

WAIPĀ DISTRICT LIBRARIES

COLLECTION DEVELOPMENT PLAN 2025



WAIPA
DISTRICT
LIBRARIES

Collection Development Plan 2025

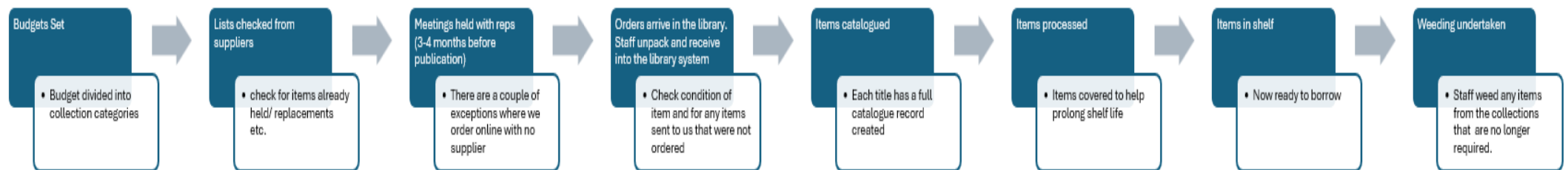
This collection management plan sets out the criteria to be used in selecting, maintaining and withdrawing material. It includes instructions to be followed when dealing with donations, recommendations for purchase, and complaints about items included/not included in the libraries' collection. It is designed as a statement that can serve as a planning, informational and training document for library staff and library users.

The collection management plan will be reviewed every three years by the Library Team Leader and/or Library Supervisors.

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Basic flowchart for collection management



Responsibility for collection management

The Libraries Team Leader is responsible for budget allocation and for oversight of collection management. The majority of library stock selection and purchase is carried out by the Team Leader and Library Supervisors. Stock de-selection or weeding is carried out by experienced library staff in consultation with the Library Team Leader or Library Supervisors.

Budgets

The libraries operate to set budgets; this includes our purchases for both physical and electronic titles. At all times purchases must be made within these set budgets.

As the beginning of each financial year (1 July – 30 June) the physical collection budget is separated into different sections to ensure a variety of collection items are purchased. These include:

- Adult fiction
- Adult non-fiction
- Teenage
- Children's fiction
- Children's non-fiction
- Large print (across all ages)
- Non-book (e.g. audio books, jigsaw puzzles, boardgames, library of things etc.)

Budgeted amounts in each collection type are different to take into account price differences between the collections, for example adult non-fiction on average cost almost twice as much as children's non-fiction. We also take into account usage in each collection which is monitored monthly/yearly and the number of people who are members of the library and what age brackets our patrons fall into; this is done to ensure our collection numbers match the demographics of Waipā.

Bicultural statement

Waipā Public Libraries recognises the unique place of Māori as the indigenous people of Aotearoa - New Zealand and reflects this in a bicultural approach to the library collections wherever possible.

Selection criteria

Waipā District Libraries base their selection criteria for the library collections on the Standards for New Zealand Public Libraries by LIANZA.¹

Resources within the collection should cover the widest possible range of subjects to meet the community's information, educational, recreational and cultural needs.

Resources may be provided in any medium appropriate to the community being served. Print, audiovisual and electronic formats should be represented. The focus should be on providing the best possible information in the most appropriate format.

Items should be purchased with community demand in mind, while some people will want a particular book in the collection this book may be of interest only to a small group of people in Waipā. In these

¹ Library and Information Association of New Zealand Aotearoa (LIANZA). *Standards for New Zealand Public Libraries*, Revised Edition, 2004.

cases, using the interloan system is probably the best option (more information on interloans can be found on page 3).

Resources should provide appropriate breadth and depth of coverage, include standard works and recent publications, and represent divergent viewpoints on all issues. The libraries need to provide a range of content that meets the needs of the diverse interests of all parts of the communities we serve.

Due to the diverse nature of our communities the libraries may hold items that some individuals will deem offensive. These individuals are more than welcome to raise their concerns with library staff. If they feel their complaint is not resolved, they can make an official complaint around a specific title. If this happens the complaints procedure will be followed. At all times the individual must understand the final say on the title will be with the Library Team Leader/Supervisors (process for complaints can be found in Appendix 3).

The libraries will do their best to make sure they do not purchase items that promote disinformation. Disinformation is any information proven (by multiple trusted sources) to be incorrect or that promote dangerous information.

