



WESTLAND DISTRICT LIBRARY COLLECTION MANAGEMENT POLICY

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1. Introduction

1.1 Purpose of this Policy

- The purpose of this policy is to provide details relating to the selection, maintenance, retention and disposal of resources in the collections of Westland District Library.
- The policy is intended to provide guidelines for Westland District Library staff to make the most effective use of available funds. It will also help users to understand the Library's content and management practices.
- The policy identifies the Library's customers and outlines their present and predicted information needs.

1.2 Definitions

- Library materials are defined as books, newspapers, magazines, DVDs, CDs and electronic resources.

2. Community Environment

2.1 The Westland District Community

- Westland District covers an area of 11,400 sq kms and stretches 440kms from North to South. Hokitika is the main town with smaller population centres. The 2013 census recorded 8307 residents of which 3090 live in Hokitika.
- The population is predominantly of European origin (88.4%) and 13.5% belong to the Maori ethnic group. 18.4% of people are aged under 15 years and 15.5% are aged 65 years and over. Tourism and the dairy industry are a growing part of the economy.

2.2 The Library Network – its membership and use

- The Westland District Library is situated in Hokitika and holds approximately 30,000 items. There are nine voluntary-run community libraries throughout the District (Ross, Kumara, Harihari, Whataroa, Okarito, Franz Josef, Fox Glacier, Bruce Bay and Haast). Books from the District Library are delivered to the community libraries on a quarterly basis.
- The library statistics for 2016/2017 show that 46% of residents (3800) are registered as Library members. 2016/17 issues were 78,427 items. 2016/17 visitor numbers were 69,197.

2.3 Library Customers

- The Library's primary customers are Westland District ratepayers or residents. This includes the general public of all ages; groups within society including the elderly, families, people with disabilities and special needs, Maori, ethnic minorities, housebound, unemployed, young adults, businesses, and cultural organizations.
- The Library supplements and complements resources supplied to Westland schools from the National Library School Supply Services.

2.4 Funding, Budgets and Charges

- The Library is funded by Westland District Council through rates. The Library aims to provide resources in the most efficient and cost effective way.
- Some revenue is generated by charges for certain resources such as audio-visual items. (DVDs, Music CDs,). The Westland District Council Revenue and Financing Policy specifies that 5-10% of costs incurred in providing library services should be recovered from library users.
- The Council's policy is (and has been for some time) to avoid charges for general borrowing (fiction and non-fiction books, magazines) as this excludes low-income households, children, senior citizens, students and beneficiaries from the benefits of library membership and use.
- The Library purchasing budget for new resources is reviewed annually. Responsibility for budget allocations and expenditure rests with the Library Manager.

2.5 Mission Statement

Westland District Library Services will provide resources and access to other resource services to meet the Westland community's evolving knowledge, information, recreational and cultural needs.

3. Material Selection

3.1 Background

- Westland District Library's collection is primarily for loan, with the exception of general reference, and single titles in the heritage collection.
- The LIANZA Standards for Public Libraries (LIANZA 2004, p17) are used as a basis for selection criteria for the collection:
 - Resources should be provided to 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.
 - Resources should provide appropriate breadth and depth of coverage, include standard works and recent publications, and represent divergent viewpoints on all issues.

3.2 Selection methods

- The Library participates in co-operative resource sharing schemes on both a local and national level e.g. West Coast Libraries Large Print circulation, Inter-library loans.
- Resources are selected for the general public, not for academic or research purposes, and they consider the needs of cultural or special interest groups.
- Methods of selection include suggestions from library users and staff, trade and library magazines, publishers' and booksellers' catalogues, other New Zealand library catalogues, websites.
- Most resources purchased by the Library are in English.
- Final responsibility and authority for selection rests with the Library Manager.

3.3 Purchasing Methods

- To maximize efficiency, the number of suppliers is kept to a minimum. Wheelers (Auckland) is the major supplier for adult and children's resources. Other suppliers are Ulverscroft and Bolinda (Large Print), The Warehouse (DVDs and Music CDs) and Scholastic (Children's).
- Several book reps visit the library annually – Kiwi Red and Austen Kyle
- Suppliers are selected on the basis of cost, discounts, range of resources available, speed of delivery and customer service.

3.4 Partnership with Tangata Whenua

- Westland District Library will strive to honour our obligations under the Treaty of Waitangi by investing in the Maori collection to promote Te Reo Maori, and to provide access to Maori knowledge, heritage and identity for Maori and for everyone who seeks this information through libraries.

