

Collection Development Policy

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1. Upper Hutt City Library – Supporting an Informed, Connected and Resilient Community

The Library collects and maintains a wide range of informational, recreational and local history material for the benefit of the entire community. Access to the resources, both physical and digital, is provided through a wide range of programmes and services to enable all sectors of the community to benefit from them. Specific emphasis is given to providing services to those groups with the greatest need and least ability to independently access the Library. There is a strong emphasis on providing early literacy programmes and developing a love of reading in children. Support for lifelong learning is given through the provision of a wide range of programmes for adults. Barriers to physically accessing library services are addressed through the Library's website and outreach services.

2. Upper Hutt City and Community

Upper Hutt City covers an area of 540 km² and has a comparatively static population of approximately 40,000, with most concentrated in the relatively compact urban area. The 2013 Census shows that the city scores higher than the New Zealand average in almost every statistic. It has reasonable levels of employment, higher than average incomes, and high rates of home ownership. More than 79% of households have access to the Internet compared to the national average of 76.8%. The city's ethnic mix is 80% European, 13.3% Maori, 4.7% Pacific Island and 5.7% Asian. 15% of the community is over the age of 65 and 20% are under the age of 15.

3. Scope and Purpose of the Collection Development Policy

- To develop and manage the collection in order to maintain and continually seek to improve its quality, its relevance to current and future customer needs, and to minimise waste in current and long-term collection purchases.
- To maximise use of collection management information as the basis for effectively matching collection purchase to demand, thereby ensuring the collection is relevant to customer needs.

3.1 Definition of Collection

The term 'collection' includes all books, newspapers, magazines, maps, DVDs, music CDs, eBooks, audio books and electronic resources which can be made available as sources of education, information, and/or recreation for library users.

4. Funding

Upper Hutt City Library is funded by the Upper Hutt City Council through rates, and membership is free. The City Council's funding policy has determined that between 5% and 15% of costs incurred in providing library services should be recovered from library users. This is achieved through overdue charges, hold fees and rental charges for some audio-visual materials.

The allocation of funding for specific collections is reviewed annually, and takes into account the use patterns of the previous year, current level of material, and the special needs of particular areas, e.g. the need to ensure currency in areas such as technology.

5. Library Network

The Central Library serves as the primary resource and reference centre for the city. Its collections complement, support and enhance those of the Mobile and Pinehaven Libraries, both of which primarily provide recreational resources.

In addition to its own collections, Upper Hutt City Library is also a member of the National Library of New Zealand's Interloan scheme, the National Library of New Zealand's Audio Book bulk loan scheme, the EPIC (Electronic Purchasing in Collaboration) consortium, ePukapuka (Lower North Island eBook) consortium, and has a formal partnership with the Department of Statistics. These relationships allow our customers access to other libraries' collections, a wide variety of electronic resources including a large number of full text magazines, and current statistical information.

6. Collection Management

Collection Management includes:

- Conforming to the Collection Development Policy and working within budget limits.
- Maintaining an awareness of the use patterns of the collection in order to either build an area or deselect/reduce it to more accurately satisfy need.
- Utilising a range of selection criteria and methodologies that take note of collection development policies.
- Selecting in a managed fashion, to ensure balanced buying over the year.
- Ensuring new material is available to users in a timely fashion, e.g. items of topical interest are available for use when required.
- Monitoring the collection on a daily basis and ensuring any needed repairs are carried out.
- Deselecting stock objectively, in order to maintain an attractive, well balanced collection at a size appropriate to the constraints of the building in which it is housed.
- Ensuring the principles of the Treaty of Waitangi are adhered to.

6.1 Collection Management - Operational

6.1.1 Selection

Selection of library materials, whether purchased or donated, is based upon the informational, educational, recreational and professional needs of our customers but is limited by factors such as budget, space and content of existing collections.

6.1.2 General Criteria for Evaluation

Every item is considered in terms of its own merit and the audience for whom it is intended. The evaluation of materials is typically characterised by flexibility, open-mindedness and responsiveness

to the changing needs of our customers. There is no single standard that can be applied in all acquisition decisions. Selection focuses on the enhancement of existing collections to reflect:

- The relationship to the existing collection on the subject.
- A broad range of material, giving customers access to a range of viewpoints and formats.
- Currency and usage of existing stock.
- New or expanding areas of knowledge.
- Suitability of subject and style for the intended audience.
- Present and potential relevance to customer needs.
- Attention of critics, reviewers, and public.
- Suitability of format for library use.
- Part of a series already held.
- Expected level of usage.
- Prizes, awards or honours received.
- Value for money.

