



Christchurch City Libraries : Content
Development Policy
6th edition

Content Development Policy 6th Edition

Anderson, Anne

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Introduction

This 6th edition of Christchurch City Libraries' Content Development Policy has been designed to be read in either a PDF format or in a modular online format.

The purpose being to enable the reader or user to quickly find specific information in what is quite a large document while still being able to understand that information in its wider context.

Section 1 - Why	<u>Policy & principles</u>
Section 2 - How	<u>Applying the Content Development Policy -practice & procedures</u>
Section 3 - What	<u>Definition of collections – purpose and content</u>

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1. Vision

Connecting people, Inspiring discovery, Enriching communities

2. Purpose

Christchurch City Libraries selects, acquires, processes, makes available and deselected resources which support [Christchurch City Council's Community Outcomes](#) and works within the framework of the current [Long Term Plan](#).

This Content Development Policy documents the philosophy and strategies for developing and managing the collection held by Christchurch City Libraries Ngā Kete Wānanga-o-Ōtautahi in order to:

- Provide overall direction for the selection, creation and management of content for Christchurch City Libraries.
- Define the parameters of the Library's content.
- Provide a basis for the most effective use of the available funds and as an aid to decision making when funding constraints require choices to be made.
- Provide measures for collection evaluation and performance to ensure the needs of current and future customers are met.
- Assist customers' understanding of the Library's content development and management practices.

Associated with this Policy are section 2 guidelines for the practice and procedures for the application of this policy and section 3 detailing defined collections.

This policy is endorsed by Christchurch City Council.

This policy will be reviewed in 2022 but minor amendments may be made on an annual basis.

3. Principles

3.1. Reflects our community

Christchurch City Libraries aims to serve our diverse communities by providing appropriate content to meet their needs.

3.2. Bicultural commitment

Christchurch City Libraries recognizes the unique place of Māori as the indigenous people of Aotearoa, New Zealand. This recognition will be reflected in the emphasis given to the collection, creation and management of local and national Māori content within the library.

3.3. Accessibility

Content is available to customers when, how and where they want it. A variety of technologies, formats and services are provided to give customers easy and effective access to the resources they may require.

3.4. Freedom of information

The Library commits to the concepts of intellectual freedom and access to information within the parameters set by statute. The Library will provide information required for customers to participate in the democratic process and will attempt to represent varying points of view on a broad range of subjects so that all members of the community may be informed and make individual judgments. For further information see: [Appendix 1 – Intellectual freedom and access to information](#)

3.5. Comprehensive and relevant resources

The Library collects and manages resources to meet the information, research, recreation, cultural and lifelong learning needs of our present and future communities. Resources are collected or created with sufficient breadth, depth and focus to meet those needs.

3.6. Community memory

The library is committed to collecting, preserving and providing access to documentary heritage pertaining to Christchurch and Canterbury so that appropriate material, irrespective of original format, is acquired and retained for future generations.

4. Bicultural commitment

The Library's bicultural commitment is outlined in its bicultural development policy:

“Christchurch City Libraries has a commitment to the principles of Te Tiriti o Waitangi and to the ongoing process of applying these principles in all aspects of the organisation's work”

The Library aims to provide services which meet the needs of Māori within the community and which are adaptable as those needs change.

In doing so, it adheres to the following guiding kaupapa Māori values

- Manaakitanga – committed to giving care and respect to clients, the organisation and the Tāonga that they hold
- Te Reo Māori – understanding that Te Reo Māori is vital to the identity and survival of Māori as a people
- Whakapapa – recognising whakapapa is the backbone of Māori society and recognising collections have direct links to an original source
- Kaitiakitanga – preserving, maintaining and protecting all knowledge

Christchurch City Libraries is committed to enhancing access to Māori content within the Library's collections. The Library is committed to using Ngā Upoko Tukutuku, Māori subject headings.

