiobooks, large print, eBooks and eAudiobooks.

Selection for criteria

See page 5

Deselection and disposal guidelines

See page 8

Notes:

- Being aware that there is more demand for certain formats in some areas e.g. large print in Adults not in teens and children

6. Collection Level Statement – Non-Lending Items

Collection Specialist: Manager – Heritage & Collections, Non Fiction, Children's

To Be Reviewed: Every three years

Last Updated:

Purpose

To ensure that material is available at all times the non-lending collection is only for use in the library. It includes heritage items and items for study or research purposes. Identification from customers may be required as there are restrictions on access to some material.

Description of the collection

The non-lending collection is aimed at students and researchers and contains material in a variety of formats which may include photographs, maps, videocassettes, and CDs. It contains rare, valuable and irreplaceable items e.g. the oldest book in the collection is a 1615 edition of a work by Diogenes. The main access point to the non-lending collection is through the library's online catalogue as not all areas are available for browsing.

For further information see [Appendix 12](#)

Format guidelines

Material is collected which covers all formats and where print and digital formats are available customers may be referred to external online resources.

Selection criteria

See page 5

Deselection and disposal guidelines

See page 8

7. Collection Level Statement - Serials

Collection Specialist: Serials

To Be Reviewed: Every three years

Last Updated: September 2014

Purpose

Serials supplement the print and electronic resources and are intended to support the overall collection. They provide current information often before it is available in other print forms.

Description of the collection

The term 'serial' encompasses publications issued in successive parts, appearing at regular or irregular intervals and intending to be continued indefinitely. Serials include magazines, newspapers, journals, proceedings, and transactions of societies. The collection encompasses paper, digital, microfiche and microfilm formats.

The collection aims for a balance among the various areas of general and special-interest subjects.

Magazines – The collection contains popular and best-selling magazines which contain articles and illustrations, often on a particular subject or aimed at a particular readership. These provide current cultural awareness.

Journals – are magazines which have articles relating to a particular subject, statistical information, or peer-reviewed research reports.

Newspapers – the library subscribes to all local newspapers and most New Zealand daily newspapers. Newspapers, especially international ones, are also available as an e-resource.

Government and other official publications – The library is a government depository and holds copies of the Appendix to Journals of the House of Representatives (AJHR), New Zealand Gazette, New Zealand Statutes, Parliamentary Papers, Statutory Regulations, and publications produced by Statistics New Zealand. Local and regional government reports are also held. Increasingly these publications are becoming available as an electronic resource.

Format guidelines: costs and availability are taken into account when subscribing to the print and/or electronic version of newspapers, magazines and journals.

Selection criteria

See page 5

Deselection and disposal guidelines

See page 8

Notes:

- Being aware of changes to the repository library scheme for Government documents.

Appendix 1 – Access to Information

Access To Information

Statement adopted by the Council of the New Zealand Library Association, May 11, 1978. Revised statement adopted by the Council of the Library and Information Association of New Zealand Aotearoa November 17, 2002.

The Library and Information Association of New Zealand Aotearoa asserts that:

1. Free circulation of information safeguards our democratic society.
2. The members of our society have a fundamental right of access to information. A basic right of citizens in a democratic society is access to information on matters which affect their lives. At times the interests of the individual have to be subordinated to the interests of the community in such matters as development of energy and mineral resources, industry, town planning, transportation etc. Citizens have a right to be informed of the facts involved and to participate in the decision-making process, e.g. when activities such as massive alterations to the landscape and its use are proposed. The right to be informed, to be consulted, and to intervene is essential and fundamental to the democratic process. The Association recommends that web based information should comply with W3C guidelines (1). <http://www.w3.org/TR/WAI-WEBCONTENT>
3. Equally, members of our society have a right to privacy and to protection from misuse and exploitation of information. A balancing right to that of access to information is that of the community as a whole, and of its members, not to suffer from the misuse and exploitation of the freedom of access to information. There is a growing trend to store information relating to individuals in centralised computer data bases. This undoubtedly facilitates the activities of administration, law enforcement, commerce, and industry, but citizens must be assured that information relating to them is not detrimental to their interests through inaccuracy or through exposure to the scrutiny of those who have no proper interest in it.
4. It is a basic function of democratic government to ensure and balance these at times contradictory rights: that citizens are not denied access to information and that their privacy is protected. Those who govern must ensure that citizens are not impeded in access to information touching themselves as individuals or as members of the community, and that they are protected from inaccuracy and improper exploitation of information.
5. Information providers should demonstrate a commitment to responsibilities under the Treaty of Waitangi. Staff providing information should be familiar with basic protocol and tikanga and have some understanding of Te Reo Māori.

