



# Invercargill City Libraries Collection Development Policy 2023

# Invercargill City Libraries Collection Development Policy

Invercargill City Libraries: *Te Haeata inspiring journeys of discovery.*

This policy is a revision of the 2017 Invercargill City Libraries Collection Development Policy. The style has been updated to make it more concise, bilingual headings added, descriptions updated, linked documents checked to ensure details were correct and all hyperlinks updated. Changes to section 5 'Our Principles | Ngā Mātāpono' were to the wording and not the intent, with a Treaty of Waitangi principle added.

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## 1. Purpose | Aronga

This policy will guide the acquisition, development, and management of the collections held by Invercargill City Libraries to:

- improve the quality and relevance of the collections for all customers
- maximise value in both current and long-term purchases
- strengthen and preserve the collections for future generations
- define legal requirements and responsibilities for Invercargill City Libraries.

## 2. Background | Hītori

The Invercargill City territorial authority covers 389.88 km<sup>2</sup> (150.53 sq mi)<sup>[22]</sup> and had an estimated population of 56,800 as of June 2022,<sup>[2]</sup> with a population density of 146 people per km<sup>2</sup>. This comprises 49,800 people in the Invercargill urban area, 1,830 people in the Bluff urban area, and 5,170 people in the surrounding settlements and rural area.

The Invercargill City Libraries are committed to the delivery of a high quality, customer focused service. The collections support the recreational and informational needs of the community. Partnering with tangata whenua Invercargill City Libraries will seek at all times to honour our obligations under the Treaty of Waitangi.

## 3. Invercargill City Libraries' collections | Te kohikohinga o Ngā Pātaka Kōrero o Murihiku

There are over 135,000 physical items in Invercargill Libraries' collections, as well as several databases, and around 35,000 eBooks and eAudiobooks provided through our digital collections. Digital collections have extended to also include magazines, newspapers and media. The collections are managed as one, with customers able to borrow from, and return items to, Invercargill or Bluff library.

Some resources are stored in closed access, mostly on the First Floor of the Invercargill Library. These resources add significantly to the depth and breadth of the library collections and can be retrieved by staff for customer in-house use or borrowing. The library has many collections and taoka which are distinct and unique, including the following:

- Digital collections
  - Databases (e-journals, and full-text databases).
  - eCollections (eBooks, eAudiobooks, eMagazines and eNewspapers).

- Heritage and Research collections – these collections are of enduring local and regional significance and contribute to the cultural, educational, and economic life of residents.
- Māori collection – this collection is currently being developed.
- Liz Miller collection – a collection of storytelling resources bequeathed to the library by a former well know staff member.
- St Andrew’s collection – a collection of materials published in or about Scotland donated by the St Andrews Society
- Southland Choral Society and Male Voice Choir collections

## 4. Scope | Hōkaitanga

This Collection Development Policy applies to Invercargill Public Library and Bluff Library.

The Collections Plan and individual content selection policies are for operational use and provide further detail about the specific collections for staff.

### 4.1 Exclusions

There is a separate Collection Development for the Archives some of which are held within the Invercargill Library building but are managed by Invercargill City Council Information Management team.

## 5. Our principles | Ngā Mātāpono

### 5.1 We provide collections that reflect Invercargill’s diverse communities

This means collections that:

- Are accessible, understandable, and appealing
- Provide open access to a broad and deep range of library materials
- Include multiple formats, maximising technological advances
- Include both primary (original) and secondary materials
- Collect, preserve, and share Invercargill’s unique stories
- Prioritise New Zealand and Māori, materials, including those in Māori languages
- Engage children and young people in reading, learning and discovery
- Include some materials in languages other than English

- Include resources that are accessible to a wide range of customers, including people with different abilities
- Provide resources in a variety of formats that are accessible to rural and urban communities and all age groups
- Are shaped by stakeholder relationships, collection usage information and customer and community feedback, as derived from surveys, suggestions, comments, and complaints.

## **5.2 We are committed to Matāuranga Māori (Māori knowledge)**

This means Invercargill Libraries:

- Recognises the unique place of Māori as tangata whenua
- Recognises Te Tiriti o Waitangi as the founding document of Aotearoa, New Zealand, and the important relationship between Tangata Whenua and Tangata Tiriti.
- Invests in collections to promote te reo Māori and to provide access to Māori knowledge, heritage, and identity
- Addresses matters regarding ownership of Māori material in the spirit of cooperation and partnership, and respecting tikanga Māori
- Honours our Treaty obligations and is committed to a treaty-based partnership with Māori.

