

# Auckland Council Libraries

## Collection Development Policy



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This is the second revision of the 2013 Auckland Council Libraries Collection Development Policy. In 2020 the style of the policy was updated to make it more concise, bilingual headings were added, and descriptions updated. Changes to section 5 ‘Our Principles | Ngā Mātāpono’ were to the wording and not the intent, with a Treaty of Waitangi principle added. The 2024 revision updates the language for clarity and brevity, expands on the explanation of principle 5.3: ‘We are committed to the principle of freedom of access to information’, and reduces the length of the document by removing footnotes and appendices and inserting hyperlinks into the body of the policy. The cover image, branding, hyperlinks and facts about Auckland and Auckland Council Libraries have also been updated. July 2024

## 1. Purpose | Kikokiko

This policy will guide the acquisition, development, and management of the collections held by Auckland Council's libraries, to:

- improve the quality and relevance of the collections to 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 Auckland Council Libraries.

## 2. Background | Kōrero o muri

Auckland Council is New Zealand's largest local authority, covering a geographical area of 1100km<sup>2</sup>. Auckland is home to around a third of New Zealand's population – an estimated 1.6 million people. It is a vibrant multicultural city made up of more than 220 different ethnicities. 13.8% of Auckland residents are of Māori descent. 31.3 per cent of residents identify as Asian. Auckland is the city with the largest number of Māori and Pacific peoples in the world.

Auckland Council Libraries is the largest public library system in Australasia. We deliver services through 56 libraries, mobile libraries, and the library website. The libraries are located across the Auckland region from Wellsford in the north to Waiuku in the south, and on Waiheke and Great Barrier islands. Auckland Council Libraries also works in partnership with 11 rural community led libraries in the wider Auckland region.

## 3. Auckland Council Libraries' collections | Te kohikohinga o Ngā Pātaka Kōrero o Tāmaki Makaurau

Auckland Council Libraries' collections include print books, magazines, eBooks, eAudiobooks, DVDs, puzzles, databases, and a variety of material in other formats. Customers can borrow and return physical items to any Auckland library.

Some collections are stored in closed access, mostly in the basement of the Central City 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 distinct collections and taonga, including the following:

- Heritage and research collections – these collections are of enduring local, regional, national, and/or international significance and contribute to the cultural,

educational, and economic life of Aucklanders. The collections attract interest for scholarly research and learning both within New Zealand and internationally. Auckland Council Libraries are increasingly providing digital access to them through Kura Heritage Collections Online

- Māori collections – held in all libraries, with significant collections in our research and heritage collections
- Pacific collections – available at most libraries, particularly those where Pacific communities are concentrated. There are also Pacific resources in our research and heritage collections
- community language collections represent the languages spoken by Auckland’s diverse and dynamic communities. These collections are held at select libraries
- digital collections
  - Kura Heritage Collections Online (digitised material from Auckland Libraries’ Heritage Collections, including digital archives and historical photographs)
  - Databases (streaming, e-journals, and full-text databases)
  - eCollections (eBooks, eAudiobooks, eMagazines and eNewspapers)
- music collections – the Central City Library maintains a significant collection of sheet music covering a wide variety of genres along with a collection of recorded music
- Corporate Library – provides in-depth research and document supply for Council staff and elected representatives.

## 4. Scope | Hōkaitanga

This policy applies to the Auckland Council Libraries’ physical and digital collections.

There are internal documents including a Collections Plan and individual content selection policies that are for operational use and provide further detail about the specific collections.

The internal Heritage collection policies and principles cover where the acquisition, development, management, and transfer processes for the Heritage collections differ from the current use collections. This includes the exchange of titles allowed under the terms of the [Grey Collection Exchange Act 1921](#).

### 4.1 Exclusions

Auckland Council Libraries hosts the catalogue records for the following specialist libraries, but their collection development is excluded from this policy:

- Auckland Art Gallery - EH McCormick Research Library
- Auckland Botanic Gardens

Collections at community led rural libraries are also excluded from this policy.

## 5. Our principles | Ngā Mātāpono

### 5.1 We provide collections that reflect Auckland's diverse communities

This means collections that:

- are accessible, understandable, and appealing to customers of all ages and abilities
- engage children and young people in reading, learning and discovery
- provide access to a broad and deep range of library materials and formats
- prioritise New Zealand, Māori, and Pacific materials, including those in Māori and Pacific languages
- include materials in languages other than English
- collect, preserve, and share Auckland's documentary heritage
- reflect the history and interests of local communities
- include both primary (original) and secondary materials
- are shaped by feedback from our customers, our communities, collection data and trends.

### 5.2 We are committed to Mātauranga Māori (Māori knowledge)

This means Auckland Council Libraries:

- recognises the unique place of Māori as tangata whenua
- 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 Te Tiriti o Waitangi 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 Auckland Council Libraries:

- is guided by the International Federation of Library Associations and Institutions (IFLA) Statement on [Libraries and Intellectual Freedom](#), which states that *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*

- collects and makes available a wide range of materials, representing varying points of view. These may include controversial or unconventional ideas and subjects
- does not censor our collections based on ideological, political, or religious views or pressures
- assesses and places material into age-appropriate collections. Parents and caregivers are responsible for their child's selection and viewing of library materials
- advocates for the ongoing protection and expansion of customer access to digital content
- welcomes and takes seriously any feedback customers provide on our collections
- endorses the [\*\*LIANZA Statement on Freedom of Information 2020\*\*](#)
- endorses the International Federation of Library Associations and Institutions (IFLA) statements on [\*\*Privacy in the Library Environment\*\*](#) and [\*\*Libraries and Intellectual Freedom\*\*](#)
- endorses the [\*\*IFLA - UNESCO Public Library Manifesto 2022\*\*](#)
- complies with [\*\*Te Mana Whakaatu Classification Office\*\*](#) rulings and the [\*\*Films, Videos and Publications Act 1993\*\*](#)
- complies with the [\*\*Copyright Act 1994 and subsequent amendments : Guidelines for Librarians 2013.\*\*](#)

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

This means Auckland Council Libraries:

- maintains accountability for the strategic management of collections held at all our locations
- 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 taonga**

### **6.1 Selection criteria**

Auckland Council 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 Auckland community
- enhancing strengths and addressing gaps in the collection
- suitable library format
- appropriate quality and price.