6. Libraries, and particularly public libraries, are prime agencies for the dissemination of information. Librarians have a duty to acquire, organise, and provide access to information freely to the communities they serve. The basic aim of library services is the acquisition, organisation, and circulation of information. Librarians have a duty to fulfill this aim, particularly as it relates to the collection, organisation, and circulation of information on matters which affect individual members of the community or the community as a whole. The Library and Information Association of New Zealand Aotearoa LIANZA Statement supports all measures which will improve the ability of libraries to serve as public access points for information.
7. Funders of information providers should provide adequate financial support to ensure that the special needs of disabled people, when accessing information, are met.
8. Government agencies – national and local, Parliament, State Departments, public corporations, and other authorities – have a duty to make reports and other documents widely available for consideration by all citizens free of charge. The key way of doing this is to use the existing nationwide network of public libraries, which are open for all to use. It is not enough to send a selection of government publications to some libraries weeks after they have been released. If the public is to participate meaningfully and effectively, there must be quick and complete supply of new laws, reports and documents to public libraries as soon as they become available. Citizens requiring this type of information should not have to rely solely on news media reports, especially if they live outside Wellington.
9. The Library and Information Association of New Zealand Aotearoa recognises that it may be difficult at times to reconcile these principles of access to information and protection against the misuse of that access, but it insists that the right to be informed should be the chief consideration.
10. This statement should be read in combination with other Statements of the Library and Information Association of New Zealand Aotearoa on Intellectual Freedom, Confidentiality of Library Records, and Displays in Public Libraries.

Footnote 1.

The guidelines discuss accessibility issues and provide accessible design solutions. They address typical scenarios that may pose problems for users with disabilities such as vision, hearing, physical disability, etc.

<https://lianza.org.nz/our-work/projects/lianza-statements/other-statements-0>
(10 July 2017)

Appendix 2 – LIANZA Statement on Intellectual Freedom

LIANZA Statement on Intellectual Freedom

Statement adopted by the Council of the Library and Information Association New Zealand Aotearoa, 21 March 2002 (replaces the LIANZA Statement on Censorship).

1. Society creates libraries as institutions to store and make available knowledge, information, and opinions and to facilitate the enjoyment of learning and creativity in every field. Every library has a responsibility to provide its users with the widest range of information materials possible, which are within the constraints of its budget, relevant to its users' requirements, and which represent the spectrum of points of view on the topic held in the community.
2. Librarians have a responsibility to ensure that the selection and availability of information materials is governed solely by professional considerations. In so doing, they should neither promote nor suppress opinions and beliefs expressed in the materials with which they deal. These professional considerations include the use of knowledge, skills, collection management experience, and collection development policies to make decisions on what is selected for the library collection.
3. 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.
4. No library materials should be censored, restricted, removed from libraries, or have access denied to them because of partisan or doctrinal disapproval or pressure. This includes access to web-based information resources.
5. Librarians should resist all attempts at censorship, except where that censorship is required by law. Librarians are free to request, and to lobby for, the repeal of laws, which compromise the principles set out in this statement.

<https://lianza.org.nz/our-work/projects/lianza-statements/other-statements-0>

(10 July 2017)

Appendix 3 – Library Services to Children and Young People

Library Services to Children and Young People

Statement prepared by the Library and Information Association of New Zealand Aotearoa.