Waipā District Libraries endorse the Library and Information Association of New Zealand Aotearoa (LIANZA) Statement on Intellectual Freedom as reproduced in Appendix 1.

Waipā District Libraries maintain that it is the responsibility of parents or caregivers to monitor the materials their children borrow from the libraries. Selection of library resources will not be restricted by the possibility that children may obtain or view them. This is especially important to note now patrons can use the self-issue kiosks or the Waipā District Libraries app to borrow material without seeing a staff member.

The libraries check regularly with the Office of Film and Literature Classification to make sure all the items in the collections meet legal requirements.

Suppliers of any item purchased must be set up as a supplier in the electronic purchasing system and a purchase order number provided to the supplier that must be included on the invoice for ease of payment.

Material will be purchased if it is in either English or Te Reo Māori. Material written in other languages will be looked at and purchased on a case-by-case scenario when it is deemed there is enough demand for this. Material in other languages can be found in some of the libraries online databases e.g. Hoopla and CloudLibrary.

Items being considered for purchase are evaluated with several factors in mind, including:

- Relationship to existing materials in the collection
- Currency/accuracy of material
- Reliability of content
- Appropriateness and relevance of content and/or style to the library's users
- Proven or potential interest to the library's users
- Awareness of new and developing areas of interest and information
- Expected usage levels
- Appropriate medium – print, digital

- Reviews
- Format and durability
- Part of a series already held by the library
- Popularity of author/genre
- Literary importance
- Originality
- Any awards won
- Awareness of new and developing areas of interest
- Cost
- Cultural appropriateness.

In addition, library materials may be made available to users of other New Zealand and worldwide libraries through inter-library loan (interloan). However, relevance and suitability to the local community must be the main criteria in the management of the collection.

Specific collections

Local history*

Emphasis is placed on acquiring publications with a direct relevance to the Waipā District and/or its residents, past and present. Depending on the number and type of copies purchased, materials may be shelved in the reference section, local history collection or made available for loan.

Local authors*

Whenever possible the libraries will try to purchase items from local authors, but being a local author is not a guarantee their books will be purchased. The books still need to meet the criteria set out in this plan as well as all legal requirements in New Zealand around self-published material (for more information around this please see the National Library of New Zealand).

**Please note that even though a lot of local history and local author publications are self-published, they will still need to be set up as a supplier in the purchasing order system and a purchase order number given to them on purchase that must be included on the invoice.*

Library of Things

The purpose of this collection is to establish an “experience” collection, providing a diverse new range of items that provide an opportunity for customers to try new things. Provide access to items that customers would otherwise not be able to use or purchase due to cost and availability.

Customers can explore, learn and discover new experiences in their own time and at their own pace. The collection will support self-directed learning. It could also, by extension, cater for community partnerships through the development of new service initiatives. this collection is separated into three broad categories; music, digital and explore.

Boardgames

The libraries will purchase a range of boardgames for the libraries. Most of these will be family orientated, a few will be purchased around more specific demand, e.g. boardgames for older teens or adults. No 18+ boardgames will be purchased.

Other services

Interloans

If items are not purchased for the collections the patron has the option to explore an interloan.

An interloan is the ability to share resources with other libraries around New Zealand through inter-library loans. This is a valuable way of expanding the limits of the library collection.

Waipā District Libraries have entered reciprocal borrowing partnerships with several New Zealand libraries. By borrowing items from other libraries for Waipā library members, access can be provided to material which is out of print or is not deemed to satisfy selection criteria for purchase. However, if there is a high level of demand for a specific title via interloan this should indicate a possible need for purchase.

Databases

With the introduction of some new online databases the libraries have been able to stop purchasing certain items. For example, the libraries no longer purchase car manuals as these are now available via the Haynes database.

The process

Purchasing process

Staff meet with publishing reps three to four months before items are published.

The process for purchasing most items are:

- Check order lists from the publishers before the meeting (cross off any titles already owned and note any titles due for replacement).
- Meet the representative from the publishers and go through the order forms together, with library staff making decisions around what is needed and how many copies of each title are to be purchased.
- The representative places the order with the publisher on behalf of the libraries (staff need to make sure the representative is given a purchase order number).
- Give a copy of the order information to the acquisitions/cataloguing team for loading onto the library systems. Once loaded onto the library system it shows on the online catalogue as on order and patrons can place holds as needed.
- Once the item arrives in the library it is catalogued in such a way to meet international Resource Description and Access (RDA) rules.
- After cataloguing the item is processed with covering materials in such a way to prolong the life of the item to ensure it can last as long as possible in the libraries.