## **5.3 We are committed to the principle of freedom of access to information**

This means Invercargill Libraries:

- Will not suppress or remove material simply because it gives offence
- Assesses and places material into age appropriate collections. Parents and caregivers are responsible for their child's selection and viewing of library materials.
- Endorses the International Federation of Library Associations and Institutions (IFLA) statements on Privacy in the Library Environment<sup>1</sup> and Libraries and Intellectual Freedom<sup>2</sup>
- Endorses the UNESCO Public Library Manifesto<sup>3</sup>
- Complies with the Films, Videos and Publications Act 1993<sup>4</sup>

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<sup>1</sup> IFLA Statement on Privacy in the Library Environment. Appendix 3.

<sup>2</sup> IFLA Statement on Libraries and Intellectual Freedom. Appendix 4.

<sup>3</sup> UNESCO Public Library Manifesto. Appendix 5

<sup>4</sup> Films, Videos and Publications Act 1993. See related documents.

- Complies with the Copyright Act 1994 and subsequent amendments<sup>5</sup>
- Advocates for the ongoing protection and expansion of customer access to digital content.

#### **5.4 We purchase and manage the collections to provide best value for Invercargill**

This means Invercargill Libraries:

- Maintains a region-wide and local accountability for the strategic management of collections
- Exercises fiscal responsibility in all aspects of collection development
- Maximises use and access by making library materials available for loan wherever possible
- Measures the performance of collections to ensure they deliver the objectives of this policy
- Reserves the right to make final judgement on collection development decisions.

## **6. Collection management guidelines | Rārangi tohutohu whakahaere kohinga taoka**

### **6.1 Selection criteria**

Invercargill Libraries' current use collections are guided by our collection principles, focusing mainly on new and popular works, and incorporating the following criteria:

- customer and community demand and local interest
- continuing relevance to the wider Murihiku community
- enhancing strengths and addressing gaps in the collection
- suitable library format
- quality of the item, with reference to the average expected cost.

We may select multiple copies and new editions based on customer demand, anticipated popularity and standing orders.

Invercargill Libraries does not generally purchase textbooks, abridged items, or workbooks.

The Heritage and Research Collections have been acquired through significant donations of entire collections, transfer from lending collections as well as active selection. Their selection criteria are focussed on the enhancement of these collections.

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<sup>5</sup> The Copyright Act 1994 and Amendments: Guidelines for Librarians. See related documents.

## **6.2 Collection donations**

- Invercargill Libraries will accept donated works on the understanding that they will be included in the collection only if required and meet collection criteria.
- Donated material is accepted on the basis that it will be sold or disposed of if not required.
- Donations, once added to the collection, are managed like all other material and are subject to the same conditions of loan, use, retention and deselection.
- Invercargill Libraries will officially acknowledge significant donations to the heritage and research collections.
- Library staff have the delegated authority to decline a donation.

## **6.3 Collection evaluation**

- Invercargill Libraries collections are attractive and appealing to customers.
- Invercargill Libraries undertakes regular assessment of the relevance, age, and condition of current use collections.
- Invercargill Libraries may replace collection material which is in poor condition but remains popular.

## **6.4 Storage and transfer**

- Invercargill Libraries stores some older items of lasting value, and items with ongoing demand.
- Invercargill Libraries may transfer items between current and heritage collections.

## **6.5 Deselection and disposal**

- Library staff have the delegated authority to dispose of library collection items according to our guidelines.
- Deselection of lending collections is carried out to keep collections up-to-date, prevent shelf crowding, and to ensure the contents of the shelves look fresh and attractive.
- Deselection is based on following criteria
  - o age and condition
  - o low circulation levels
  - o new editions have become available
  - o cost effectiveness of repair

- o content is no longer relevant to local community
  - o user demand no longer requires multiple copies
- Deselected collection items will be sold in annual book sale, sold or donated to other institutions such as other libraries, rest homes or educational institutions, or recycled.
- Heritage and research collections are an appreciating asset and are valued on a regular basis. Invercargill Libraries does not deselect or dispose of heritage and research collections except in exceptional circumstances.