LIANZA has adopted this statement for use by the Library and Information Profession in New Zealand, to ensure children and young people are given access to library and information services in accordance with the UN Convention on the Rights of the Child.

See also the LIANZA Statement on Discrimination.

Access to Information and Library Services

LIANZA acknowledges the right of all children to seek, receive and impart information and ideas of all kinds.

LIANZA recognises the importance of access to information for children and young people in a way that will enrich, support and develop the interests, information and leisure of New Zealand youth.

LIANZA encourages the provision of materials that will stimulate and develop the appreciation and use of both English and Te Reo Māori from an early age.

LIANZA encourages library services to provide materials that encourage diversity, and are representative of different religious, ethnic and cultural groups within society.

Materials available to children and young people should contain numerous points of view, to encourage the development of critical thinking and informed judgments of the reader.

Library services should be available free of charge, to enable children and young people access to information and resources that might not otherwise be available to them.

LIANZA encourages libraries to have a clear policy on the use of the internet by children and young people. Libraries should have clear guidelines for children and their parents regarding not using the internet to search for pornographic, violent or discriminatory material.

<https://lianza.org.nz/our-work/projects/lianza-statements/services-children-and-young-people-0>

(17 July 2017)

Appendix 4 – UNESCO Public Library Manifesto

UNESCO Public Library Manifesto

A Gateway to Knowledge

Freedom, Prosperity and the Development of society and individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups.

This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The Public Library

The Public Library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressure.

Missions of the Public Library

The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

- creating and strengthening reading habits in children at an early age;

- supporting both individual and self conducted education as well as formal education at all levels;
- providing opportunities for personal creative development;
- stimulating the imagination and creativity of children and young people;
- promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
- providing access to cultural expressions of all performing arts;
- fostering inter-cultural dialogue and favouring cultural diversity;
- supporting the oral tradition;
- ensuring access for citizens to all sorts of community information;
- providing adequate information services to local enterprises, associations and interest groups;
- facilitating the development of information and computer literacy skills;
- supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

Funding, Legislation and Networks

The Public Library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

The public network must be designed in relation to national, regional, research and specific libraries as well as libraries in schools, colleges and universities.

Operation and Management

A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organized effectively and professional standards of operation must be maintained.

Cooperation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international level - has to be ensured.

Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.

The library services must be adapted to the different needs of communities in rural and urban areas.

The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.

Outreach and user education programmes have to be provided to help users benefit from all the resources.

<https://www.ifla.org/publications/iflaunesco-public-library-manifesto-1994>

(17 July 2017)

Appendix 5 – Request for reconsideration of Library resources

Request for reconsideration of library resources.

We appreciate your concerns and welcome your comments. If you would like a written response please include your name and address.

Requests will only be accepted from members of the library.

Please provide the following information on this resource:

Author:

Publication date:

Title:

Barcode of the item:

Format (book, DVD, magazine etc.):

Please describe what you find objectionable. Please be specific, citing page numbers and references.

Have you read, viewed, and listened to the entire work? If not, which parts?

Would you recommend this resource for a different age group or location? If so, please specify.

Can you suggest another resource to take its place?

What other comments would you like to make?

Please specify if you are acting as an individual or as the official spokesperson for an organization.

Name:

Address:

Phone:

Email:

Library card number:

Date:

Please mail or email to:

The Library Manager
Invercargill City Libraries
Private Bag 90111
Invercargill 9840

Email: help@ilibrary.co.nz

Appendix 6 – Government Acts

The Films, Videos and Publications Classification Act 1993

This Act consolidates and amends the law relating to the censoring of films, videos, books and other material. It invests in the Office of Film and Literature Classification the authority to restrict or ban publications that:

“describe, depict, express or otherwise deal with matters such as sex, horror, crime, cruelty or violence in such a manner that availability of the publication is likely to be injurious to the public good.”

Invercargill City Libraries are required to adhere to the decisions of the classification office. That is, to remove banned material, or to ensure restricted material is not issued to those under the specified age.