Criteria for the selection of appropriate stock for each collection vary. Adult non-fiction, for example, must be selected to be factual, accurate, and current. Picture books for young children on the other hand must be highly imaginative.

6.1.3 Selection Tools

Resources used to aid selection include suggestions from the public, trade and library magazines, publishers' and booksellers' catalogues in print and electronic media.

The Library sources most of its new acquisitions from vendors in the US, Australia and throughout New Zealand with the aim of giving the Upper Hutt community access to the widest possible range of material at the most competitive price. Suppliers are chosen on the basis of cost, discounts, range and scope of material offered, speed and reliability of delivery, and general customer service.

6.1.4 Public Input

The ability for the public to make suggestions to purchase is one that the Library highly values. The requests to purchase may be made on dedicated 'suggest to buy' cards, customer service feedback forms, and by letter or email. All material suggested for purchase is considered and acquired if it meets selection and budget guidelines.

'Collection Gap' cards are completed by staff at Library service points, providing useful advice on subjects for which information was required and was not available. These are considered and acquired if they meet selection guidelines.

6.1.5 Mending

All material needing repair is assessed by a selector who decides whether the item is worth repairing. If it is beyond repair but still has relevance in the collection, consideration may be given to obtaining a replacement title. If this is not possible, the item may be retained and moved to the Stack. Generally this will be the Lending Stack; however, particularly fragile items may be transferred to the Reference Stack.

General criteria applied to mending include:

- Spot mending (repairing loose/torn pages and re-covering) is only performed if the item still has value for the collection and the life of the book will be reasonably extended.
- Books are only rebound if they are expensive or not easily replaced and careful consideration is given to the cost of repair versus replacement.

6.2 Collection Management - Policies

6.2.1 Intellectual Freedom

Libraries are forums for the exchange of past and current information, ideas and knowledge. In order to fulfil this role they must provide resources presenting differing points of view on all issues, including controversial ones. The inclusion of material in the collections does not imply that the Library or its staff endorses those materials or the views expressed.

The Library supports the Library and Information Association of New Zealand Aotearoa's policy statement on Intellectual Freedom adopted in 2002 as reproduced in Appendix 1.

- Material will not be suppressed or removed simply because it gives offence.
- Items will not be marked or identified to show approval or disapproval of contents.
- Parents or guardians are responsible for their child's selection and use of resources. Material will not be inhibited by the possibility that it may inadvertently come into the possession or view of children.
- The Customer Service form provides an avenue for customers to express their views on all aspects of the Library's collections and services. All forms are responded to if requested.

6.2.2 Censorship

Library materials are provided without regard for the identity or background of their creators. Resources are not excluded on political, social, moral, or religious grounds, and are not removed because of the disapproval or pressure of individuals or community groups. However, the Library does not purchase material prohibited by law under the Films, Videos and Publications Classification Act 1993. This Act gives 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.*"

Where materials, e.g. DVDs and CDs are classified and restricted to certain age groups, customers are required to produce verification of their age before restricted items are issued. The items are clearly labelled with the restriction and the catalogue record is also noted.

6.2.3 Format

Resources are collected in print, including large print, and electronic formats. Where a choice exists, material is purchased in the format deemed most useful and acceptable to the Library's customers. The adoption of new formats is subject to careful evaluation of such factors as:

- Equipment and space considerations.
- Ease of use.
- Reliability.

- Durability.
- Replacement of obsolete formats or technologies.
- Level of demand.
- Cost.

When purchasing books and making the decision between hardback and paperback, consideration is given to the predicted shelf life of the title, the relative price of each format, and the additional processing and future mending costs required to prolong the shelf life. Usually hardback editions of titles that are likely to have high usage and be retained for a long time are preferred, with paperback editions generally being purchased as replacement titles when the hardback is out of print. Increasingly some titles are only being published in paperback. This is particularly true of New Zealand and Australian publications, and Children's fiction.

6.2.4 New Zealand Publications

The Library recognises not only the heritage value of New Zealand materials but also our customer's high level of interest in them. It therefore places a high priority on the purchase of New Zealand works in accordance with established selection criteria and available funding.

6.2.5 Multiple Copies

Multiple copies of the same title are acquired where the demand is strong, or for the purposes of long-term retention, or for other reasons such as when it is desirable for a title to be represented in different collections.

Past demand for the works of particular authors, public expectations and staff experience influence decisions about the number of copies to be purchased. The number of requests on a title may also be taken into consideration.