5. Context

5.1. History

The Library began as a Mechanics' Institute in 1859. In 1863 it moved to a building on the corner of Hereford Street and Cambridge Terrace where the Library remained until 1982.

In 1873 the building was handed over to the Provincial Council which placed the Library under the control of the new Canterbury College (later the University of Canterbury). With the abolition of the Provinces in 1876 the Library became the property of the College. In 1936 the City Council agreed, in principle, to take over the Library, which it did in 1948 by Act of Parliament.

By the late 1960s it became obvious that a larger site was needed and after seven years' planning a new building on the corner of Oxford Terrace and Gloucester Street was opened early in 1982. Meanwhile a network of community libraries had been developed throughout the city.

By the 1960s the adjoining local bodies of Waimairi District Council and Paparua County Council had also established professional library services, and these, with the city's central and branch libraries, formed the new Canterbury Public Library network following local government reorganisation in 1989.

In 2000 Canterbury Public Library changed its name to Christchurch City Libraries. A new brand and logo were also launched to reflect the new name and the increasing range of services offered.

In 2006 Christchurch City amalgamated with the Banks Peninsula region and Banks Peninsula libraries became a part of Christchurch City Libraries.

Major earthquakes disrupted service from 2010. The recovery is still being worked through, with repairs and rebuilding of many of the City's libraries and the completion of a new central library, Tūranga, expected in 2018.

A further [history of the library](#) is available on our [website](#).

5.2. Trends

The increase in provision of digital content is resulting in the substitution of physical reference material (both monograph and serial) by databases, and often in duplicating borrowable material in both print and digital formats to provide customer choice.

The ready availability of digital content is both fuelling and satisfying demand for 24/7 access to Library resources.

The trend for physical libraries needing to accommodate a greater range of services tends to reduce the space available for physical collections in public access and move more to the retail display model. This requires a greater focus on the ability to deliver refreshed collections to match customer demand '*just in time*', rather than hold large quantities of stock as a storehouse '*just in case*' there might be customer demand, with evidence based data used to support collection management decisions. This is being accelerated in Christchurch City Libraries as more libraries are repaired, rebuilt or newly developed.

5.3. Priorities

Building digital content across three elements:-

- Provision of downloadable content
- Provision of access to eResources, both current and archival
- Provision of digitised heritage content and associated digital curation

Enhancing the use of performance measurement tools and reports to improve collection agility to meet customer demand and '*just in time*' delivery.

Increasing the provision of '*one to many*' readers advisory and promotion opportunities and channels, so that the knowledge of the Content Team is shared more with customers.

6. Scope

The Library's content includes what is selected, acquired, or created, for customers' use.

This policy is format neutral. The library selects and acquires or provides access to whichever format best meets customers' needs. In many instances this means providing both print and digital formats to meet customers' needs and expectations; in others, the resource may only be available in one format.

Christchurch City Libraries is committed to the preservation and dissemination of material pertaining to Christchurch's tangata whenua, alongside its commitments to the range of multicultural communities resident in Christchurch.

As a major public library, the Library considers its responsibilities at both a regional and national level in its collection development and management practices. Areas of particular relevance are capturing local resources, and consideration of long-term storage and access issues.

7. Exclusions

- Voluntary libraries
- Council Archives
- Council unit libraries, including:
 - Art Gallery Library
 - Parks and Gardens Library

8. Compliance

8.1. Compliant with legislation...

[Copyright Act 1994](#)

[Films, Videos, and Publications Classification Act 1993](#)

[Local Government Act 2002](#)

[Privacy Act 1993](#)

[The Treaty of Waitangi](#)

8.2. Conform to Standards and statements...

[Standards for New Zealand Public Libraries 2004](#)

[Code of Professional Conduct](#) (s11 of the LIANZA Code of Practice)

LIANZA Statement on [Free Public Library Service](#)

LIANZA Statement on [Access to Information](#)