3.5 Access to information

- Westland District Library is guided by the UNESCO Public Library Manifesto which states '*Collections and services should not be subjected to any form of ideological, political or religious censorship, nor commercial pressure*' (see Appendix 1)
- Westland District Library endorses the LIANZA statement on Access to Information (see Appendix 2).

3.6 Intellectual Freedom

- Westland District Library endorses the LIANZA statement on Intellectual Freedom (see Appendix 3).

3.7 Material for children and young adults

- Westland District Library endorses the LIANZA policy on Library Services to Children and Young People (see Appendix 4).

4. Collection Management

4.1 Duplicate Copies

- Duplicate copies of the same print resource may be purchased with consideration given to format, budget constraints and user demand. As an indicator, if more than 6 reserves are placed on an item, a second copy may be purchased.
- Duplicate copies of eAudio and eBook titles from OverDrive should not be purchased.

4.2 Standing Orders

- Standing orders for magazines, reference works, series or works by specific authors may be set up when demand is known in advance. For fiction authors to be included in a standing order agreement a minimum of 10 issues annually is required.

4.3 Donations

- Donations are appreciated by the Library. Addition to the collection, however, is subject to the judgement of the Library Manager, with reference made to the Collection Development Policy.
- The donor cannot attach conditions to the items being donated. Acknowledgement of the donor is not usually written on the item.
- Donated resources that do not meet the selection criteria will be put on the library book sale trolley and the income generated from their sale will be used to support other library activities and support the Friends of the Library volunteers.
- If a local organisation or community group approaches the Westland District Library with a view to purchasing new items for the library, the Library Manager will accept the offer if the suggested items add value to the collection and there is sufficient shelf space. However, the items will be withdrawn when they no longer meet the collection criteria.

4.4 De-selection of resources (withdrawals)

- De-selection of library resources is carried out to ensure that the collections are up to date, attractive and to prevent shelves from becoming too crowded.
- The following criteria are used when de-selecting resources:
 - Physical Condition
 - Currency of content
 - Usage
 - Supersession by new edition
 - Historical value

4.5 Replacements

- Resources that are lost or damaged may but will not always be replaced if they meet the selection criteria for new resources in that particular collection.

Factors in favour of purchasing a replacement copy include that the resource is:

- still in demand
- in print at a reasonable cost
- current or a classic; and/or
- part of a popular series with other titles held

If the lost or damaged resource is a duplicate copy or if there is already sufficient material on this subject, then it is unlikely that a replacement copy will be purchased.

4.6 Formats

- Resources are selected in print (including large print), audio visual and electronic formats. The purchase of new formats, such as eBooks, will be purchased with consideration given to the available budget and user demand.
- OverDrive purchases
 - eAudio content will be purchased in MP3 format wherever possible. WMA format will be selected if a title is only available in that format.
 - eBook content will be purchased in E-PUB or PDF eBook file formats. Wherever possible, E-PUB format should be selected over PDF format.
- DVDs – only Zone 0 (Universal) and Zone 4 (NZ and Aus) will be purchased
- DVD and CDs are the preferred format for the audio visual collection.

4.7 Collection exclusions

Any items in the following categories will not be purchased or included in the collection:

- Material prohibited by laws under the Films, Videos and Publications Classification Act 1993
- Any DVDs without a rating label attached
- Material with loan restrictions in their licensing agreements
- Academic text books
- Specialist academic publications
- Motor manuals
- Material produced solely for encouraging criminal activity
- Condensed/abridged versions of novels, apart from Quick Reads, which are for adults with low literacy levels
- Spiral bound material, unless the content is vital to the collection, e.g. NZ reference or in response to strong customer demand
- Books designed to be written in, e.g. language workbooks, crossword books

4.8 Customer services

4.8.1 Reserves/Holds

If a library item is on loan, or located at a Community Library, customers can reserve the item for collection from Westland District Library. For adults this service will incur a \$1.00 fee payable on collection of the item. For children and young adults this is a free service.

4.8.2 Inter-Library Loans

Customers can request an inter-library loan for items which are not held by Westland District Library, but are held by another New Zealand or Australian Library. A charge applies to this service and varies depending on whether a Public, Tertiary or Specialist Library provides the item. This charge is payable on collection of the item.

4.8.3 Reciprocal borrowing agreement with Grey District Library

Westland District residents have an automatic right of membership to Grey District Library without a charge, on presentation of the required documentation.