## **6.6 Preservation**

- Invercargill Libraries is committed to the long-term preservation of the heritage collections.
- Invercargill Libraries balances the need for community access with its responsibility to preserve the heritage collections for future generations.
- Invercargill Libraries uses digitisation to provide sustainable access to heritage resources.

## **6.7 Processing**

- Current use items are processed as required to ensure the attractiveness and longevity of items for customer use.
- Any identifying labels on library collections will be consistent and designed for ease of customer understanding and use.



## 7. Related documents | Ngā puka whaitake

The table below lists related documents and provides a brief description of the content of each.

Title	This document covers
Invercargill City Council <a href="#">Long-term Plan 2021-2031</a>	2021-2031 Our Roadmap to Renewal. Long-term Plan.
Invercargill Libraries Collection Plans	Invercargill Libraries Collection Development Policy informs the Collection Plans. The Collection Plan is for staff use and guides the development of individual collections, including the selection, purchase, delivery, retention, storage, preservation, and disposal of the collections.
Archives Collection Development Policy	Collecting objectives and responsibilities of the City Archive, Invercargill City Libraries and Archives (ICLA)
Southland Museum & Art Gallery Collection Management Policy	Collections in art, natural sciences, and human heritage (including taonga Māori) that strongly represent southern new Zealand

<p><a href="#">The Copyright Act 1994 and Amendments: Guidelines for Librarians</a> 7<sup>th</sup> Edition - revised October 2013</p>	<p>These guidelines are intended to provide an explanation of the provisions of the Copyright Act 1994 (as amended) and their implications for libraries, as these are understood at present by the Library and Information Association of New Zealand Aotearoa: Te Rau Herenga o Aotearoa.</p>
<p><a href="#">The Films, Videos and Publications Classifications Act 1993</a></p>	<p>This Act consolidates and amends the law relating to the censoring of films, videos, books, and other material. The Office of Film and Literature Classification has 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”.</p>

## 8. Appendices | Ngā Āpiti hanga

### Appendix 1 – Glossary | Kuputaka

#### **Catalogue record**

A bibliographic description of an item in a library collection.

#### **Collection**

The whole of the materials in the custody of an institution. This term can also be used to refer to a discrete set of records with a particular theme or provenance.

#### **Collection development**

The process of planning and building collections. Collection development is subject to budget allocations for new materials, and a proportion of material may be obtained via donations. Practices for current use collections will differ from those applied to heritage collections.

#### **Collection management**

This includes all activities relating to the maintenance and development of a library's collection. Practices for current use collections will differ from those applied to heritage collections.

#### **Conservation**

Conservation is one aspect of preservation and refers to interventive techniques applied as treatment to the physical form of an item to extend its life.

#### **Copyright**

Copyright is an intellectual property right which gives the owner the exclusive right to reproduce a copyright work. Copyright works include literary works (such as books, articles, and other written work), artistic works (such as paintings, sculpture, and photographs), musical works, sound recordings and films. Copyright in New Zealand is protected under the Copyright Act 1994, and there are similar laws in most countries. Copyright arises automatically with the creation of an original work (it is not necessary to 'apply' for protection), but it only protects the expression of an idea, not the idea itself. Copyright works may be reproduced in part in limited circumstances; for example, a passage from a book or film may be reproduced in a review of that book or film. Work which is not protected by copyright (for example because the rights have expired) is said to be in the 'public domain' and may be copied and used freely.

#### **Current use collections**

These are general library resources used on a day-to-day operational basis and exclude heritage collections. The collections include both print and electronic lending material, reference material and newspapers. Most of the print collections are on open shelves, although some may be in closed storage for many reasons, including space limitations. Note that some collections may be composed of a mixture of both heritage and current use items as well as physical and digital items.

## **Deselection**

Deselection is the process of assessment of items for possible removal from the collection considering their currency, usage, and physical condition. This process does not apply to heritage items, which are generally retained permanently.

## **Digital or electronic resources**

This includes resources that are born digital, or physical items which have been digitised, in formats such as eBooks, eMagazines, databases, and streaming video.

## **Floating**

Floating means that if a customer returns an item to a different location from where they borrowed it, the item stays at that new location until next borrowed.