LIANZA [Statement on Intellectual Freedom](#)

LIANZA Statement on [Library Services for Disabled People](#)

LIANZA Statement on [Library and Information Services to Pacific Peoples](#)

LIANZA Statement on [Library Services to Children and Young People](#)

8.3. Cognisant of...

[Public libraries: strategic framework 2012 to 2017](#)

[National Library of New Zealand - Te huri mōhiotanga hei uara | Turning knowledge into value – strategic directions to 2030](#)

[IFLA/UNESCO Public Library Manifesto](#)

[IFLA standards](#)

Appendix 1: Intellectual freedom and access to information

The Library commits to the concepts of intellectual freedom and access to information within the parameters set by statute. The Library will provide information required for customers to participate in the democratic process and will attempt to represent varying points of view on a broad range of subjects so that all members of the community may be informed and make individual judgements.

Christchurch City Libraries aims to uphold the principles outlined in the [UNESCO Public Library Manifesto](#):

“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.....

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.....

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.....”

These principles are endorsed nationally in [Public Libraries of New Zealand : a Strategic Framework 2012 to 2017](#), and the LIANZA statements on [Free Public Library Service](#), [Access to Information](#) and [Intellectual Freedom](#).

Accordingly:

- The Library endeavours to supply appropriate information and resources for the information and recreation needs of its many customer groups.
- To uphold the principle of intellectual freedom, the Library attempts to supply a balanced collection containing varying viewpoints on controversial issues. Material will not be suppressed or removed simply because it gives offence. While recognising the right of the individual to reject material, this should not diminish the overall breadth of the collection for other customers.
- Materials will not be marked or identified to show approval or disapproval of contents.

- Items prohibited by the Films, Videos and Publication Classification Act 1993 will not be purchased by the Library and material restricted by provisions of this act will not be issued to customers under the specified age. Apart from these statutory requirements, the Library will have no active censorship role.
- Christchurch City Libraries supports the right of children and young adults to choose their own material. The responsibility for a child's selection rests with parents or legal guardians. (see Membership form).
- There are no restrictions on which types of content may be accessed by specific customer groups except for any existing statutory prohibitions or Christchurch City Libraries membership restrictions.
- Customers may express their views on the content of resources or materials to any staff member at a Library location, or by contacting the Library.

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1. Financial Management

1.1 Financial accountability

Efficient, effective and responsible management of funds received by the Library is necessary to implement the goals of the Content Development Policy and to maintain public accountability. Processes are regularly reviewed to achieve this aim.

The Library provides materials in the most efficient and cost-effective manner possible. Content is added and managed responsibly to ensure the best use is made of available funds.

1.2 Funding

Christchurch City Libraries is funded by the Christchurch City Council:

- To provide library and information services to the city's ratepayers, residents (those living and/or working within the city's boundaries), councillors and staff
- To contribute to the city's cultural, economic and social health and development

Other sources of revenue include:

- Gammack Trust
- Anonymous Trust

Allocation of funds

Collection budgets are allocated to collection areas based on:

- customer demand
- obligations to the community
- priorities within the network's collections such as responding to the opening and closing of libraries, refreshing a specific area of the collection, and developing a new area within the collection

Responsibility for the budget allocation and the general oversight of collection development lies with the Content Manager. Fund allocations are determined on an annual basis.

1.3 Valuation of the collection

The Library's collection is valued periodically to:

- Assist with financial reporting measures required by the Christchurch City Council's Long Term Plan
- Accurately reflect the asset value of the Aotearoa New Zealand Centre collection for the purposes of the Christchurch City Council's Annual Report
- Provide information to assist the Library Manager with the accountabilities stated in the [Standards for New Zealand Public Libraries 2004](#):
 - B.2.1 Responsibility to manage and administer the financial resources of the library in an efficient, effective and responsible manner.