All DVDs purchased for Invercargill City Libraries must be labelled with the classification given by the Classification Office unless they fall into the areas which are specifically excluded by Section 8 of the Act.

The Copyright Act 1994 (currently under review)

The Copyright Act of 1994 and the subsequent Amendment Acts of 1997, 1998, 1999 and 2003 have several sections which apply to the work of public libraries, e.g. copying by librarians, rental of films, parallel importing.

LIANZA provides a comprehensive guide outlining the responsibilities of libraries in upholding the Act. (Millett, T., 2007). Invercargill City Libraries adhere to these guidelines.

The Protected Objects Act 1975

Section 3 of Schedule 4 (Categories of protected New Zealand objects) outlines the materials covered by the legislation:

“Documentary heritage objects

(1) In this category, unless the context otherwise requires -
collection means forming a collection assembled by a person, objects that originate from a common source, or objects devoted to a single theme, person, place, event, or thing
record means recorded information, in any format, created or received by a person or an organisation in the course of business undertaken by that person or organisation and stored in any format.

(2) Objects in this category include (but are not limited to) -

- books

- maps and other cartographic records
- photographs and negatives
- ephemera
- music scores
- film
- sound recordings
- cinematographic, video production, or any other production comprising moving images or recorded sound
- digitally born objects, supporting material, and applications and technical infrastructure important for their understanding.

(3) An object is included in this category if it—

(a) is not represented by at least 2 comparable examples permanently held in New Zealand public collections; and

(b) is—

- not less than 50 years old; or
- any unique document or collection of unique documents not less than 50 years old; or
- a public record and a protected record as defined by the Public Records Act 2005.

(4) This category does not include any document owned by its living creator who was born in or is related to New Zealand.”

Appendix 7 – Electronic Resources

EPIC Resources – These will be reviewed annually when subscriptions are renewed.

Ebsco

Australia New Zealand Reference Centre / MasterFile Premier
Library Aware/Novelist Plus Package

ProQuest

Ancestry Library Edition

Press Reader

PressReader

Encyclopedia Britannica

Britannica Library

Bookery

Clarity English Programs – Road to IELTS

Haynes

Haynes Manuals AllAccess

American Library Association

RDA toolkit (staff use only)

Updated: April 2019

Appendix 8 – Genre Descriptions

Genre descriptions

General

Christian

- Often publisher-based (Bethany House, Zondervan, Steeple Hill, Harvest House)
- Christian values
- “Expounds and illustrates a Christian world view in its plot, its characters, or both, or which deals with Christian themes in a positive way”

Historical

- Realistic fiction set in the historical past (pre-1945)
- The action predates the life of the author (Philippa Gregory and *Ivanhoe* by Sir Walter Scott). *Pride and prejudice* is General as it was written contemporaneously
- Works which cover the past and come right up to the present go as General e.g. James A. Michener, Edward Rutherfurd

General

- Everything else!

Other Worlds

Fantasy

- Magic, wizards, dragons, elves, fairies (if “rooting round in the forest”), unicorns, sword and sorcery, quest
- “Olde worlde”, horses and castles, medieval-like villages
- Bestiary (common and uncommon animals) (e.g. Dunston Wood, Redwall)
- Set in an imaginary world, not modern world
- Set in mythical past (e.g. Arthurian)

Paranormal

- Set in the modern real world but with supernatural powers/elements
- Ghosts, vampires, witches, demons, werewolves, angels, zombies (if not Horror)
- Elves, fairies if “in the city”
- Urban fantasy
- Occult

Science Fiction

- Speculating on scientific possibility – space travel, aliens etc
- Examines options for the future and deals with elements of the possible (though not necessarily probable) and based approx.. on scientific principles
- Recognisably Earth-variant worlds or life-forms
- Time travel
- Alternate history (Harry Turtledove)
- Steampunk
- Parallel worlds
- Automation i.e. computers, robots, cyborgs
- Social criticism – dystopia/utopia
- Space opera (David Weber)
- Apocalyptic/End of the world fiction
- Older classic works e.g The land that time forgot, The lost world etc.