## **Heritage collection(s)**

An umbrella term used to refer to any collection or item of historical importance, which is retained permanently at Invercargill Libraries' locations around the Southland region. The collections are held primarily in the Invercargill Library. Strengths include local history, family history, New Zealand, Māori, and Pacific resources, in a range of formats, and include some specialist donated collections such as St Andrews, Southland Choral, and Liz Miller.

## **Material** (items, resources)

'Material' can be a variety of formats, both print and non-print, including books, magazines, pamphlets, maps, manuscripts, audio-visual and electronic resources.

## **Preservation**

The term preservation covers all matters, including preventive measures, storage, disaster planning and accommodation provisions, policies, reformatting, and treatments that are involved in extending the physical life of an item or the information contained in it.

## **Primary and secondary material**

Primary source materials are original documents such as manuscripts, photographs, maps, letters, and first-hand accounts. These materials provide first-hand evidence of historical events. Secondary source materials are a summary, interpretation, or analysis of the primary source.

## **Reference** (also known as 'not for loan')

Not for loan items are those items that Invercargill Libraries has decided will not be available for customers to borrow or remove from the library, which means they are not part of the lending collections.

## **Selection**

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

## **Transfer**

Movement of items from one collection to another, as prescribed by a set of guidelines. For example, the movement of a book from the current use lending collections to the heritage collections.

## **Appendix 2 – [IFLA Statement on Privacy in the Library Environment](#)**

Statement endorsed by the IFLA Governing Board on 14 August 2015.

### **Introduction**

The rapid advancement of technology has resulted in increasing privacy implications for library and information services, their users, and society. Commercial Internet services, including those used to deliver library and information services, collect extensive data on users and their behaviour. They may also sell data about their users to third parties who then act on the data to deliver, monitor, or withhold services. Using identification and location technology, governments and third parties can analyse a library user's communication and activities for surveillance purposes or to control access to spaces, devices, and services.

Excessive data collection and use threatens individual users' privacy and has other social and legal consequences. When Internet users are aware of large-scale data collection and surveillance, they may self-censor their behavior due to the fear of unexpected consequences. Excessive data collection can then have a chilling effect on society, narrowing an individual's right to freedom of speech and freedom of expression as a result of this perceived threat. Limiting freedom of speech and expression has the potential to compromise democracy and civil engagement.

### **Privacy as a right**

Freedom of access to information and freedom of expression, as expressed in Article 19 of the Universal Declaration of Human Rights, are essential concepts for the library and information profession. Privacy is integral to ensuring these rights.

Privacy is defined as a human right in Article 12 of the Universal Declaration that states, "No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation." Privacy is essential to enable access and use of information without fear of consequences. Electronic surveillance, interception of digital communications and mass collection of personal data negatively impact on freedom of expression and freedom of information. In recognition of this, the United Nations General Assembly in 2013 and 2014 adopted resolutions on the "Right to privacy in the digital age," calling all countries to "respect and protect the right to privacy, including in the context of digital communication."

### **Privacy in libraries**

Individual library and information service policies traditionally value privacy and confidentiality for users. These principles are reflected in the IFLA Internet Manifesto as a specific statement: "Library and information services ...have a responsibility to... strive to ensure the privacy of their users, and that the resources and services that they use remain confidential." The IFLA Code of Ethics identifies respect for personal privacy, protection of personal data, and confidentiality in the relationship between the user and library or information service as core principles.

Users' privacy in libraries has become widely challenged. Commercial content and service providers used by library and information services may collect data on users' activities, communications, and transactions or require that libraries collect data as a condition of providing their content or services. Cloud-based library systems may transfer and store users' data outside of the library or information service. When library and information services offer services on mobile devices, the services may collect identity and location data, track the use of the library or information service, and share the data with third parties.

Library and information services have the opportunity to make independent decisions about local system and data management. Library and information services can decide what kind of personal data they will collect on users and consider principles of data security, management, storage, sharing and retention. They can negotiate with commercial service providers to ensure the protection of users' privacy, refuse to acquire services that collect excessive data, or limit the use of technologies that could compromise users' privacy. However, library and information services' opportunities to influence, regulate or gain reliable knowledge of the data collection practices of commercial vendors or government institutions may be limited.