6.2.6 Donations

Acceptance of donated books, DVDs, and CDs are dependent upon the material meeting the same criteria for selection as new items. Generally, items that are not in a 'new' condition will not be retained unless they fulfil a particular need in the collection, e.g. completing a series already held.

All donated items are accepted on the understanding that if they are not considered suitable for the Library's collection they will be sold alongside other regularly withdrawn material. This means that the Library gets the benefit of the donation whether the item is added to the collection or not. All donations are accepted on the understanding that the donor acknowledges this condition.

6.2.7 Materials Not Purchased

There are very few types of books, or subject areas, which the Library does not provide. These exceptions do, however, include items that are out of print, very specialised, unable to be supplied by standard library suppliers, or where the Library has sufficient coverage of the subject matter. Much of this material may be available through Library Interloan.

Other items not considered for purchase include publications in a format not suitable for library use or lending, such as those with accompanying game pieces and card sets, or workbooks intended to be written in by users, or with perforated pages. Spiral bindings are avoided, except where the content cannot be covered by other sources.

6.2.8 Unsolicited Items

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

6.2.9 Foreign Language Material

The Library does not acquire foreign language material due to the current lack of demand by the Upper Hutt community. As additional demographic information related to ethnic diversity of the community becomes available, the Library will reassess its position in line with the Library's commitment to be responsive to the changing needs of the community.

6.2.10 Lending versus Not For Loan

The Library endeavours to make most of its resources available for loan. Any item that is not available for borrowing must meet at least one of the following criteria:

- High demand necessitates a copy or an additional copy of an item be available at all times.
- The content is of short term interest only, e.g. many Local and Central Government publications.
- It is rare or fragile.
- It is part of a special donated collection, e.g. the Jock McEwen Collection.

Because magazines are continuous publications they have a different criteria and may change loan status depending on the currency and long term value of the content. Other items that may temporarily be set to 'not for loan' include those required for Library programmes or displays.

6.3 Deselection/Replacement

6.3.1 Deselection (Weeding)

All collections are regularly assessed for material that may need to be withdrawn and considered for replacement. Deselection criteria include:

- Total number of issues since acquisition date.
- Number of recent issues.
- Currency (if content is outdated it may have become incorrect).
- Appearance (dirty pages, weakened spine, dated look of illustrations).
- Practicality and cost of repair.
- Number of duplicates or books on the topic.
- Time elapsed since last transaction date.
- Status as a recognised classic work.
- Expected future use.
- Available space (users find it difficult to locate useful materials when the collection is overcrowded with outdated, unattractive and irrelevant materials).

Exceptions to the above criteria are:

- Material not likely to become outdated.

- Resources on a subject not found elsewhere in the collection, and where a replacement is unavailable.

6.3.2 Disposal

Materials withdrawn from the collection are generally sold at bi-monthly book sales (at a range of prices); exceptions include items in an exceptionally poor state of repair which are thrown out. Alternatively, items that could have a reasonable resale value may be listed online. Unsold children's titles are considered for donation to local schools.

For practical reasons it is not possible to tag material for purchase by individual members of the public. Library staff do, however, assist customers to determine the commercial availability of required items if requested.

6.3.3 Replacement

While the Library tries to maintain a wide selection of material, items withdrawn due to loss or damage are not automatically replaced. Decisions concerning replacement of individual titles are based on the following:

- Current demand.
- The continuing need for duplicate copies.
- Status as a standard or classic work.
- Currency.
- Other material within the collection on the same subject.
- Whether it is part of a series.
- Cost and availability of a replacement.
- The cost effectiveness of repair.

7. Collections

In addition to the general criteria as described earlier for the selection and maintenance of Library Collections, each individual area has its own unique characteristics for its development and ongoing management.

7.1 Adult Book Collections

7.1.1 Fiction

Fiction provides for a very wide range of tastes, interests and reading levels. Literary fiction is often an important part of recorded human achievement, offering enduring works containing profound social comment or observations of the era in which the works were written. Other fiction may be written to a publisher's profit-driven formula, and most falls within these two extremes; it also ranges from the extremely realistic to the highly imaginative. Fiction can provide a view to understanding other lives, other times, other cultures and other places; conveying some aspects of human experience in ways otherwise not achievable. Because of its educational, inspirational, and recreational value, fiction forms a very important part of the Library's Collection.

With the Library's commitment to ensuring that customers can easily access the type of material they desire, fiction with a predominant theme are separated into four main sections:

General Fiction

General fiction includes literary titles alongside genres such as Christian Fiction, Historical Fiction, Westerns, and ChickLit.

