



# **Library Collection Selection Guideline**

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## **PURPOSE**

The purpose of the Library Collection Selection Guideline is to guide the development and management of Masterton District Council library collections.

## **GUIDING PRINCIPLES**

Masterton District Library (the Library) collections are shaped by a variety of factors, including publishing trends, authors who are consistently in demand, collection usage and customer feedback.

The emphasis is on a current lending collection rather than the retention of items in case of future demand.

## **LIBRARY NETWORK**

The Library collection serves as the primary resource and reference centre for Masterton. Additional resources are available through:

- the [SMART Libraries](#) network which gives borrowers access to over 550,000 items;
- the National Library of New Zealand's interloan scheme and audio-book bulk loan scheme for housebound users; and
- ePukapuka (Lower North Island eBook) consortium.

These relationships allow our customers free access to other libraries' collections and a wide variety of electronic resources.

## **SELECTION OF LIBRARY MATERIALS**

Selection of library materials is based on the informational, educational, recreational and professional needs of our customers. Decisions are made within the constraints of factors such as budget, available space and content of existing collections.

### **General Selection Criteria**

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 and will take into consideration:

- the relationship to the existing collection on the subject;
- the provision of 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; and
- value for money.

Selection criteria for specific collections varies. See [Collection-specific Selection Criteria](#) below.

## **Selection Aids and Suppliers**

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

The Library sources most of its new acquisitions from vendors in the United States, Australia and throughout New Zealand, with the aim of giving the Masterton 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.

### Public Input

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

Suggestion cards are also 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.

### **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 factors such as:

- equipment and space considerations;
- ease of use;
- reliability;
- durability;
- replacement of obsolete formats or technologies;
- level of demand; and
- cost.

### Hardback or Paperback

When deciding whether to purchase hardback or paperback books, consideration is given to:

- predicted shelf life of the title;
- relative price of each format; and
- additional processing and future mending costs required to prolong the shelf life.

Hardback editions are preferred for titles that are likely to have high usage and be retained for a long time. Paperback editions are generally 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.

### Unsuitable Formats

The Library will not purchase:

- publications in a format not suitable for library use or lending, such as those with accompanying game pieces and card sets, workbooks intended to be written in by users, or items with perforated pages; or
- spiral bound items, except where the content cannot be covered by other sources.

### **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. High priority is placed on the purchase of New Zealand works.

### **Multiple Copies**

Multiple copies of the same title may be acquired:

- where the demand is strong;
- 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.

### **Donations**

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

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 withdrawn material. This means that the Library benefits from the donation whether the item is added to the collection or not.

### **Materials not Provided**

The Library generally does not provide:

- items that are out of print;
- highly specialised material; or
- items that cannot be supplied by standard library suppliers.

Other materials not considered for purchase include items where the Library has sufficient coverage of the subject matter.

Customers may be able to access much of this material through the Library interloan service.

### **Foreign Language Material**

The Library does not acquire foreign language material due to the current lack of demand by the Masterton community. The Library is committed to being responsive to the changing needs of the community and will reassess its position as the district demographic changes and/or demand increases.

Foreign language materials are available across the SMART Libraries network, although none of the libraries currently hold a specific foreign language collection.

### **Unsolicited Items**

Some authors, publishers or suppliers send items with an invoice, which have not been ordered. Material received on this basis will not be accepted unless it:

- fills a genuine need in the collection;
- satisfies the same criteria as resources actively sought by the Library; and
- is only available from the author or publisher.

## **MANAGING THE COLLECTION**

### **Not For Loan Items**

The Library endeavours to make most of its resources available for loan. Items unavailable for loan are in the Reference and Wairarapa Reference collections. Items in the Wairarapa Reference collection have a duplicate copy in the Adult Non-fiction collection that are available for loan.

Other items may temporarily be set to 'not for loan', including those required for Library programmes or displays.

### **Mending**

All material needing repair is assessed to determine whether the item is worth repairing by considering the cost of repair relative to value item, repair history information plus checking the replacement cost to determine the most cost effective option.

If an item is beyond repair and cannot be replaced, the item may be retained and moved to the Stack.

