



# Rotorua Library

## Collections Policy

*Inspiring the hearts and minds of Rotorua through knowledge and innovative conversations.*

### Purpose

This policy is intended to:

- Guide the development and management of Rotorua Library's collections
- Define the Library's legal requirements and responsibilities
- Inform customers on how the collections are developed and managed

### Scope

This policy applies to all of the collections held at Rotorua Library and the online resources. The policy will be reviewed for currency and relevance every 3 years.

### Principles of the Policy

- Mātauranga Māori will be reflected in the investment made in the breadth and richness of collections to promote te reo Māori and to provide access to Māori knowledge, heritage and identity for Māori and for everyone who seeks this information through the library.
- Our primary task is to select, provide and maintain collections to serve the popular and educational reading and information needs of Rotorua's diverse community.
- To deliver and provide equitable access to qualitative and culturally relevant print and digitally connective collections both within the building and outside its walls.
- A commitment to supporting collaborative procurement contracts of print, e-collection and online databases in partnership with National Library, Bay Of Plenty Regional Libraries and other interested parties.
- Ensuring financial accountability through the utilisation of measurable evidence based usage statistics in conjunction with customer consultation.
- To provide information and guidelines for staff and library users on how our collections are created, developed and maintained.
- Defining the legislative compliance requirements as it relates to Rotorua Library.



## Policy guidelines

### Access

- Ensuring 'discovery' pathways into collection resources embedded into our Library Management system 'Enterprise catalogue' and library website in formats required by the user in the most convenient manner possible.
- Provide for knowledgeable and skilled staff to navigate and inform library users of Rotorua Library's information discovery content and recreational collections.
- The collections will be managed in line with relevant legislation including classification, censorship and copyright. The library supports the principles of freedom of information and freedom of choice and endorses the Library and Information Association of New Zealand Aotearoa (LIANZA) statements on Access to Information and Intellectual Freedom.
- The library assesses and places material into age appropriate collections. Responsibility for a child's selection and use of materials and resources rests with the parents or caregivers.
- Complaints regarding the inclusion or 'omission' of certain items in the library collection will be managed by the Business and Development Support Lead.
- The Library endorses the Library and Information Association of New Zealand Aotearoa (LIANZA) statement on Access to Information <http://lianza.org.nz/about/what-we-do/advocacy/lscfoi/>
- The Library is guided by the International Federation of Library Associations and Institutions Statutes <http://www.ifla.org/files/assets/hq/ifla-statutes-en.pdf> and the UNESCO Public Manifesto <http://www.unesco.org/webworld/libraries/manifestos/libraman.html>
- The Library complies with the Films, Videos and Publications Act 1993 <http://www.legislation.govt.nz/act/public/1993/0094/latest/DLM312895.html>
- The Library complies with the Copyright Act 1994 and subsequent amendments <http://www.legislation.govt.nz/act/public/1994/0143/latest/DLM345634.html>

### Financial Management

- Rotorua Library is funded by the Rotorua Lakes Council through rates, as detailed in Rotorua Lakes Council's Long-term Plan. Funding for the collections is part of the Library's budget.
- The collections budget is allocated with consideration paid to usage patterns, customer survey results and account statistical information. The annual budget is reviewed regularly and funds may be re-allocated to accommodate changing needs.



- The library seeks to provide materials in the most efficient, timely, and cost-effective manner possible.
- All collections are free to borrow with the exception of our 'value added' rental collections: Adult magazines, New Releases, Children's and Adult popular DVD's.

## **Purchase of Library Materials**

- Selection, cataloguing, processing and supply of print and e collections for the BOP Regional Library group consisting of Rotorua, Western Bay of Plenty, Whakatane, Taupō and Kawerau Libraries is outsourced to selected library suppliers via a tender process to provide the best value and quality collections for our customers.

### **Selection**

- The selection of digital resources requires qualitative measures, subjective evaluations by specialised and experienced library staff. Content needs to be authoritative, concise, up-to-date and relevant to the NZ curriculum with strong New Zealand content where appropriate. The platform should be easy to navigate and use and suitable for a range of reading and learning abilities. Applicable to both open source free to use and subscription databases.
- Print, audio visual, e-book, and e-audio collections are selected by our library suppliers using library collection content criteria guides. The library utilises an evidence based model for selection. Library suppliers are regularly provided with lending and usage statistics as well as reports of discarded material that has remained 'dormant' on the shelves. Community demographics, special focus subject areas, key collection drivers are also supplied.
- Customer feedback may also be reported back to the suppliers, especially important in the provision of popular fiction and subject non-fiction material.

### **Suggestions for Purchase**

- Patron driven acquisition offers customer access to library supplier catalogues to request items that are not already available in the library collections.
- All recommendations are considered in accordance with library collection content criteria guides.
- Being responsive to customer selection in this way allows all library users to be represented regardless of how actively involved they are with the library.

## **Donations**

The library will accept donated works on the understanding that:

- They will be included in the collection only if required and if they meet the collection criteria.
- Donations that do not meet the collection criteria will be disposed of at the library's discretion, or given to the Rotorua Friends of the Library group for sale.
- Donations, once added to the collection, are managed like all other material and are subject to the same conditions of loan, use and retention



## Collection evaluation

- Rotorua Library's collections are regularly assessed in respect to their usage, age, relevance and condition. Assessment is managed as part of an ongoing process for both print and digital collections and provides a baseline for collection planning and budget analysis.
- Usage of electronic resources statistics is reviewed annually when subscriptions are due for renewal.
- Circulation statistics by subject or format are produced monthly.
- The library believes a user centred approach is also important. Customers are routinely surveyed online for their feedback and usage of collections.

### De-selection

- E-audiobooks and e-books have a depreciation life of 3 years but are retained indefinitely, unless the collection content determines withdrawal after 3 years or the licence for the title expires.
- Materials will generally be withdrawn from the Library when the item is no longer appropriate in the collection. This includes items not issuing regularly, superseded by more recent editions, are damaged or tatty in appearance

### Options for disposal of withdrawn stock:

- Sale in the Library or through Friends of the Library book sales.
- Free disposal to community groups, institutions or other libraries.
- Recycled or otherwise disposed of, e.g. badly damaged items.