### **Recommendations**

- Library and information services should respect and advance privacy both at the level of practices and as a principle.
- Library and information services should support national, regional and international level advocacy efforts (e.g. by human rights and digital rights organisations) to protect individuals' privacy and their digital rights and encourage library professionals to reflect on these issues.
- Library and information services should reject electronic surveillance and any type of illegitimate monitoring or collection of users' personal data or information behaviour that would compromise their privacy and affect their rights to seek, receive and impart information. They should take measures to limit collection of personal information about their users and the services that they use.
- While government access to users' data and data surveillance cannot be completely avoided, library and information services should ensure that intrusion in users' information or communications by government is based on legitimate principles for such practices and necessary and proportionate to legitimate aims (e.g. described in "International Principles on the Application of Human Rights to Communications Surveillance").
- When library and information services provide access to resources, services or technology that may compromise users' privacy, libraries should encourage users to be aware of the implications and provide guidance in data protection and privacy protection.
- Library and information services should support their users' ability to make informed choices, take legitimate actions and weigh risks and benefits in their communications and use of services on the Internet.
- Data protection and privacy protection should be included as a part of the media and information literacy training for library and information service users. This should include training on tools to use to protect their privacy.
- The education of library and information professionals should include data and privacy protection principles and practices in a networked environment.

### **Appendix 3 – [IFLA Statement on Libraries and Intellectual Freedom](#)**

*Statement prepared by IFLA/FAIFE and approved by The IFLA Executive Board on 25 March 1999, The Hague, Netherlands*

IFLA (The International Federation of Library Associations and Institutions) supports, defends and promotes intellectual freedom as defined in the United Nations Universal Declaration of Human Rights.

IFLA declares that human beings have a fundamental right to access to expressions of knowledge, creative thought, and intellectual activity, and to express their views publicly.

IFLA believes that the right to know and freedom of expression are two aspects of the same principle. The right to know is a requirement for freedom of thought and conscience; freedom of thought and freedom of expression are necessary conditions for freedom of access to information.

IFLA asserts that a commitment to intellectual freedom is a core responsibility for the library and information profession.

IFLA therefore calls upon libraries and library staff to adhere to the principles of intellectual freedom, uninhibited access to information and freedom of expression and to recognize the privacy of library user.

IFLA urges its members actively to promote the acceptance and realization of these principles. In doing so, IFLA affirms that:

- Libraries provide access to information, ideas and works of imagination. They serve as gateways to knowledge, thought and culture.
- Libraries provide essential support for lifelong learning, independent decision-making and cultural development for both individuals and groups.
- Libraries contribute to the development and maintenance of intellectual freedom and help to safeguard basic democratic values and universal civil rights.
- Libraries have a responsibility both to guarantee and to facilitate access to expressions of knowledge and intellectual activity. To this end, libraries shall acquire, preserve and make available the widest variety of materials, reflecting the plurality and diversity of society.
- Libraries shall ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral and religious views.
- Libraries shall acquire, organize, and disseminate information freely and oppose any form of censorship.
- Libraries shall make materials, facilities, and services equally accessible to all users. There shall be no discrimination due to race, creed, gender, age or for any other reason.
- Library users shall have the right to personal privacy and anonymity. Librarians and other library staff shall not disclose the identity of users or the materials they use to a third party.
- Libraries funded from public sources and to which the public have access shall uphold the principles of intellectual freedom.
- Librarians and other employees in such libraries have a duty to uphold those principles.
- Librarians and other professional libraries staff shall fulfil their responsibilities both to their employer and to their users. In cases of conflict between those responsibilities, the duty towards the user shall take precedence.

## **Appendix 4 – 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:

1. creating and strengthening reading habits in children at an early age.
2. supporting both individual and self-conducted education as well as formal education at all levels.
3. providing opportunities for personal creative development.
4. stimulating the imagination and creativity of children and young people.
5. promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations.
6. providing access to cultural expressions of all performing arts.
7. fostering inter-cultural dialogue and favouring cultural diversity.
8. supporting the oral tradition.
9. ensuring access for citizens to all sorts of community information.
10. providing adequate information services to local enterprises, associations, and interest groups.
11. facilitating the development of information and computer literacy skills.
12. 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.

### **Appendix 5**

Request for reconsideration of resources

Web link

[Request-for-reconsideration-of-library-resources-interactive-2020.pdf \(ilibrary.co.nz\)](#)