Thrillers

Contained within the Thriller collection are Legal stories, Detective and mystery stories, Horror, and Suspense.

Science Fiction and Fantasy

The Science Fiction and Fantasy collection contain a mixture of Science Fiction, Fantasy, and Supernatural stories.

Romances

This collection is predominantly made up of Mills & Boon romances.

Selection Criteria

The Library endeavours to maintain a wide range of bestselling and popular novels as well as enduring works, titles by new and local authors, award winning fiction and New Zealand content. A criterion for selection includes, but is not necessarily limited to, the following:

- Popularity of author.
- Inclusion in a series already held.
- Vitality and originality.
- Sustained public interest in the genre.
- Literary importance.
- New Zealand content or relevance.
- Favourable reviews.
- Revival in popularity of an older work (often connected with films or television series).

Format

Hardback is the preferred format for fiction items of high demand for reasons of durability, though increasingly many titles are only being published in paperback. A recent development has been the introduction of eBooks. The selection criterion for these is the same as for other fiction items.

Stack

Books within series that remain popular but are generally 'worn out' and unattractive to retain on the public shelves, are housed in the Workroom Stack Collection. These items can be located on the Library catalogue and retrieved by staff for customers to borrow.

7.1.2 Large Print

The Library provides Large Print editions of popular fiction and non-fiction titles primarily for customers who are unable to read standard print, although the collection may be used by anyone.

The composition of the collection is predominantly fiction with a small amount of non-fiction (most of which is biographical), mirroring the publication patterns of the few publishers producing material in this format.

Selection Criteria

Popularity of authors and genres is the primary selection criteria for Large Print. When possible, bestselling titles are also selected in large print.

Format

A mix of hardback and paperback titles is acquired for this collection. Hardbacks have the advantage of greater durability, but paperbacks are lighter and generally easier to handle for many customers.

7.1.3 Non-fiction

The non-fiction Collection is intended to enrich the cultural and recreational life of the community by providing easy access to resources for life-long learning, personal and career development, and recreational interests. The Library strives to offer the widest range of information, knowledge, and opinion; and cater for the diverse needs and reading levels of its customers.

In general, the adult non-fiction Collection is aimed at a general readership level. While there are some volumes that are for the specialist/enthusiast, this is only the case where historical usage has indicated a demand, or they are recognised classics, e.g. *The dialogues of Plato*. As a general rule textbooks are not considered for purchase unless they have a broad readership appeal.

The Library attempts to select materials that represent a range of viewpoints and endeavours to exercise impartiality in selection decisions. The collection aims to represent as many sides of controversial issues as budget, space and availability of materials allow.

Emphasis and priority is given to material with New Zealand content, perspective or author.

In order to provide easier access and user-friendly browsing, books and magazines of similar interest are shelved together (similar to retail book stores). The collection is organised into nine sections ('living rooms') complete with graphic spine labels to indicate topics.

Biographies

These are true accounts of a person's life or a group of people's lives. To assist with access to individual subject interests, Dewey decimal classification numbers group subject biographies together, e.g. actors in the 790s.

Countries

Items in this section include books about various countries, travel books, travelogues, guidebooks, geography, history, and disasters, both natural and man-made.

Health and Well-being

Resources cover various aspects of 'self-help' to enhance or improve one's physical, emotional and social well-being. This assortment of easy-to use materials includes information about personal relationships, body image, personal grooming, health, fitness and mental health.

Home and Garden

This section has materials about gardening, cooking, home improvement, hobbies and arts and crafts.

Maori

The Library promotes cultural awareness through this collection to help satisfy the desire of customers to understand and appreciate New Zealand's unique Maori heritage. This collection brings together material on a wide range of subjects pertaining to Maori and includes both historic and contemporary works written about Maori in English and Te Reo.

Military and Transport

This section contains materials about war, warfare, and weapons. It also includes cars, trains, aeroplanes, ships, motor bikes and other forms of transportation.

Parenting

The Parenting section covers all aspects of parenting from prenatal to young adult. Included in this section are materials about nutrition for youth, sex, drugs, dating, school work, and relationships. Also included are items about child development, psychology, and interior decorating for children.

Upper Hutt and Wellington

This section covers all aspects of life in our region, from Horowhenua to the Cook Strait, including the Wairarapa.

General Non-fiction

All resources that do not fit into the other categories are shelved in the general area, within their respective subjects. A small collection of English as a Second Language fiction readers are housed within this section.