### **Replacement**

While the Library aims 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:

- 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; and
- the cost effectiveness of repair.

### **Withdrawing Material from the Collection**

Library staff have the delegated authority to dispose of library collection assets, in accordance with this guideline.

All collections are regularly assessed for material that may need to be withdrawn and considered for replacement. Factors considered when deciding to withdraw an item are:

- total number of issues since acquisition date;
- number of recent issues;
- currency;
- 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; and
- 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; and
- resources on a subject not found elsewhere in the collection and where a replacement is unavailable.

## **Disposal**

Materials withdrawn from the collection are generally sold at regular and ongoing book sales. Items that could have a reasonable resale value may be listed online. Exceptions include items in a particularly poor state of repair which are thrown out.

Unsold children's and large print titles are considered for donation to local organisations.

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.

## **COLLECTION-SPECIFIC CHARACTERISTICS AND SELECTION CRITERIA**

In addition to the general selection criteria as described above, each individual collection area has its own unique characteristics for development and ongoing management.

### **Fiction Collection**

Fiction forms a very important part of the Library's collection due to its educational, inspirational and recreational value.

Fiction publishing covers a wide range of genres, interests and reading levels. Literary and classic fiction focuses on character and use language with care to portray 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. Some fiction is written to a publisher's formula, and most (popular fiction), falls within these two extremes. It ranges from the extremely realistic to the highly imaginative and focusses on plot and setting.

Fiction can provide a view to understanding other lives, times, cultures and places and convey some aspects of human experience in ways otherwise not achievable. Most fiction is well researched for historical and current fact, time and setting and often offers a perspective that means that readers are able to gain knowledge and understanding.

The Library is committed to ensuring that customers can easily access the type of material they desire. To support this commitment, author lists are prepared and the library subscribes to [LibraryThing](#) to assist fiction readers find material.

### Selection Criteria

The Library aims to hold 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.

The selection criteria for fiction items includes, but is not limited to, the:

- 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 older works (often related to films or television series); and
- replacement of items that are popular and have become unfit for placement on the shelves.

### Format

Hardback is the preferred format for fiction items of anticipated high demand for reasons of durability. Increasingly titles are only being published in paperback which leads to an increasing need to replace items that have become unfit for the shelves before they have been fully depreciated or have reduced borrowing levels.

### **Fiction Stack**

The Fiction Stack collection holds titles by popular authors that are no longer able to be shelved on the main floor and titles within series that remain popular but are generally 'worn out' and unattractive to retain on the public shelves.

If a popular item has relevancy to the collection or is the last copy held by the SMART Libraries network, the item will be moved to the Fiction Stack to ensure a copy is available. Fiction Stack items can be located on the Library catalogue, reserved or requested by borrowers and retrieved by staff.

### **Large Print Collection**

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

The composition of the collection is predominantly fiction with a small amount of non-fiction (mostly biographical), mirroring the publication patterns of the few publishers producing material in this format. The simultaneous publication of regular and large print items by popular authors enables the collection to be up to date and offering the latest popular titles.

### 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 the Large Print Collection. Hardbacks have the advantage of greater durability, but paperbacks are lighter and generally easier to handle for many customers

### **Audio-visual Collection**

The Library provides materials in audio-visual formats to supplement print collections. Items are chosen for their usefulness or appeal to people who cannot read print easily.

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.

### Format

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

Material in some formats is no longer collected due to being superseded by other formats or declining demand. Specifically excluded from further acquisition are items which include art prints, posters, records, audio cassettes and video recordings.

### **Graphic Novels Collection**

Graphic novels are an integral part of library collections, despite often being mis-represented as comics and easy reading for those experiencing reading difficulties.

The Library's Graphic Novel Collection is developed on the basis that it provides rich and diverse sources of entertainment, education, cutting social commentary and political satire.

## Selection Criteria

The Library looks to appeal to readers of all ages, entertain them and encourage them to improve and learn. The selection criteria in each of the three graphic novel sub-categories below seeks to support this undertaking.