A Grey District Library card will be issued to borrowers from Westland District who are required to abide by the rules and regulations relating to the library services at each library.

4.8.4 Complaints

Any complaint relating to the library collections will be dealt with by the Library Manager.

4.8.5 Recommendations for purchase

If Westland District Library does not have an item in the collection, customers can make a 'recommendation for purchase' request, by speaking with library staff who record the request in the suggestions book.

If the decision is made to purchase the item, the customer will be notified when the item is ready for issue. If the decision is not to purchase the item, the customer will be notified with a reason for the decision.

Recommendations for purchase requests can be declined for any of the following reasons:

- It is out of print
- It is too specialized/academic for public library collections
- It is on the list of Collection Exclusions (see 4.7)
- It is unable to be sourced through international library supply companies
- Current collection priorities and budget do not allow for the purchase of the item, or there are sufficient items on the topic in the collection
- More information is required before buying the item e.g. book reviews, more detailed publication details

4.9 Legislation

Westland District Library is bound by three Acts of Parliament when purchasing or removing items from the collections:

- The Films, Videos and Publications Classifications Act
- The Copyright Act
- The Protected Objects Act

(See Appendix 5 for more detail.)

5. Westland District Library's collections

5.1 Adult Fiction

The Adult Fiction collection offers a wide range of material ranging from classics through to modern works. Classic titles are generally held in stack and can be retrieved by library staff.

The aim is to provide depth and breadth to the collection in terms of number of authors, genres, writing styles and subject matter. It should enrich the learning, cultural and recreational life of the community by providing reading of a high literary standard, as well as easy-reading fiction intended for relaxation.

Books by authors included on the Standing Order agreement are purchased in Hardback. Where demand is anticipated to be less, the Trade Paperback format is purchased. The small paperback format is only purchased if the title is not available in Hardback or Trade Paperback.

5.2 Large Print

The Large Print collection is primarily, but not exclusively, for readers with a visual disability. The collection is mainly fiction with a small number of non-fiction titles.

Westland District Library is part of a West Coast regional buying plan and a selection of Large Print titles is circulated among the West Coast Libraries on a six monthly basis.

5.3 Adult Non-fiction

The Adult Non-fiction is a core collection aimed at meeting the cultural, educational and recreational needs of the Community by providing resources for life-long learning, personal and career developments and leisure pursuits. It should offer the broadest range of information, knowledge and opinion, and cater for diverse needs and reading levels. There is no charge to borrow Non-fiction.

In recent years, electronic sources of information including the internet and subscription databases have supplemented the Non-fiction collection. The subscription databases cover the following topic areas: Health, Education, Science, Social studies, History, Law and Business, Biographies, Art and Literature. Encyclopedia Britannica is a subscription database that offers three levels of research for Kids, Teens and Adults.

5.4 Reference

The Reference Collection supplements the adult non-fiction lending collections. They provide general background information on a topic or material to answer a quick question. To encourage more usage, many of the subject related reference books are inter-shelved with the lending non-fiction collection.

Increasingly the digital resources such as the subscription databases detailed in 5.3 Adult Non-fiction, as well as the internet are being used for reference enquiries.

5.5 Audio Visual

5.5.1 Audio books – The library owns a small collection of abridged audio books on CD, which are free of charge.

The library also receives a rotating selection of 55 audio titles (45 adult, 10 children) on a bimonthly basis from the National Library's Print Disabilities Service. These titles are unabridged fiction and non-fiction resources in CD and MP3 format. There is no charge to borrow these titles.

5.5.2 Music CDs – A small collection of Music CDs is available covering most genres/ There is a charge to borrow Music CDs, except for classical music which is available free of charge due to a bequest by the late Bruce Upham.

5.5.3 DVDs – This collection consists of both adult and children's DVDs and there is a charge.

5.5.4 Health CD and DVD collection – This small collection supplements the Health book collection and is free of charge.

5.6 Heritage Collection

This collection, which is housed in the History/Meeting room, is made up of local historical publications and wider New Zealand heritage titles. Single copies of a title held are reference only. Multiple copies of certain titles are available for issue.

A reference copy of all fiction relating to the West Coast is purchased for this collection, to be used by the Library and the Museum.

Certain reference titles that are rare and extremely difficult to replace are shelved in the locked cabinet in the History Room for added security. These titles can be accessed under supervision.