We purchase multiple copies of items when there is current or anticipated customer demand.

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

Auckland Libraries' Heritage Collections have mainly been acquired through donations. Their selection criteria are focussed on the enhancement of these collections. These criteria are described in heritage collecting plans.

### **6.2 Collection donations**

- Auckland Council Libraries will accept donated works on the understanding that they will be included in the collection only if required and meet the collection criteria. Donations that do not meet the collection criteria will be disposed of.
- Auckland Council Libraries will officially acknowledge significant donations to the Heritage collections.

### **6.3 Collection evaluation**

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

#### **6.4 Storage and transfer**

- Auckland Council Libraries stores older items of lasting value, and items with ongoing demand.
- Auckland Council Libraries may transfer older items to Heritage collections.

#### **6.5 Deselection and disposal**

- Library staff have the delegated authority to dispose of library collection items according to our guidelines.
- Auckland Council Libraries follows the judgements from the Te Mana Whakaatu Classification Office in relation to banned and restricted titles. We do not censor our collections based on ideological, political, or religious views or pressures.
- Materials that are no longer required may be donated, sold, recycled, or otherwise disposed of.

#### **6.6 Preservation**

- Auckland Council Libraries is committed to the long-term preservation of the Heritage collections.
- Auckland Council Libraries balances the need for community access with its responsibility to preserve the Heritage collections for future generations.
- Auckland Council Libraries uses digitisation to provide sustainable access to heritage resources.
- Heritage collections are an appreciating asset and are valued on a regular basis.

#### **6.7 Processing**

- Current use items are processed according to guidelines that protect them and identify them as part of our collection.
- 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  |
|--|---|
| <p><a href="#"><u>The Auckland Plan 2050</u></a></p>                     | <p>The Auckland Plan 2050 sets the direction for how Auckland will grow and develop over the next 30 years. It responds to the key challenges we face today – high population growth, sharing prosperity among all Aucklanders, and reducing environmental damage.</p>  |
| <p><a href="#"><u>Long-term Plan 2024-2034 (10-year Budget)</u></a></p>  | <p>The Long-term Plan 2024-2034 sets out how Auckland Council will work to improve the daily lives of Aucklanders, and how this will be paid for over the next 10 years.</p> <p>The Long-Term Plan commits Auckland Council to <i>the continued provision of our library collection and digital services. Aucklanders are accessing information digitally and at pace. E-books and e-magazines represent an increasing amount of our total lending through library services. Auckland libraries will continue to provide access to a range of:</i></p> <ul style="list-style-type: none"> <li>• <i>information in both physical and digital resources to support reading, discovery, and participation</i></li> <li>• <i>collections, including children’s, heritage, Māori and Pacific collections.</i></li> </ul> |
| <p><b>Auckland Council Libraries Collections Plan</b><br/>(Internal)</p> | <p>Auckland Council Libraries Collection Development Policy informs the Collections Plan. The Collections 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.</p>   |

|   |   |
|---|---|
| <p><b>Draft Memorandum of Understanding: Definition of Council and Community Archives and Identification, review and transfer of collections between Auckland Council Archives and Auckland Council Libraries [2013]</b><br/>(Internal)</p> | <p>This memorandum of understanding between Auckland Council Archives and Auckland Council Libraries aims to define the meaning and scope of community archives, Council archives, Council publications and special collections as understood by Auckland Council Archives and Auckland Council Libraries. Further, it aims to identify the protocol for identification, review and transfer of existing community and Council archives between Auckland Council Archives and Auckland Council Libraries.</p> |
| <p><a href="#"><u>Grey Collection Exchange Act 1921</u></a></p>   | <p>This act covers the transfer of books and manuscripts presented by Sir George Grey between the Auckland Public Library (now Auckland Council Libraries) and the South African Public Library (now National Library of South Africa).</p>   |

## 8. Glossary | Kuputaka

### Assessment

The process of continuously evaluating the library collection is called collection assessment. The purpose of collection assessment is to assure that the library's collection meets the current needs of the community by providing reliable, up-to-date, and attractive materials and other information sources.

### 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.

### **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 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, electronic, or e-resources**

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

### **Heritage collection(s)**

An umbrella term used to refer to any collection or item of historical importance, which is retained permanently at Auckland Council Libraries' locations around the Auckland

region. Collection strengths include local history, family history, New Zealand, Māori, and Pacific resources, in a range of formats.

### **In-house use**

A term used to describe materials used only in the library and not taken out. See also Reference.

### **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.

### **Processing**

Processing means adding labels and tags to library items to identify and locate them, and coverings to protect them and increase longevity.

### **Reference (also known as ‘not for loan’)**

Not for loan items are those items that Auckland Council 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 general current use lending collections to the heritage collections.