- B.2.2 to participate in council-wide budget discussions in the process of preparing the library's annual budget, and to initiate activities designed to secure and maintain adequate funding from the local authority to meet the objectives laid out in the library's plan
- B.2.5 To report the library's financial situation regularly to the local authority

Asset value

Operational assets, including library books, are depreciated over an estimated useful life of three to eight years.

Restricted assets, including heritage assets, are depreciated over an estimated useful life of 1000 years.

1.4 Requirement to charge

1.4.1 Revenue Generation

Christchurch City Libraries is currently required to generate a percentage of its operating budget as determined in the LTP - [Libraries activity management plan: long term plan 2015-2025 management plan](#) This is partially achieved through charges on some collections and services. These include:

- Areas of the collection which provide a value added service, e.g. Bestseller Collections
- Charges on some format collections - this does not apply to materials in Children and Young Adult collections, or to library members with a concession status.
- Holds - this does not apply to library members with a youth or Concession membership
- Interloans
- Fines / overdue charges

Current library charges are detailed in the [Fees and Charges Policy](#)

Factors considered when considering charging rates and application include:

- Implications for specific customer groups to access resources
- Parity with other charges
- Feasibility (cost benefit)

1.4.2 Revenue performance

The effectiveness of the Library's revenue earning collections is monitored annually to endeavour to meet targets.

1.4.3 New collections/new formats

From time to time, a new collection or format may be introduced to the Library by passing on a partial charge to the customer. The charge allows the format or collection to be established when otherwise it would not be possible within the available budget.

2. Sustainability

The Christchurch City Council is committed to sustainable development approaches in the Council's activities. Christchurch City Libraries incorporates this commitment into its collection development and management practices.

While the library business of "buying once, using many times" is in itself a sustainable practice, additional measures are taken wherever possible such as floating collections. This includes maintaining an awareness of overseas trends and the impact these may have on access to resources; and regularly relocating physical resources around the libraries in order to maximise their usage by customers.

The Library is also committed to working with supplier partners to develop new mechanisms and processes to meet an ever changing operating environment.

2.1 Financial sustainability

The Library develops and maintains its collection/content in a financially sustainable way. Applications of this may include:

- Selection of content and content format
- Decisions around de-selection and development of new collections
- Ensuring that new collections are sustainable long-term
- Being aware early of changing trends to avoid purchasing multiple copies of stock no longer in high demand
- Ensuring core areas of spending are identified so that these collections can be maintained despite variations in available finance
- Consideration of the cost of storage

3. Content development and management

3.1 Selection

Material for the Library is collected by specialist teams who aim to build a well-balanced collection that meets the overall aims expressed in the Policy. Material is acquired through a range of sources, ensuring the Library is positioned to best meet customer needs and collection requirements.

3.1.1 Selection criteria

Selection criteria stated in [The Standards for New Zealand Public Libraries 2004](#), D.2.1 are:

- 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, audio-visual, 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

These criteria work together with the Content Development Policy Principles

Specific selection criteria and issues considered include:

- Quality of content, authoritative
- Accuracy of information
- Currency
- Relevance within the scope of the collection
- Community demand – present or anticipated
- Quality of the physical item or format and suitability for public library use
- Collection strengths or identified gaps
- Price. While this is always a consideration, it is just one factor. Expensive acquisitions in line with collection scope and library responsibilities, are purchased, as are items in popular subject areas.
- Availability – whether currently in print or not
- Availability – through format
- Numbers of items required to satisfy anticipated customer demand for both popular and heritage items
- Consideration of which formats will best meet customer need

From time to time, items not meeting the usual selection criteria may be purchased if the choice is limited, and they are the best source available to fill a gap or meet a customer need.

Occasionally particular topics or formats are more prone than others to theft, vandalism and loss. This may influence selection decisions, and the way these items are displayed and managed.

Additional selection criteria apply to specialist Library collections such as the Aotearoa New Zealand Centre. These criteria are identified in the appropriate sections of the Permanent Collection Policy.