Selection Criteria

All of the following criteria are considered when selecting Non-fiction:

- Currency of the information.
- New Zealand content or relevance.
- Comprehensiveness and depth of treatment.
- Clarity, accuracy and logic of presentation.
- Authority of author.
- Contribution to subject balance of the entire collection.
- Quality of the item's presentation of the subject, such as illustrations and instructional information where appropriate.
- Intended readership level.
- Popular demand.
- Local interest.
- Format.
- Reviews.
- Cost.

Format

The non-fiction Collection does not have the same level of use as the fiction collections; therefore, there is generally not the same need for items to have a high standard of durability. Many subjects also become

quickly outdated, e.g. travel guides and technology. It is therefore more cost effective to purchase these items in paperback format than expose the Library to the additional costs of a hardback edition that is only intended for a short life span. At the other end of the spectrum, subjects such as Art and Historical works will retain their currency for a long period of time and need to be considered for purchase in hardback form.

Contained in the non-fiction Collection are a small number of items in audio-visual formats. These often provide a different perspective on a subject, or may offer a more appropriate form of instruction, e.g. films of Shakespeare's plays or language instruction. Selection criteria remain the same for these formats as for books in this collection.

Stack

The Workroom Stack contains material that still has relevancy within the collection, but is in poor condition and unable to be replaced. These items are identifiable on the Library's catalogue and available for loan on request to staff.

7.1.4 Community Archive

The Library does not have a separate Local History Collection, but does endeavour to hold copies of published works relating to Upper Hutt, and the greater Wellington area, in both its Lending and Reference Collections. In addition, reports, discussion documents and annual plans with Upper Hutt relevance are available for perusal in the Reference area.

A separate Community Archive Collection has been established to:

- Provide a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the Upper Hutt City region.
- Material contained within the Community Archive are: photos, minutes, maps (such as those in brochures), audio, video, newspapers, memoirs, ephemera, unpublished manuscripts, newsletters and published works (including but not limited to centenary booklets, school magazines). Priority is given to material that is not held anywhere else (other libraries or archives). All material must be Upper Hutt specific and of historical significance to the area.
- Collect, preserve and make accessible these resources, and, where possible, provide them in a digital format.
- Act as custodian for the archives of community organisations in Upper Hutt.
- Act as a referral point for researchers to other sources of material both within and outside the collection area.
- The Community Archive does not include: official Council documents, newspapers from other areas, artworks, artefacts, financial material (unless it has an obvious connection to other material held) or multiple copies of materials.

The Community Archive has its own Heritage Collection Development Policy.

The resources held within the Community Archive are accessioned and maintained according to established archival procedures. Description and location details are captured on a standalone database that users can access through the Library's website.

7.1.5 Magazines

The Library's Magazine Collection consists of both physical and electronic magazines. It supports the aims of providing recreational, informational and educational resources for our customers. The lending collection comprises publications selected to provide a balance between a wide range of general, popular and special interest magazines. The value of each title within the collection is reviewed when its subscription is due for renewal, and may be considered for replacement if its usage is low or the magazine has been superseded

by a superior publication. Regard is also given to new titles suggested by customers in line with the Library's general selection criteria.

7.1.6 Newspapers

As newspapers are a primary source of written information on current events and contain a broad range of news on a wide variety of topics, the Library subscribes to the main National dailies and newspapers from the Wellington region. These publications are held for two months due to space limitations. Digital access to both international and national newspapers is provided by the Library's subscription to Press Display and the Australia/New Zealand Reference Centre databases.

The Upper Hutt Leader is bound and held indefinitely within the Archives Collection and earlier editions are available to be viewed digitally through the Upper Hutt Newspaper Archive database.

7.1.7 Reference

As with other public libraries, the Reference Collection exists to make relevant community information available at all times. Items are not available for loan as it is appropriate that they are always available for use in the Library. Essential items included within the Reference Collection are:

- A selection of general world, national and specialised (e.g. historical) atlases, including road atlases and street maps for New Zealand; a full set of New Zealand topographical maps supplement the New Zealand Atlases.
- A full set of New Zealand telephone books and Electoral Rolls are among the most well used items within the Reference Collection.
- A comprehensive collection of current Upper Hutt City Council official documents is available for perusal, including agendas and minutes of council meetings, proposed Resource Consents, Annual Plans and City Bylaws.

Digital Resources

The Library recognises that it is often difficult to locate significant and reliable information through search engines; therefore the Library provides access to subscription databases that are chosen for their information value.

