



Library Collection Policy

Applicable to:	MDC Staff	Policy Number:	MDC017
Issued by:	Chief Executive	Date of Approval:	25 September 2017
Contact person:	Library Manager	Review Date:	25 September 2020

PURPOSE

The purpose of the Library Collection Policy is to ensure that Masterton District Council (MDC) effectively develops and manages its library collection and adheres to relevant legislation.

SCOPE

This policy applies to all collections held in the library and online.

LIBRARY COLLECTION MANAGEMENT

The library collection will be developed and managed to best meet the needs of the Masterton district community. MDC will:

- make all selection decisions in accordance with approved selection criteria;
- plan selection to ensure buying is balanced over the year and is within budget limits;
- ensure new material is available to users in a timely fashion;
- monitor usage patterns to inform decisions whether to develop or reduce particular areas of the collection;
- monitor the collection daily for damaged items and promptly carry out necessary repairs to minimise the time an item is unavailable;
- deselect 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; and
- adhere to the principles of the Treaty of Waitangi.

If library materials are duplicated, MDC will adhere to the requirements of the Copyright Act 1994.

FREE AND EQUITABLE ACCESS TO INFORMATION

MDC is committed to freedom and equity of access to information and will:

- remove barriers to information accessibility, including the provision of free membership as required under the Local Government Act 2002;
- address the needs of those who do not have internet access at home;
- provide resources in a variety of formats, including an increasing range of digital resources; and
- continue to explore new collection products and platforms.

MDC will not censor or restrict library materials, except where required under law. If the library collection contains materials restricted by the Office of Film and Literature Classification, MDC will adhere to the requirements of the Films, Videos and Publications Act 1993.

REVIEW OF POLICY

This policy will be reviewed every three years.

DEFINITIONS

Collection: 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.

RELATED DOCUMENTS

Library Collection Selection Criteria

REFERENCES

[UNESCO Public Library Manifesto](#)

[LIANZA Access to Information Statement](#)

[LIANZA Intellectual Freedom Statement](#)

RELEVANT LEGISLATION

Local Government Act 2002

Film, Videos and Publications Act 1993

Copyright Act 1994