

LIBRARY AND ARCHIVE

Masterton District Library Collection Policy



Applicable to:	MDC Staff	Policy Number:	MDC017
Issued by:	Chief Executive	Last Approved:	24 Sept 2021
Contact Person:	Library and Archive Manager	Review Date:	24 Sept 2024

PURPOSE | ARONGA

This policy will guide the acquisition, development, and management of the collections held by Masterton District Council's library, to:

- Improve the quality and relevance of the collection for all customers
- maximise value in both current and long-term purchases
- strengthen and preserve the collections for future generations
- define the library's legal requirements and responsibilities

SCOPE | HŌKAITANGA

This policy applies to all the collections held in the library and online resources. The policy will be reviewed for currency and relevance every 3 years.

OUR PRINCIPLES | NGĀ MĀTĀPONO

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 to all acquisition decisions; however the following guiding principles apply:

Diversity

We provide collections that reflect Masterton's diverse communities. This means collections that:

- Are accessible, understandable, and appealing to our community
- Include digital formats, maximising technological advances
- Are region-wide but also reflect the history and interests of local communities
- Collect, preserve, and share Masterton's unique stories
- Prioritise New Zealand, Māori, and Pacific materials, including those in Māori and Pacific languages
- Engage children and young people in reading, learning and discovery
- Include materials in languages other than English
- Are shaped by stakeholder relationships, collection usage information and customer and community feedback, as derived from surveys, suggestions, comments, and complaints

Mātauranga Māori

We are committed to Mātauranga Māori. This means Masterton District Library:

- Recognises the unique place of Māori as tangata whenua
- Invests in collections to promote te reo Māori and to provide access to Māori knowledge, heritage, and identity
- Addresses matters regarding ownership of Māori material in the spirit of cooperation and partnership, and respecting tikanga Māori
- Honors our Treaty obligations and is committed to a treaty-based partnership with Māori

Freedom of access to information

We are committed to the principle of freedom of access to information. This means Masterton District Library:

- Will not suppress or remove material simply because it gives offence
- Assesses and places material into age-appropriate collections. Parents and caregivers are responsible for their child's selection and viewing of library materials
- Endorses the International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom
- Endorses the UNESCO Public Library Manifesto
- Complies with the Films, Videos and Publications Act 1993
- Complies with the Copyright Act 1994 and subsequent amendments
- Advocates for the ongoing protection and expansion of access to digital content

Value

We purchase and manage the collections to provide the best value for our community. This means Masterton District Library:

- Maintains a region-wide and local accountability for the strategic management of collections
- Exercises fiscal responsibility in all aspects of collection development
- Maximises use and access by making library materials available for loan wherever possible
- Measures the performance of collections to ensure they deliver the objectives of this policy
- Reserves the right to make final judgement on collection development decisions

COLLECTION MANAGEMENT GUIDELINES | RĀRANGI TOHUTOHU WHAKAHAERE KOHINGA TAONGA

Selection Criteria

Masterton Library's collections are guided by our collection principles, focusing mainly on new and popular works, and incorporating the following criteria:

- customer and community demand and local interest
- continuing relevance to the wider Masterton community
- enhancing strengths and addressing gaps in the collection
- suitable format for library use
- the quality of the item, with reference to the average expected price

We select multiple copies and new editions based on customer demand and anticipated popularity. Masterton Library does not generally purchase textbooks, workbooks, highly specialized materials, items that cannot be supplied by library suppliers and items that are out of print.

Collection Evaluation

Library staff are continuously engaged in assessing and reassessing customer requirements. They do this through formal and informal feedback, the use of collection statistics, and their own professional experience.

Donations

Masterton Library will accept donated works on the understanding that they will be included in the collection only if required and meet the collection criteria. Donations that do not meet the collection criteria will be disposed of. Generally, items that are not in a 'new' condition will not be retained unless they fulfil a particular need in the collection, e.g. completing a series already held. All donations are accepted on the understanding that the donor acknowledges this.

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. All purchases will be made through library vendors unless it is only available from the author or publisher.

Storage

Masterton Libraries stores older items of lasting value and items with ongoing demand.

Deselection/weeding and disposal

Library staff have the delegated authority to dispose of library collection assets following collection guidelines. Materials that are no longer required may be sold, recycled or otherwise disposed of.

All collections are regularly assessed for material that may need to be withdrawn and considered for replacement. Deselection criteria is based on MUSTIE:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded (by a truly new edition or by a much better book on the subject)
- T = Trivial (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)
- I = Irrelevant to the needs and interests of your community
- E = The material or information may be obtained expeditiously Elsewhere through interlibrary loan, reciprocal borrowing, or in electronic format.

REFERENCES

- [IFLA Statement on Libraries and Intellectual Freedom](#)
- [UNESCO Public Library Manifesto](#)

RELEVANT LEGISLATION

- Films, Videos and Publications Act 1993
- Copyright Act 1994 and subsequent amendments