Reference Stack

Since the Library's inception it has acquired, often through donation, a number of items of New Zealand interest. Generally in poor physical condition, many of these works have local or historical relevance making their retention worthwhile.

Other material housed in the Reference Stack Collection includes items that are either irreplaceable, or their value or condition prevent them from being placed on the open shelves.

Jock McEwen Collection

The Library is honoured to hold a collection of books and journals donated by the late Jock McEwen, historian, Kaumatua of Orongomai Marae and renowned carver. Jock spent most of his life researching and studying Maori and Polynesian culture and genealogies. This collection is a reflection of his lifelong interest. He has given the people of Upper Hutt a precious gift which the Library is committed to making available as Reference material for people studying Maori and Polynesian life/culture, or researching their whakapapa.

The collection consists of nearly 400 books, indexes, and an almost complete set of the Journal of Polynesian Society from 1892 to 1998. The special value of this collection means that it is housed

within the closed stack area of the Library, and items may be collected for users by staff, for use only within the Library.

7.2 Audio-visual Collections

The Library aims to provide materials in audio-visual formats to supplement print collections by providing aural and visual enhancement. Some items are chosen for their usefulness or appeal to people who cannot read print easily.

There is no intention to compete with local businesses such as DVD rental stores by providing large numbers of current feature films. Rather the Library seeks to provide a different collection focus by combining broad appeal with an emphasis on cultural and educational value.

The collections do not aim to be comprehensive for any particular type of material, or for any long-term retention. Subject coverage is intended to be broad, general and balanced. Some items of a purely informational or educational aim are free to loan and placed with the books in the non-fiction sequences, e.g. language CDs.

Issues of this material are made on the basis that the items will be used in home settings and not used in public performances.

Formats

Materials are purchased in formats which are considered to be current and which the relevant equipment is commonly held by our customers. New formats are considered carefully with regard to their durability, cost, expected longevity, their suitability for inclusion in the Library's collections, and public demand.

Material in some formats is no longer collected, because the formats have been superseded by others now in more general use, or because of declining demand. Specifically excluded from further acquisition are items which include art prints, posters, records, audio cassettes and video recordings.

7.2.1 Audio Books

The aim of this collection is to provide audio versions of popular fiction and non-fiction. Full-length and abridged recordings are held, with emphasis given to the quality of the reading and recording. This collection is supplemented on a regular basis by bulk loans from the National Library of New Zealand.

7.2.2 Compact Discs

The Compact Disc collection aims to represent a range of popular music, particularly New Zealand recordings. In addition to pop and rock, classical, jazz and country music with wide appeal is purchased.

7.2.3 DVDs

As well as providing popular entertainment, the DVDs cover a wide subject area including children's material, drama and documentaries.

Selection criteria include:

Children's

- Quality and delivery of educational content.
- Appropriateness to the developmental stages of children.
- Appeal and topicality.
- New Zealand content.

- Public demand.
- Quality of format and reproduction.

Adults

- Dramatisation of published works.
- Awards.
- New Zealand content.
- Likely appeal for sustained long term use.
- Quality of format and reproduction.
- Breadth of appeal.
- Public demand.

7.3 Graphic Novels

Graphic novels are similar to comic books because they use sequential art to tell a story. Unlike comic books, graphic novels are generally stand-alone stories with more complex plots. Collections of short stories that have been previously published as individual comic books are also considered graphic novels.

When selecting graphic novels particular consideration is given to:

- The popularity of the title.
- Visual appeal.
- Recommendations from Library customers and the graphic novel industry.

7.4 Children's Collections

The Children's Collections aim to provide the widest possible selection of high-quality resources to assist the learning, development, and recreation of children and young people. They seek to assist in the development of the skills required for fluent reading, to foster a love of literature and learning, to stimulate the imagination, the creative use of language, the appreciation of art, and enhance critical thinking faculties.

In addition to their use by children, the collections are also used by pre-school, primary and secondary school teachers, parents who home-school and by other adults including those with special needs. The needs of children, however, are paramount in making collection decisions.

These collections do not aim to provide school textbooks, or other materials designed especially for classroom use, but do take account of prevalent curriculum topics.

7.4.1 Children's Fiction

Providing a wide range of recreational reading aimed at varying levels of reading maturity and interest, this collection is intended to encourage children to enjoy reading, refine their skills, and stimulate creativity and imagination.

A strong emphasis on New Zealand authors is necessary to reflect New Zealand culture. A wide range of international authors is also selected. While quality content is preferred with classic authors and award winners being purchased, high volume popular series are also chosen for their ability to attract the more reluctant readers.