Junior Graphic Novels are selected based on the following criteria and considerations:

- Graphic adaptations of popular culture and memes e.g. Disney channel, Nickelodeon cartoons, Cartoon Network etc.
- Encouraging female readership, graphic novels with strong female leads and role models. Papercutz, Graphix and Spotlight are strong publishers in this area.
- Book adaptations help draw in reluctant readers and assist with bridging the gap to the text titles e.g. Geronimo Stilton, Percy Jackson, Big Nate.
- Clever language, puns and humour develop reader sophistication e.g. Lucky Luke, Tintin, Asterix.
- Popular heroes and villains e.g. Marvel and DC Comics have junior adaptations of their popular heroes titles.

Young Adult Graphic Novels are selected based on the following criteria and considerations:

- Include increasingly sophisticated themes e.g. sexuality, depression, eating disorders, societal pressure etc.
- Popular heroes and villains series from Marvel and DC Comics.
- Foreign titles and styles e.g. Manga, French science fiction etc.
- Movie adaptations and teen novel adaptations, especially current releases.

Adult Graphics Novels are selected based on the following criteria and considerations:

- Popularity of author.
- Include lesser known publishing houses and one off publications.
- Maintain copies of industry classics and series.
- Copies of recognised cartoon strips and political satire.
- Include one off titles as well as series.

### **DVD Collection**

The DVD Collection covers a wide subject area including television productions, movies and documentaries, as well as providing popular entertainment.

The Library does not intend to compete with local businesses such as DVD rental stores by providing large numbers of current feature films. The Library seeks to provide a different collection focus by combining broad appeal with an emphasis on cultural and educational value, including television series and books made into movies.

Some items that are purely informational or educational are free to loan and displayed with the books in the non-fiction sequences, e.g. Hunting and fishing DVDs as there are more of these produced than books. Books made into movies that are no longer issuing from the rental DVD collection may be made available in the fiction collection accessible through the author of the book.

DVDs are issued on the basis that the items will be used in home settings and not in public performances.

## Selection Criteria

The selection criteria for DVDs includes:

- dramatisation of published works;
- award winning;
- New Zealand content;
- likely appeal for sustained long term use;
- quality of format and reproduction;
- breadth of appeal;
- public demand; and
- foreign language.

## **Audio Book Collection**

The Audio Book Collection aims 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. The National Library loans are for use by homebound customers only. This collection of audio books is shared between all the public libraries in the Wairarapa region.

The Wairarapa Large Print Pool audiobook collection (accessible through the SMART Libraries network) supplements this collection.

## **Non-fiction Collection**

The Non-fiction Collection is intended to enrich the cultural and recreational life of the community by providing easy access to resources for lifelong learning, personal and career development and recreational interests.

The Library strives to offer a wide range of non-fiction material that caters for the diverse needs and reading levels of its customers, while recognising declining usage in some subject areas as more people use the internet as their information source.

The Junior and Adult Non-fiction Collections are shelved together and can be distinguished by differing spine labelling. This allows for collaboration in purchasing between the two collection managers and consultation is undertaken to ensure coverage without unnecessary duplication.

## Selection Criteria

Priority is given to topic areas where circulation is high. The Library aims to respond to changes in readership interest levels and to trending interests that fit with other areas of the Library's collection.

The Adult Non-fiction Collection is mostly aimed at a general readership level. While there are some volumes that are for the specialist/enthusiast, this is only the case where there is a clear demand. 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 a New Zealand content, perspective or author. Access to the SMART Libraries network allows the Library to limit the resources allocated to more obscure or less popular subject matter or publications. It is also the case that any specialist material purchased at Masterton is likely to find a wider audience in the SMART Libraries network.

## **Magazines**

The Library holds magazines in both print and electronic formats. Some items that are in high demand are initially held in a pay collection where they are issued for a shorter period. All magazines are eventually available in the free collection.

Publications are selected to cover a range of user interests. Continuation of subscriptions is dependent primarily on usage, with cost and coverage across the range of interests also being a consideration.

## **eBooks**

The Library is a member of the Epukapuka consortium, which provides customers with access to a range of eBooks and audiobooks

Purchasing is done by a committee comprised of members nominated by the participating libraries and as such the Library has only a small amount of influence regarding which items are made available. An upgrade to the service means that borrowers are able to recommend titles for purchase.