A range of parliamentary papers and other government publications is provided to the Library by the relevant government departments

3.1.2 Selection responsibilities

In line with the Standards for New Zealand Public Libraries 2004, D.2.4, the Library's Manager has a responsibility to ensure, "selection is undertaken by suitably qualified and experienced staff with expert knowledge of the kinds of library materials for which they are responsible, and understanding of the community served. Some staff should have specialised knowledge of the needs of particular groups in the community, and work in consultation with community groups"...and "to use the knowledge of staff in specific subject areas and to ensure that individual bias is avoided."

Final accountability for selection lies with the Content Manager.

Day to day management of selection responsibilities are:

- Monographs and Audio-visual: Selection and Access Team
- eBooks and eAudio: Selection and Access Team
- eMagazines: Digital Content & Serials Team

- Serials: Digital Content & Serials Team
- Electronic Subscription Resources: Digital Content and Serials Team
- Digitisation of heritage collection items and digital content creation: Digital Content and Serials Team.

Customer suggestions consistent with the Content Development Policy, along with consultation with, and recommendations from, Library teams play an important role in determining the content selection.

Further detail is contained in [Request an item for our collection](#)

Stock is allocated around the network taking into account:

- Total number of copies required for library network
- Library size
- Location and scope of specialist collections
- Customer demand

3.1.3 Selection tools

These include:

- Websites
- Trade and library magazines
- Publishers' catalogues
- Reviews in specialised and general interest magazines
- Suggestions to purchase from customers and library staff
- Profiles created and managed by Selection and Access Team
- Standing orders created and managed by Selection and Access Team and Digital Content and Serials Team.

3.1.4 Formats

Collection and content is offered in a variety of formats. These include physical, digital, video and audio.

Additional selection criteria may apply to specific formats:

Electronic subscription resources

- Frequency of updating
- Licensing and technical restrictions affecting access – i.e. availability in libraries and/or remotely, with preference given to remote access; city and/or non-city members
- Number of possible concurrent users
- Stability of product
- Functionality and usability
- Availability through subscription, or purchasing an archive of content.

Serials

- Number of issues a year
- Availability in alternative formats

New formats are considered and evaluated as they emerge.

Considerations for evaluation of new formats include:

- Community demand
- Potential impact of any new format on equipment, staff, storage and space
- Sustainability issues
- Ease of use
- Reliability of access
- Durability for library use
- Suitability for direct customer use
- Availability of initial and ongoing funding
- Capability for downloading information
- Any consequent reduction or replacement of print or other format materials

3.2 Acquisition and purchasing

Library content is acquired through a variety of suppliers, most of whom are tendered for contract on a regular basis.

3.2.1 Donations

Some donations are added to the Library's collection. Items are assessed to see if they are in good condition and if they meet usual selection criteria.

Terms of donation required to be clarified with potential donors are:

- Donor has read the Donations Policy and accepts the conditions
- Donated items that are not considered acceptable for the collection will be put in the Library's book sale.
- If a donated item is of a specialised or valuable nature and the donor has requested its return if it is not accepted for the collection, the donor will be advised and invited to collect it

Some collections, in particular the Archives collection, rely more heavily on donated material than others.

Further detail is contained in the [Donations Policy](#).

3.3 Access provision

Cataloguing standards ensure the Library's catalogue provides high quality access to print, audio-visual collections and eCollections. In many cases additional reference points (subject headings, notes) are added to highlight material which is otherwise difficult to find. This applies in

particular to items of local interest, including the application of [Ngā Upoko Tukutuku / Māori Subject Headings](#).

Archives are described using the guidelines developed by the [Society of American Archivists](#).

Most items in the Library are processed with RFID tags and spine labels in a consistent manner to ensure they are accessible.

3.4 Content management

Continuous content management results in a current, relevant and attractive collection. This takes into account the need to relocate resources throughout their lifecycle and recognises that the Library collection space is finite.