Romance

- Love stories with a happy ending
- Can be identified by publisher and book design (Harlequin, Mills & Boon and mass market paperbacks)
- Subgenres include time-travel romance, supernatural, vampire, paranormal romance, Gothic romances, Regency, “bodice rippers”
- Erotica goes in General

Suspense

Action

- Plot emphasis is on physical and often violent action rather than characters
- Conspiracies
- Often set in exotic locales, and involves danger
- Black Ops, Special Forces, terrorism, espionage
- International politics (Robert Ludlum)
- War stories when more of an adventure and not necessarily focused on combat
- Techno-thrillers
- Adventure stories
- Set in modern times

Crime

- Main character is usually a detective, sometimes an amateur sleuth, scientist, or lawyer
- Murder mysteries
- Crime mysteries (thieves, graft, conmen etc)
- Historical mysteries (ancient Egypt, medieval, Roman Empire etc)
- Legal (courtroom scenes) (John Grisham, Scott Turow)
- Medical (epidemics, viruses) (Robin Cook)
- Forensic (main character forensic scientist) (Patricia Cornwell)
- Suspense: crime without clear puzzle, often woman in danger (including “psychological suspense”)

Horror

- Intends to scare, unsettle or horrify reader e.g. Richard Laymon, Clive Barker
- May include ghosts, witches, vampires, werewolves, devils, black magic, zombies
- Gore, gross dismemberment, gruesome and horrific
- Not used with Children’s fiction. Use Paranormal instead.

Children’s fiction will combine Action and Crime under a collection called Suspense

This will incorporate what used to be Adventure under one heading. All adventure and mystery stories will be under the single genre of Suspense

War

- Time span is modern conflicts 1939 onwards (i.e. World War II)
- Subject is combat and military life in authentic settings
- Reflects actual combatant/military life style
- Espionage/Adventure novels set during war time are Action rather than War
- Includes all branches of military service- Navy, Army, Air force, Special units e.g. Commandos, Seals when involved in an actual war
- Naval ships, sea battles
- Other aspects of war e.g. concentration camps, prison camps, prison escapes are Historical rather than War

Children's fiction has a slightly broader definition for War

It is for stories set in war time and covers battles, WWI, WWII, Vietnam etc. and also includes war experiences and life i.e. Nazis, Jews, concentration camps, survival stories

Western

- Cowboys and Indians, set in 19th Century frontier West (Louis L'Amour, Terry Johnston)
- Like Romance, can often be identified by publisher: Chivers, Gunsmoke
- Not "literary" (Larry McMurtry is Historical fiction, not Western)

Appendix 9 – Children’s Fiction

Children’s Fiction

- Board books - books meant to be handled by young children, in which the cover and inside pages are of the same sturdy paper-over-board construction. They are aimed at pre-school children and contain simple text and concepts with illustrations or photographs that are clear and colourful.
- Picture Books - depict fictional stories, concepts, and non-fiction topics in a visual format with or without text.
- Sophisticated Picture Books - most suitable for children aged 8 years and above. The stories, themes and information presented are of a more sophisticated and mature nature and are also of interest to adults.
- Emergent Readers – aimed at beginning readers
- Easy Readers - introduces ‘newly independent’ readers to chapter books covering a variety of themes, settings and characterisation.

Appendix 10 – Multimedia Formats

Multimedia Format – held at Invercargill City Libraries

DVDs

CDs

Video Games

- Xbox 360, Xbox One
- Nintendo Wii
- Playstation 2,3,4

Table Top Games

Reviewed: June 2017

Appendix 11 – Collections

Children's Services

Audio Books – fiction, non-fiction
Biographies
Board books
CDs
DVDs/Blurays
Video Games – Wii, Xbox, Playstation
Emergent readers
Fiction
Graphics
Magazines
Non-fiction
Parents
Picture books
Reference
Puzzles and Games
Sophisticated picture books
Spencer Shaw