Children's fiction incorporates works at a range of levels to meet the developing reading skills and interests of the child to guide them through to subsequent reading levels. To assist customers in their selection of material at an appropriate reading level, the fiction collection is divided into three distinct groupings:

- The Tadpole Collection for the first level of new reader.
- Leapfrogs for newly independent readers wanting their first chapter books.
- Children's fiction for the more advanced reader.

Selection criteria

In addition to the Library's general criteria for evaluation, special consideration is given to:

- The requirements of children of different ages.
- Precision and clarity of language.
- The size of the print.
- Themes of special appeal to children, e.g. adventure, fantasy, humour, life situations.
- New Zealand content.
- Visual and/or topical appeal of the book.
- Quality of illustrations if relevant, e.g. sophisticated picture books.

Format

Paperback titles are predominantly purchased for this collection due primarily to this format being published in far greater numbers. The durability of hardbacks means that they are preferred for classic titles.

7.4.2 Picture Books

This collection aims to provide materials to meet the developmental needs of children from infancy to early primary school years in books suitable to read aloud.

The range of picture books enables the sharing of stories, rhyme and information at levels appropriate to these age groups, including board books for the very young. Titles must be visually appealing and well-designed giving equal emphasis to text and illustration. A mix of award winners, quality titles and high appeal mass-market titles are bought.

Selection Criteria

In addition to the Library's general criteria for evaluation, special consideration is given to:

- Visual appeal of the book.
- The requirement for the illustrations and text to be given equal weight/importance.
- Rhyme, rhythm and simplicity of the text.
- Use of repetition.
- The promotion of shared reading.
- The use of the "what happens next" scenario.
- Author prominence.
- Appropriate use of both text and illustrations to the intended readership level.

Format

When possible, hardback editions of Picture Books are chosen for their ability to withstand the demands of the Library's youngest customers. Novelty books, such as those with stickers or 'pop-up' pages are not purchased.

7.4.3 Children's Non-fiction

The purpose of this collection is to provide informational, educational and recreational titles that will satisfy a child's curiosity and stimulate their drive to learn.

Every effort is made to provide current and relevant materials that introduce and define a wide range of subjects. The collection is intended to support general inquiries and information at a popular level. Some titles will provide children with a further resource to satisfy curiosity generated by subjects studied at school and outside interests.

Recreational titles selected are those that are visually appealing and that cover high interest topics, e.g. jokes, magic tricks, sport, etc.

Material must have high quality content, format and expression. It must be suited to the various developmental levels, reading abilities and subject interests of children. New Zealand content is given a priority.

Titles should be accurate, attractive in layout, highly readable, current and dynamic. They must be appropriate without over simplification or generalization. Books are preferred which provide information access points, e.g. index, table of contents and glossary as these aid the development of information literacy.

Reluctant readers are catered for by the provision of high interest/low vocabulary books, specifically chosen because of their visual appeal. These titles often have the appearance of magazines with highly illustrated content both factual and fictional.

Selection criteria

In addition to the Library's general criteria for evaluation, special consideration is given to:

- Visual appeal, e.g. appropriate use of diagrams and illustrations.
- Currency and accuracy of the information.
- Relevance and topicality of content.
- Requirements of children of differing ages, resulting in numerous items on the same subject needing to be purchased to meet the wide range of educational and maturity levels.
- New Zealand content.
- Precision and clarity of language.
- Inclusion of contents, glossaries and indexes.

Format

For items likely to have high usage, hardback material is preferred. Locally published material is generally in paperback only, necessitating the purchase of larger numbers of multiple copies to enhance the life of the books.

7.4.4 Children's Maori Collection

As with the Adult Maori Collections, this collection aims to help children understand and appreciate their own cultural heritage and that of others, by bringing together both fiction and non-fiction resources pertaining to Maori.

The selection criteria for this collection is the same as that for other children's material, but must also include both historic and contemporary works written about Maori in English and/or Te Reo. In response to customer demand, it is particularly strong in the areas of mythology and Te Reo new readers.

7.4.5 Children's Pacific Island Collection

As with the Children's Maori Collection, this collection aims to help children understand the Pacific Island cultural heritage and brings together resources pertaining to Pacific Island culture. Included in this collection are books that assist the new reader in various Pacific Island languages.

7.4.6 Children's Puzzle Books

Also known as 'Boredom Busters', these books are designed to attract a wide range of readers including the most reluctant. The Children's Puzzle books are highly visual and appeal to all ages. All have some form of puzzle to solve, ranging from intricate mazes, to locating obscure objects within large pictorial scenes.