Content management includes:

- Complying with the provisions of the Content Development Policy and the Permanent Collection Policy
- Using collection tools and a variety of reports to manage collections
- Ensuring tikanga and principles of kaitiakitanga are followed when caring for specialist collections
- Maintaining an awareness of the use patterns of the collection in order to build an area or weed it more accurately to satisfy need
- Managing the collection on a day to day basis, ensuring it is tidy, attractive and well displayed
- Ensuring stock is physically appealing to maximise use as a network resource by using book covers and plastication on some items
- Repairing and recovering stock as required
- Deselecting stock objectively, and according to guidelines, in order to maintain an attractive, well balanced collection, at a size that maintains a steady state within the constraints of the building in which it is housed

3.4.1 Content analysis

The Library collection is regularly and effectively evaluated to ensure that the goals of collection development are being met and that emerging gaps are identified.

The Standards for New Zealand Public Libraries 2004, D.2.9, require libraries to “evaluate the collection regularly to ensure that it contains high-quality, up-to-date resources, reflecting current trends and local needs and preferences, and conforms to current selection and deselection policies.”

Ongoing collection performance is monitored in a variety of ways:

- Achievement of measurements and targets currently required by the Christchurch City Council:
 - General collection meets the needs of the community – defined as 3 - 3.5 items per capita of city population

- Achieve at least a peer average in terms of collection turnover
 - The number of library items issued, per capita of city population, per year is the same as the national average or better
- Use of the [Public Library Statistics](#) to compare performance with comparable public libraries
- Content use and scope is monitored regularly, to ensure the Library continues to provide the content customers require. Current methods include:
 - Circulation statistics compiled from the Library Management System
 - In-library use – this is measured periodically as it is not reflected in circulation statistics
 - Holds placed, interloan requests, and suggestions to buy give an indication of areas of collection needs
 - Electronic statistics in terms of page views, site visits and eResource use
 - Formal customer satisfaction surveys to measure satisfaction with collection and performance
 - An ongoing culture of encouraging customer feedback
 - Awareness of strengths and weaknesses in terms of content and formats available
 - Measuring performance against Content Development Policy principles, including statements around recommended future collection priorities

3.4.2 Content location

Physical collections are held in libraries throughout the Christchurch City Libraries' network, and in additional non-public access storage facilities.

The Library uses the floating collection method to refresh stock at individual library locations, and to ensure individual items get maximum network use.

Most collections "float" freely among library locations rather than being "owned" by a specific location. Thus the item stays at the location it is returned to rather than being sent back to a 'home' location.

All lending material held in storage is available for loan through the holds process.

Fragile and/or unique Heritage material is stored in a temperature controlled environment.

Reference material may be requested and viewed at Tūrangā, or by appointment at Archives New Zealand's facility at Wigram.

Digital collections are stored using Christchurch City Council servers, vendor platforms, or open access facilities such as Kete.

Access to content is facilitated by consistent signage to print and digital content which enables customers to easily find their way around any library in the network, including some bilingual signage.

3.4.3 Preservation and Conservation

Material is preserved to ensure the accessibility of the Library's permanent collections for present and future use.

This includes:

- Maintaining an appropriate environment that minimises the deterioration of the stock. This includes temperature and humidity control where appropriate, correct handling of the stock, individual assessment of the extent and type of repairs required and on-going monitoring of the extent of use of key items
- Actively preserving material in the collection by:
 - Isolating items needing treatment and withdrawing them from active use
 - Applying appropriate preservation techniques to those items that warrant such treatment as and when possible
 - Producing surrogates where the extent of use is incompatible with the ongoing preservation of the item

Techniques may include:

- Preservation binding
- Encapsulation
- Phase boxing
- Shrink wrapping
- Format migration

Further details are stated in the Preservation Procedures.