5.7 Digital collections

5.7.1 Subscription databases - Westland District Library is a member of the EPIC (Electronic Purchasing in Consortium) group which provides access to full text databases. The topics covered by the full text subscription databases are detailed in 5.3 Adult Non-fiction. These databases are accessible at the library and remotely via the Westland District Library website.

5.7.2 eBooks and eAudiobooks - OverDrive is available on the library website and the aim of this e-collection is to allow library users, especially those in isolated rural areas of the District, to use an electronic format for reading material.

Westland District Library belongs to the South Island Downloadable Zone consortium established in 2011 and comprises 15 South Island Public Libraries.

OverDrive is the vendor of eBook and eAudiobook titles and business arrangements and agreements are governed by an MOU between OverDrive and the South Island Downloadable Zone Consortia group.

Governance decisions are made by the consortium governance group. Content selection for the consortium is managed by the consortium content selection group.

Titles previously bought for Westland District library members only are now shared with the consortia if they meet the following criteria:

- Purchased 12 months ago or more
- No current holds or issues

5.8 Magazines

A wide range of magazines is purchased via an online subscription in order to obtain the largest discount.

All magazines, including the latest issue, are available for loan without a charge. All magazines, excluding NZ Memories and NZ Geographic, are kept for one year and then put out for sale.

5.9 Newspapers

The newspaper collection comprises the local papers and a selection of other New Zealand newspapers.

The local papers are the Hokitika Guardian (2 copies) and The Greymouth Evening Star.

Other newspapers subscribed to are The Christchurch Press, The Nelson Mail (Wed, Fri, Sat) and The Otago Daily Times (Wed, Sat). The Nelson Mail and The Otago Daily Times are mailed to the library so are available after the publication date.

5.10 Children's collections

The Children's collections comprise of resources suitable for and exciting to children from birth up to the age of thirteen.

All children's resources are shelved in face-out shelving bins to make it more visually attractive and to encourage browsing habits.

5.10.1 Picture Books – The aim of this collection is to provide resources to assist the developmental needs of children from birth to Primary School. Board books are provided for babies. Advanced picture books with sophisticated themes are labeled and shelved separately and are aimed at older children.

5.10.2 Readers – The aim of this collection is to provide a range of recreational reading, both fiction and non-fiction, aimed at emergent readers. The readers are divided into three categories – beginning, intermediate and advanced reader. A range of series is purchased to increase variety with regards to style and structure.

5.10.3 Fiction – The children's fiction collection aims to encourage children to read for pleasure and to stimulate their imagination. Within the collection there is a range of reading levels to match the developing literacy skills and interest of the child. Included in this collection are classics, short stories and graphic novels.

5.10.4 Non-fiction – The aim of this collection is to provide educational, informational and recreational titles to stimulate children's desire to learn.

There is a wide range of subjects and the resources provided aim to meet the interests of the children generated at school and also interests outside of school.

Titles acquired should have high quality content and format and must cater for the varied developmental levels, reading abilities and subject interests among children. The age range is from late pre-school to early secondary school.

In recent years, electronic sources of information including the internet and subscription databases (e.g. Encyclopedia Britannica) have supplemented the Children's Non-fiction collection.

5.11 Young Adult

The Young Adult collection is purchased to appeal to an age range from approximately 13-18 years old.

5.11.1 Fiction – The aim of this collection is to provide a wide range of recreational reading to appeal to teenagers with different levels of maturity and interests. All themes and genres are purchased including sophisticated themes such as child abuse, suicide, sexuality and drug usage. Paperback is the preferred format.

Included in this collection are short stories and graphic novels.

5.11.2 Young Adult Quick Reads – The aim of this small collection is to provide small chapter books with mature themes for reluctant young adult readers. The majority of this collection is from Barrington Stoke publishers, experts in this specialized area.

5.11.3 Non-fiction – This small collection contains material dealing with social issues, sexuality, health and outdoor pursuits.

5.12 Stack

The aim of the stack is to retain material that is out of print, cannot be replaced, and is considered to be valuable. Many titles, both non-fiction and fiction, relate to New Zealand.

Adult fiction classic titles are kept in stack.

5.13 Jigsaws

Jigsaws encourage creativity and hand-eye co-ordination. This small collection is primarily made up of donated items.

5.14 Foreign Language collection

This small collection of foreign language fiction books is made up from donations. There is no charge to borrow these titles.

APPENDIX 1

UNESCO Public Library Manifesto

A gateway to knowledge

Freedom, Prosperity and the Development of society and individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups.

This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The Public Library

The Public Library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressure.