7.5 Teen Collections

Material in these collections is primarily aimed at young adults aged from 13 to 17, although it is available for use by anyone.

Young adults, like other Library users, are individuals with varied interests, knowledge, attitudes, experiences and problems. Young people use libraries to seek recreational and informational materials for personal needs, and to complete school assignments.

7.5.1 Fiction

This collection aims to provide a wide range of recreational reading material to provide for the varying levels of reading maturity, interests and concerns of teenagers.

A strong emphasis is given to New Zealand authors to reflect New Zealand culture; however a wide range of international authors is also selected. All themes and genres as appropriate to the age group are included. Quality content is preferred with classic authors and award winners being purchased, however high interest 'popular' material and series titles are also included. The collection incorporates a range of reading levels to encourage movement into the adult collections.

Selection Criteria

In addition to the Library's general criteria for evaluation, special consideration is given to:

- Visual appeal.
- Relevance of issues to teenagers.
- Age of the protagonist.
- Themes of interest to teenagers, e.g. fantasy, adventure, etc.
- New Zealand content.

Format

A range of paperback and hardback titles are chosen, while acknowledging that paperback is the preferred format for these users.

7.5.2 Magazines

As well as being popular and visually appealing, magazines provide information on a wide range of topics, and selected on the basis of their topicality and general appeal to teenagers.

7.5.3 Non-fiction

This collection predominantly provides material on subjects of particular importance and interest to teenagers, e.g. relationships, health, life skills, career guidance, etc., along with some recreational reading. In addition to the Adult Non-fiction Collection, this collection provides resources for homework and assignments, with the material being specifically directed at secondary school age students. Of critical importance is the provision of current/topical and accurate information, and the need to ensure that the content is visually appealing to teenagers.

Selection criteria

In addition to the Library's general criteria for evaluation, special consideration is given to:

- Visual appeal.
- Relevancy of issues.
- Currency/topicality and accuracy of information.
- New Zealand content.
- Inclusion of contents, glossaries and indexes.

Format

Few publishers offer any variety of choice for this material, so format is not a major consideration if the other selection criteria are met.

7.6 Comics

Blending words and images to create an often complex narrative, these form a popular part of the collection and will often encourage the reluctant reader into more literary works. Due to the popularity of Manga, several highly recommended series are held.

When selecting graphic material particular consideration is given to:

- The popularity of the theme or characters.
- Visual appeal.
- Selecting a variety of material so that all ages are catered for.

7.7 Branch Libraries

Neither the Mobile nor Pinehaven Libraries have material purchased for their sole use and permanent retention. Instead, both branches are stocked on a rotating basis with material from the Central Library. This is intended to ensure that users of these branches are continually offered a wide and varying selection

of resources. Collections are monitored frequently and any items that have not circulated within three months are returned to the Central Library.

The size of the collections available at both the branches is obviously limited by the available physical space. Therefore, in addition to the general rotation outlined above, specific items will be taken to the branches to meet individual customer need and returned to the Central Library when no longer required.

7.7.1 Mobile

The Mobile Library's primary role is to provide service for those members of the community with limited mobility. This translates to the majority of the Mobile's customers being either children or elderly, therefore requiring the provision of resources for these sectors of the community. This is achieved through the selection of a wide range of children's material, and emphasis on recreational reading, both standard and large print, for adults.

7.7.2 Pinehaven

The Pinehaven Library is the result of a community driven initiative when Pinehaven was relatively isolated and transportation was somewhat limited. It is still used today by a cross-section of the local Pinehaven community and surrounding areas, particularly families with children, but comparatively few older adults. This has resulted in a collection similar to the Mobile Library, but with a slightly different mix of informational resources, including the provision of a small Reference Collection.

8. Statement of Responsibility

The responsibility for reviewing and maintaining the Collection Development Policy rests with the Content Team Leader.

Ongoing management of collections expenditure rests with the Content Team Leader, in conjunction with the Library Manager.

The responsibility for selection, maintenance, mending, withdrawal, and disposal of items in the Upper Hutt City Library Collection rests with the Content Team members. Recommendation of items for selection, acquisition, and withdrawal (and purchase of selected items) is an ongoing process, with input from all library team members and final authority resting with the Content Team Leader.

Appendix 1

LIANZA Statement on Intellectual Freedom

Upper Hutt City Library endorses the LIANZA Statement on *Intellectual Freedom* as reproduced below:

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

- 1. Society creates libraries as institutions to store and make available knowledge, information, 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; or because of who the author; 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.*

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