There are a few suppliers we do not meet with, for any supplier we do not meet in person we either order online or have standing orders in place.

Copies purchased

The libraries purchase duplicate copies of most items with single copies being purchased when:

- Anticipated usage does not warrant more than one copy
- Cost of the book
- Restricted space in one of the libraries
- Subject material does not justify the purchase of 2 or more copies.

On some occasions more than 2 copies of some titles are purchased when:

- Anticipated demand is shown early and expected to be sustained
- On order holds placed by customers show more copies are needed
- Demand on past books by a particular author have shown an increased need for multiple copies
- Publishing rep advises you the title will get a lot of publicity.

Replacements

Items withdrawn because of loss or damage are not automatically replaced. Decisions on replacement of titles will be made by library staff.

Staff will often purchase replacement copies of the more popular titles, this will depend on condition of the current stock, and current and expected future use.

If it is part of a series, then before decisions around replacements are made the whole series will be looked at to see if it is still in use or if the whole series needs to be replaced/discarded. On some occasions a decision will be made that a series will only be held in one library instead of both, this happens when the series is going out, but the usage isn't enough to warrant purchasing copies for both libraries. In this case patrons from the library who does not hold the series in stock can request a free hold to get it sent over for them.

Recommendations for purchase from library users

Library users are encouraged to make suggestions for the purchase of library materials. Direct email or electronic request links are provided on the library's website and online catalogue, and recommendations are welcomed at the library desk. A decision is made by the purchasing librarian as to the desirability of the recommended item.

Donations

While all donations are considered, acceptance of donations is dependent on the items meeting the criteria in this plan. All donated items are accepted on the understanding that if they do not meet the library's selection criteria, they will be offered for sale alongside regularly withdrawn materials or disposed of, as deemed appropriate by the Libraries Services Team Leader/Library Supervisors.

Unsolicited materials

Any material sent to the libraries that have not been requested for purchase by staff will not be accepted. In these cases, it is the responsibility of the supplier to arrange for collection from the libraries. The libraries will not pay to return items not requested.

Out of scope of the collection plan

The libraries do not set out to make purchases in the following areas:

- Textbooks
- Workbooks
- Specialist works beyond an introductory to intermediate level of coverage on most subjects
- Rare books and collectors' editions with no direct local association
- Musical scores
- Plays
- Books with write in areas.

Artificial Intelligence

Waipā Libraries will not intentionally buy books or other content created by artificial intelligence.

Additionally, Waipā Libraries admits that they have no control over the material in the databases to which we subscribe, such as Hoopla, Tumblebooks, etc., and that Waipā Libraries are not responsible for any AI content found within.

Library collections

The libraries aim to hold a variety of collections to meet the different needs of our diverse communities:

- Fiction
- Non-Fiction
- E-books / E-Audiobooks
- Large Print
- Reference (including online reference sources)
- Local History Collection
- Matāuranga Māori Collection
- Books in Te Reo Māori
- Magazines
- Newspapers
- Parents' Collection
- Jigsaws
- Audiovisual
 - DVD
 - Audio Books
- Foreign Language Collection
- Adult Literacy Collection
- Dyslexia collection
- Dementia collection
- Picture Books for both younger and older readers
- Graphics
- Parents
- Library of things
- Board games
- Future collections

Specific collection information can be found in Appendix 1.

Deselection plan

Deselection, or weeding of library resources is necessary to keep collections up to date, to prevent shelf crowding, and to keep the contents of shelves looking fresh and appealing.

Specific titles or areas of the collection should be discussed with the Library Services Team Leader before proceeding.

Library staff undertake weeding of the collection and make the decision around what to do with the item once weeded from the collection. The full deselection plan can be found in Appendix 4.

Mending

Where possible, the library attempts to provide the best possible environmental conditions (e.g., light, temperature) for the proper care of collections.

When library materials need repair, the library makes decisions, based on judgements about ongoing need, permanent value, and feasibility and cost of repurchase or replacement, about the best possible treatment.

Strengthening, conservation, and repair are carried out by the library team.

If not able to be repaired or replaced, the content may be retained digitally or by physical copying where copyright allows.