Missions of the Public Library

The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

1. creating and strengthening reading habits in children at an early age;
2. supporting both individual and self-conducted education as well as formal education at all levels;
3. providing opportunities for personal creative development;
4. stimulating the imagination and creativity of children and young people;

5. promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
6. providing access to cultural expressions of all performing arts;
7. fostering inter-cultural dialogue and favouring cultural diversity;
8. supporting the oral tradition;
9. ensuring access for citizens to all sorts of community information;
10. providing adequate information services to local enterprises, associations and interest groups;
11. facilitating the development of information and computer literacy skills;
12. supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

Funding, legislation and networks

The Public Library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

The public network must be designed in relation to national, regional, research and specific libraries as well as libraries in schools, colleges and universities.

Operation and management

A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organized effectively and professional standards of operation must be maintained.

Cooperation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international level - has to be ensured.

Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.

The library services must be adapted to the different needs of communities in rural and urban areas. The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.

Outreach and user education programmes have to be provided to help users benefit from all the resources.

<http://www.unesco.org/webworld/libraries/manifestos/libraman.html>

APPENDIX 2

LIANZA Statement on Access to Information

Statement adopted by the Council of the New Zealand Library Association May 11, 1978.

Revised statement adopted by the Council of the Library and Information Association of New Zealand Aotearoa November 17, 2002.

The Library and Information Association of New Zealand Aotearoa asserts that:

1. Free circulation of information safeguards our democratic society. The members of our society have a fundamental right of access to information.
2. A basic right of citizens in a democratic society is access to information on matters which affect their lives. At times the interests of the individual have to be subordinated to the interests of the community in such matters as development of energy and mineral resources, industry, town planning, transportation etc. Citizens have a right to be informed of the facts involved and to participate in the decision-making process, e.g. when activities such as massive alterations to the landscape and its use are proposed. The right to be informed, to be consulted, and to intervene is essential and fundamental to the democratic process. The Association recommends that web based information should comply with W3C guidelines (W3C, 1999).²
3. Equally, members of our society have a right to privacy and to protection from misuse and exploitation of information.

A balancing right to that of access to information is that of the community as a whole, and of its members, not to suffer from the misuse and exploitation of the freedom of access to information. There is a growing trend to store information relating to individuals in centralized computer databases. This undoubtedly facilitates the activities of administration, law enforcement, commerce and industry but citizens must be assured that information relating to them is not detrimental to their interests through inaccuracy or through exposure to the scrutiny of those who have no proper interest in it.

4. It is a basic function of democratic government to ensure and balance these at times contradictory rights: that citizens are not denied access to information and that their privacy is protected.

Those who govern must ensure that citizens are not impeded in access to information touching themselves as individuals or as members of the community, and that they are protected from inaccuracy and improper exploitation of information.

5. Information providers should demonstrate a commitment to responsibilities under the Treaty of Waitangi. Staff providing information should be familiar with basic protocol and tikanga and have some understanding of Te Reo Maori.
6. Libraries, and particularly public libraries, are prime agencies for the dissemination of information. Librarians have a duty to acquire, organize, and provide access to information freely to the communities they serve.

The basic aim of library services is the acquisition, organization, and circulation of information. Librarians have a duty to fulfill this aim, particularly as it relates to the collection, organization and circulation of information on matters which affect individual members of the community or the community as a whole. The Library and Information Association of New Zealand Aotearoa supports all measures which will improve the ability of libraries to serve as public access points for information.

7. Funders of information providers should provide adequate financial support to ensure that the special needs of disabled people, when accessing information, are met.
8. Government agencies – national and local, Parliament, State Departments, public corporations, and other authorities – have a duty to make reports and other documents widely available for consideration by all citizens free of charge. The key way of doing this is to use the existing nationwide network of public libraries, which are open for all to use. It is not enough to send a selection of government publications to some libraries weeks after they have been released. If the public is to participate meaningfully and effectively, there must be quick and complete supply of new laws, reports and documents to public libraries as soon as they become available. Citizens requiring this type of information should not have to rely solely on news media reports, especially if they live outside Wellington.
9. The Library and Information Association of New Zealand Aotearoa recognizes that it may be difficult at times to reconcile these principles of access to information and protection against the misuse of that access, but it insists that the right to be informed should be the chief consideration.
10. This statement should be read in combination with other Statements of the Library and Information Association of New Zealand Aotearoa on Intellectual Freedom, Confidentiality of Library Records, and Displays in Public Libraries.