## **Reference Collection**

The Library does not maintain a public reference collection due to space constraints, the difficulty of keeping expensive items current and the availability of online information.

Many items in the Stack Collection that were previously for reference only have been made loan items to ensure that they are available for practical use.

## Wairarapa Reference

A permanent collection of local history items is currently held in the Wairarapa Archive as a reference-only collection. These items would normally be made available in the Library but lack of space and the separation of the two services has made it more practicable to keep them in the Archive at present.

Any newly published items with local history or local depiction are purchased for this collection. In most instances a second lending copy will be added to the Library Non-fiction Collection. This copy will be treated in the same way as other non-fiction items in regards to eventual discarding.

## **Newspapers**

The Library subscribes to:

- the local daily paper (the Wairarapa Times Age) which is held until the digital files become available at the Archive;
- two metropolitan papers (the Dominion Post and Auckland Herald) which are kept for three months;
- a national Sunday publication;
- two community papers (the Midweek and Wairarapa News) which are archived for six months; and
- Newsbank which provides digital access to text-only versions of many NZ and overseas newspapers.

## **Children and Young Adult Collections**

The Children and Young Adult Collections aim to provide a wide variety of resources to enhance the learning, recreational and development needs of all children. The collections seek to:

- assist in the development of literacy skills;
- foster a love of literature and learning;
- stimulate the imagination, creative use of language, appreciation of art; and
- enhance critical thinking ability.

In addition, the collections provide support to parents/caregivers, educators such as pre-school, primary and secondary school teachers, parents who home-school and 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.

### Junior Fiction

The Junior Fiction Collection aims to provide a wide range of recreational reading aimed at varying levels of reading maturity and interest. The 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, while a wide range of international authors is also selected. Quality content is preferred with classic authors and award winners being purchased, however, high volume popular series are also chosen for their ability to attract more reluctant readers.

Junior 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 collection is divided into different sections, as detailed below.

### *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.

When possible, hardback editions are purchased to withstand the high demands. 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 purchased.

### *Board Picture Books*

Board picture books support the sharing of stories, rhymes and introduce early learning concepts to very young children. The items in this collection are replaced regularly as they are well used and often mishandled because of the age of the users. It is important that this collection is in good condition and presents well to encourage caregivers for very young children to use them.

### *Early Readers and Reading Kits*

This collection provides graded material to assist in the development of skills required for fluent reading.

### *XJ Books*

These highly visual books are designed to attract a wide range of readers including the most reluctant through to adults. The collection includes puzzle and maze books and sophisticated picture books. The majority of these books are in a larger format and do not fit on the regular Junior Fiction shelves.

### *Audio Books*

The aim of this collection is to provide audio versions of popular fiction, making stories available to children who are not necessarily reading at a higher level. The collection also aims to create an opportunity for children to be read to, as an extension to or instead of caregivers reading. Full-length and abridged recordings are held, with emphasis given to the quality of the reading and recording.

### *Storybooks*

The collection comprises of fables, legends, nursery rhymes and combination storybooks.

### Children's Non-fiction

Refer to [Non-fiction](#) above.

### Young Adult Collections

The Young Adult Collection incorporates a range of reading levels and 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. They use libraries to seek recreational and informational materials for personal needs, and to complete school assignments.

### Parenting

The collection provides non-fiction and picture books on issues relating to children from birth to teens. It is designed to assist parents during the child rearing years and concentrates on special topics such as toilet training, sleeping, new baby, death and grieving, bullying, divorce and separation, and other social issues of importance to parents.

### **Māori Collection – Adult (non-fiction and fiction)**

The Library will continue to invest in materials published in both Te Reo Māori and English to promote Māori culture, heritage and knowledge as well as to promote Te Reo Māori for everyone who seeks this information through libraries.

### **Tamariki Collection**

Materials in the Tamariki Collection cater to all with an interest and/or need in Te Reo Māori. The collection contains materials from beginners to advanced and ensures Te Reo Māori is promoted through the library.

### **REVIEW OF GUIDELINE**

This guideline 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 Policy.

### **REFERENCES**

None.