Appendix 1

Detailed collection information

- Fiction e.g. novels for all ages
- Non-fiction – fact-based books for all ages
- E-books/E-Audiobooks – online collections in which you will need a device (excluding Kindle's) to access
- Large Print – books with larger print size for all ages e.g. size 16 font instead of 12
- Reference (including online reference sources) – very small collection of items that can only be used in the library e.g. road code, Dictionary of New Zealand Biography, Atlas. The expectation is this collection will be de-established very soon.
- Local history collection – collection of books/items that talk about the history of local people and places as well as any surrounding areas staff decide are important to the local communities. This collection is not available for loan.
- Matāuranga Māori Collection – collection showcasing Māori values and customs both history and current.
- Books in Te Reo Māori for all ages
- Magazines for all ages
- Newspapers – small collection of newspapers (Waikato Times, NZ Herald and local papers) that people can access in the libraries.
- Parents' collection – these books are designed to help parents guide children through specific situations e.g. death of a loved one, a new sibling, body changes etc.
- Jigsaws for all ages
- Audiovisual (going forward we do expect these collections to decrease in use based on online options, becoming cheaper and offering more selection)
 - DVD (Te Awamutu only)
 - Audio Books (read books on CD)
- Foreign language collection – limited amount number of books published in another language (we do have online options that have meant we can keep a small collection in house)
- Adult literacy collection – books written by the Waikato Literacy Foundation aimed at assisting adults who are learning to read
- Dyslexia collection – for all ages, books designed specifically for patrons with dyslexia e.g. large print, different coloured paper etc.
- Dementia collection – small collection of items designed specifically for people with dementia e.g. condensed stories, lighter books to hold, wording adapted for ease of use
- Picture books for both younger and older readers – books that rely mostly on the illustrations to tell the story
- Graphic novels for all ages
- Library of things – a collection of non-traditional library items designed to help people learn a new skill or to borrow items they may only need occasionally at home e.g. guitar, sewing machine etc. (Te Awamutu only at this stage)
- Board games for all ages (purchase games with limited number of pieces or that can still be played if something goes missing)

Appendix 2

Genre labels/collection stickers

These are the stickers that are placed on the spine of the book to show at a quick glance what the item contains. Not every book will have one.



These spine labels were designed specifically for use by Waipā Libraries. The idea of having some designed for us was to prevent frequent change of labels as suppliers frequently stopped making labels we had been using. By having our own set designed we can also print on demand.

Future ideas for labels are always welcomed; some future ideas currently are ANZAC and biography.

Appendix 3

Complaints procedure/challenged material

Should a library user wish to challenge the inclusion of any material in the library's collections, that person should register their complaint by filling in the appropriate form.

For more information around challenged materials LIANZA has developed a toolkit for library staff on how to deal with this issue, visit bit.ly/4iXBaMG

Challenged materials

WAIPĀ DISTRICT LIBRARIES

OBJECTION TO BOOKS AND OTHER LIBRARY MATERIALS

As a library user you are entitled to complain about the inclusion of library materials which you feel are unsuitable for public library collections.

Waipā District Libraries endorse the Library and Information Association of New Zealand Aotearoa (LIANZA) *Statement on Intellectual Freedom*, which can be viewed at: bit.ly/3H1kZAD

If you would like to register a complaint, please provide us with as much information as possible. Your complaint will be handled in a confidential manner.

Your name: _____

Address: _____

Phone: _____

You represent:

Yourself

An organisation (name): _____

Another group (please identify): _____

Type of material objected to:

- ☐ Book
- ☐ Magazine
- ☐ DVD
- ☐ Other (Please specify): _____

Item:

Author: _____

Title: _____

Publisher: _____

1. To what in the item do you object? Please be specific and cite pages or reference points where possible.

2. What do you consider might be the result of reading/viewing/listening to this item?

3. Did you read/view/listen to the entire item? Yes No
If not, which parts did you read/view/listen to?

4. Do you have any further comments, and what action would you like the library to take regarding your complaint?

Signature: _____

Date: _____

Procedure now

This form will be provided to the Library Team Leader and/ Library Supervisors who will look at the content of the contested item. They will check it against the collection development plan and will check to see if it has been classified by the NZ Classification Society.

At the end of this investigation the Library Team Leader/Library Supervisors will decide around the future of the item. You will be advised at that time.

If you disagree with the decision, you can contact the New Zealand Classification society and have them review the item.

Below is a summary of the LIANZA freedom to read toolkit that all library staff are encouraged to know.