<https://lianza.org.nz/our-work/projects/lianza-statements/other-statements-0>

APPENDIX 3

LIANZA Statement on Intellectual Freedom

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

1. 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.
2. Librarians have a responsibility to ensure that the selection and availability of information materials is governed solely by professional considerations. In doing so, they should neither promote nor suppress opinions and beliefs expressed in the materials with which they deal. These professional considerations included 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; nor because of who the author is; 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.

<https://lianza.org.nz/our-work/projects/lianza-statements/other-statements-0>

APPENDIX 4

LIANZA Library Services to Children and Young People

*Statement first adopted by the Council of the New Zealand Library Association, February 21, 1986.
Revised statement adopted by the Council of the New Zealand Library & Information Association,
March 17, 1995.*

Library services to children and young people must:

1. Provide the range of materials in appropriate formats that will enrich, support and develop the interests, information and leisure needs of the children and young people in the communities they serve. The curriculum needs of students are the chief focus and responsibility of the school library. These needs are supplemented by the more general resources of the public library.
2. Provide materials, especially fiction and creative writing, to stimulate and develop appreciation of the use of language.
3. Provide materials on all points of view on current and historical issues, chosen for sound presentation and appropriate levels of understanding, so that children and young people may develop critical thinking and make informed judgements.
4. Provide services and collections that ensure a commitment to biculturalism and Te Tiriti o Waitangi.
5. Provide materials representative of the various religious, ethnic and cultural groups in society.
6. Ensure comprehensive collections appropriate to the clients of the library, avoiding personal bias or sectional interest.
7. Make the whole collection freely available and equally accessible, without charge, and without arbitrary discrimination, to the group it serves.
8. Provide professional service, knowledge and understanding to all clients.
9. Use professional discretion in protecting the confidentiality of dealings between the library and its clients, in accordance with the statutory provisions of the country.
10. Make their facilities for exhibitions and meetings available on an equitable basis, consistent with the purposes of the libraries themselves.

APPENDIX 5

LEGISLATION

The Films, Videos and Publications Classifications Act 1993

This Act consolidates and amends the law relating to the censoring of films, videos, books and other material. The Office of Film and Literature Classification has the authority to restrict or ban publications that:

“describe, depict, express or otherwise deal with matters such as sex, horror, crime, cruelty or violence in such a manner that availability of the publication is likely to be injurious to the public good”.

Westland District Library is required to adhere to the decisions made by the Office of Film and Literature Classification. All banned material is removed and restricted material is not issued to those under a specific age.

All DVDs purchased for Westland District Library must be labelled with the classification given by the Classification Office.

The Copyright Act 1994

The Copyright Act of 1994 and the subsequent Amendment Acts of 1997, 1998, 1999, 2003, 2008, 2011 have several sections which apply to the work of public libraries, e.g. photocopying by librarians and film rentals.

Westland District Library adheres to the LIANZA guidelines outlining the responsibilities of libraries in upholding the Act (Millett, T., 2007).

Millet, T. The Copyright Act 1994 and amendments: guidelines for librarians
<https://lianza.org.nz/copyright-act-1994-and-amendments-guidelines-librarians>

The Protected Objects Act 1975

Section 3 of Schedule 4 (Categories of protected New Zealand objects) outlines the materials covered by the legislation:

Documentary heritage objects

(1) In this category, unless the context otherwise requires -

- **collection** means forming a collection assembled by a person, objects that originate from a common source, or objects devoted to a single theme, person, place, event, or thing

- **record** means recorded information, in any format, created or received by a person or an organisation in the course of business undertaken by that person or organisation and stored in any format.
- (2) Objects in this category include (but are not limited to) -
- (a) books:
 - (b) maps and other cartographic records:
 - (c) photographs and negatives:
 - (d) ephemera:
 - (e) music scores:
 - (f) film:
 - (g) sound recordings:
 - (h) cinematographic, video production, or any other production comprising moving images or recorded sound:
 - (i) digitally born objects, supporting material, and applications and technical infrastructure important for their understanding.
- (3) An object is included in this category if it—
- (a) is not represented by at least 2 comparable examples permanently held in New Zealand public collections; and
 - (b) is—
 - (i) not less than 50 years old; or
 - (ii) any unique document or collection of unique documents not less than 50 years old; or
 - (iii) a public record and a protected record as defined by the [Public Records Act 2005](#).
- (4) This category does not include any document owned by its living creator who was born in or is related to New Zealand.
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