Adult's Services

Audio books – fiction, non-fiction
Biographies
CDs
DVDs/Blu-rays
Video Games – Wii, Xbox, Playstation
Fiction
Graphics – fiction, non-fiction

Hot Picks – books, DVDs, magazines
Large Print – fiction, non-fiction,
Biographies
Library Studies
Magazines
Non-fiction
Puzzles and Games
Quick Reads
Quick Reference
World Languages

Young Adults

Fiction
Non-fiction

Information Services Non-Lending

Car Manuals
Debra Wai Kapohe
Electoral Rolls
Government publications
Local Collection
Magazines
Music Scores
Newspapers
Reference
Research
Statistics
St Andrew's

Appendix 12 - Description of Non Lending Collections

Local Collection

The purpose of this collection is to collect and have available in perpetuity material that has specific Southland content or is written/performed by a Southlander. Items are not generally withdrawn from this collection. Items may be duplicated in lending collections but at least one copy is for Local Collection.

Reference Collection

Reference items provide current information covering all subject fields and are always available for customer use. The library should hold copies of all major New Zealand reference titles. Some annual publications are purchased to ensure currency of information. Heavily used reference titles are kept at the desk area for quick access. As more information is made available in digital form, the print copy may not be purchased e.g. World Book, Encyclopedia Britannica and Oxford English Dictionaries.

The reference collection may include

- Automotive manuals
- Directories
- Government publications
- Serials including magazines and newspapers (print and digital format)
- Maps
- Encyclopedias
- Dictionaries
- Almanacs and yearbooks
- Atlases and gazetteers
- Educational calendars
- Genealogical Resources
- Electronic Resources
- Music
- Readers Advisory

Spencer Shaw Collection – Children’s

This collection was named after Spencer Shaw (1916-2010) a University of Washington professor emeritus of library science who was a nationally recognised storyteller and advocate for children’s reading. He visited the library on two separate occasions. Elizabeth Miller, Children’s Services Librarian, at the time established the collection and named it after Shaw.

The collection began with folktale books and good quality picture books. The librarians “memorised” or knew the stories very well and told the stories to children rather than read the books to them.

Research Collection

This collection was donated by the estate of Anthony Rowlands. He was born in Invercargill in 1884 and attended school here before becoming an accountant. Before he died in Auckland in 1967 he offered his collection of

rare and valuable books to the library. At a Council meeting on 23 May, 1967 the Council accepted his donation of books.

There is controlled access to this collection which supports the research needs of the community. Additions are made when they complement the existing collection and items are not generally withdrawn. The collection is now part of the Research collection.

Staff Collection

This is a small collection of computer, desktop publishing technological and web design items which support the Digital Team. It is available for staff use not for lending.

St Andrew's Collection

This is a collection of books published in or about Scotland with most titles published at the turn of the twentieth century or earlier that were donated by the St Andrew's Society. The collection is still being added to.

Debra Wai Kapohe Collection: Debra Wai Kapohe was a Southland classical singer who donated her CD collection to the library when she left the area in 2006. She did not want the collection to be divided up and interfiled with other classical items. The decision was made at the time to keep the items she donated as a separate non-lending collection.

Southland Choral Society and Male Voice Choir

Musical scores were received from the Southland Choral Society and are available to individuals and groups for long term loans. Refer to Manager Heritage& Collections.

Serials and Newspaper Collection

A serial is a publication in any medium issued in successive parts bearing a numerical or chronological designation and intended to be continued indefinitely. Serials include magazines, journals, newspapers, annual reports, and yearbooks. Serials are purchased to support the current collection and maintain a balance among the various subject areas. Consideration is given to digital subscriptions rather than print format where both are available. A selection of popular and best-selling magazines are available for lending. (Refer also to Collection Level Statement – Serials).

Government Publications

The library is a government depository and receives copies of parliamentary papers and other official publications. These publications are increasingly being produced online rather than in print format. Access to online publications is available through the library website. (Refer also to Collection Level Statement – Serials).