LIANZA TOOLKIT - FREEDOM TO READ

KEY MESSAGES TO HAVE READY FOR CHALLENGES TO YOUR LIBRARY

Here are some examples of responses to have ready in case someone challenges an item in your collection.

Our library exists to provide materials, services and information for all members of our community.

- We try to have an inclusive collection which represents the diversity of our community. As such we hold a variety of different viewpoints and topics, respecting people's right to freedom of information.
- We do not remove books from our collection based on causing offence or being morally objectionable.
- We trust individuals to make decisions about what they read and believe.
- We recognise that there will be disagreements over certain content. However, we don't make individual decisions for other readers about what is appropriate.
- Our collections team assesses and places material into age-appropriate collections. Parents and caregivers are responsible for their child's selection and viewing of library materials.
- If you believe an item should be restricted or banned, you can contact **Te Mana Whakaatu the Classification Office**.
- The role of the library is not to hide or withhold access to challenging ideas but to present them in their proper context and in such a way that enables the library user to hold them up for critique and scrutiny.
- Defending the freedom to read doesn't mean you support sexism, racism, hatred, and so on. Instead, you support people's right to choose what they want to read and to make up their minds about the content.
- Banning or hiding controversial materials from the public interferes with intellectual freedom, which is an essential part of a democratic society.
- A commitment to intellectual freedom is a core responsibility for the library and information profession and libraries should be a vital force for intellectual freedom in their communities.
- Libraries should be a dynamic part of community life, throwing a spotlight on topical issues to stimulate learning and the exchange of information.
- Libraries in Aotearoa New Zealand are guided by national and international policies and statements about freedom of information.
- Library and information professionals select and retain content based on their library's collection policy, which addresses the diversity and needs of their user community alongside organisational imperatives such as curriculum support or commitment to objectives such as improved Māori outcomes.

www.lianza.org.nz/resources/freedom-to-read/frequently-asked-questions/

Appendix 4

General deselection criteria include:

- Total number of issues since the item was acquired.
- Number of recent issues (charge history can be useful here – e.g. is it just one person borrowing the item multiple times)
- Expected future use
- Currency
- Publication of a new, updated edition
- Availability of other items on the topic in the collection
- Availability of the item via Library interloan
- Physical appearance and/or condition
- Practicality and cost of repair e.g. is it cheaper to re-purchase
- Duplicate or single copy
- Status as a classic or standard work
- Historical or research value
- Significance to New Zealand literature/heritage.

Deselection in Cambridge has been impacted by the space restrictions, for example the items on the floor or bottom shelves are unlikely to go out like books on higher shelves would. This could mean disposing of items that would go out should they be shelved in a more appropriate manner. This has meant disposal of items in Cambridge takes longer than previous as more research must be done before a final decision is made.

Disposal

Items withdrawn from the library collection are generally sold from displays within the library, at minimal prices; or otherwise disposed of as deemed appropriate by the Library Team Leader/Library Supervisors. Items in a particularly poor state of repair are thrown out or recycled where possible.

On occasion, a special book sale may be held but this is not a regular event. It is not the intention of the libraries to compete with existing book sales held regularly by service groups within the community.

Replacement

Items withdrawn because of loss or damage are not automatically replaced. Decisions on replacement of titles will be made based on the same selection criteria as new materials.

If it is part of a series then before decisions around replacements are made the whole series will be looked at to see if it is still in use, if the whole series needs to be replaced or if the whole series needs to be discarded. As part of this it is important to consider to both libraries need the series or is it better off just to be in one library.

Appendix 5

Statement of intellectual freedom

- Statement adopted by Council of the Library and Information Association New Zealand Aotearoa, 21 March 2002 (replaces the LIANZA Statement on Censorship).
- Society creates libraries as institutions to store and make available knowledge, information, and opinions and to facilitate the enjoyment of learning and creativity in every field. Every library has a responsibility to provide its users with the widest range of information materials possible, which are within the constraints of its budget, relevant to its users' requirements, and which represent the spectrum of points of view on the topic held in the community.
- 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.
- No information resources should be excluded from libraries because of the opinions they express; nor because of who the author is; nor on the grounds of the political, social, moral or other views of their author.
- 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.
- 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.



Te Awamutu Library 07 872 0055 • 106 Mahoe Street, Te Awamutu
Cambridge Library 07 823 3838 • 23 Wilson Street, Cambridge

wailbraries.org.nz