3.4.4 Content maintenance – lifecycle

Content is reviewed regularly to ensure:

- The best stock to match customer needs is selected and maintained
- A balanced collection is provided within budget allocation
- A network perspective is taken towards the collection
- Materials are suitable for library use
- Collections are responsive to customer needs
- Collection management tools and guidelines are promoted and used confidently by staff members. This includes analysing data compiled from the Library Management System; and the use of the Deselection guidelines

Consideration is given to whether an item should be archived digitally or printed; or bound and housed in a physical collection.

All general collections are assessed regularly for material that may be retained in storage, withdrawn, or replaced.

Items to be retained in storage must conform to the Collection Storage Principles and Guidelines.

3.5.1 Deselection and withdrawal

Deselection is an essential activity in order to a) have space to add new content and b) to ensure what is retained still meets customer needs.

The MUSTIE criteria is used for assessing items for withdrawal:

- **Misleading** - and/or factually inaccurate
- **Ugly** - worn and beyond mending
- **Superseded** - by a truly new edition or by a much better book on the subject
- **Trivial** - of no discernible literary or scientific merit
- **Irrelevant** - irrelevant to the needs and interest of the community
- **Elsewhere** - material or information that may be obtained elsewhere

Other considerations include:

- Currency and format
- Lack of use
- Material considered classic or part of a core list
- Material not likely to become outdated
- Material about a subject, not found elsewhere in the collection, and where a replacement is not available

Further details are available in the Deselection Guidelines.

3.5.2 Disposal

The Library follows sustainable practices and considers sustainability implications wherever possible. These include:

- Consideration when deciding whether to repair or replace
- Recycling packaging and other relevant library related materials
- Ensuring best use is made of stock before deselection
- Holding public book sales
- Valuable items, no longer appropriate for the Library collection, may be sold at commercial value
- Offering unwanted items to other institutions where content more appropriately matches their collection scope
- Māori material will be referred to Nga Ratonga Māori team for appropriate disposal

As stated in the [Customer Requests to Buy Withdrawn Items from the Collection Policy](#), the Library does not put aside withdrawn items for customers to buy.

3.5.3 Book sale

Withdrawn material may be disposed of through book sale bins in libraries, or through the Christchurch City Libraries book sales which are held at least once a year.

Book sales are open to all members of the public

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1. Overview

This section provides information about the collections offered within the Christchurch City Libraries' network – the purpose of each collection and what it comprises.

The Library provides collections for all demographic groups and tailors them to reflect our local community and environment. A strong emphasis is placed on New Zealand authors and content to reflect New Zealand culture.

Selection and retention practices are used in a consistent manner across all formats as outlined under Selection in section 2 Practice and Procedures, unless it is specified otherwise.

New items are added to most collections on a regular basis. A small number of collections are closed to new additions, but existing content is retained.

The balance in formats offered in some collections, for example physical versus digital, may change depending on availability and usage. This is more apparent in some collections than others.

Physical formats include:

- Books
- Magazines
- Audiovisual - DVDs, music CDs, and audiobooks (talking books) in both CD and MP3 CD format

Digital formats include

- Databases, e.g. Mango Languages
- Downloadable – eBooks, eMagazines, eAudiobooks
- Digitised content – letters, maps, Kete Christchurch
- In-house created databases, e.g. CINCH, Papers Index

The Library also acquires some streaming media.

2. General Collections

2.1. Adult collections

2.1.1. Fiction

To provide access to a broad range of titles to satisfy customer recreation, entertainment and learning needs. This collection aims to be a comprehensive collection of the works of all major English language fiction writers and non-English authors in translation. It includes a wide range of bestselling and popular fiction as well as literary classics, works by new and local authors and award winning titles. It is available in both print and digital formats.

2.1.2. Nonfiction

To provide access to materials that contribute to lifelong learning and which fulfil the informational, recreational and cultural needs of the community. This collection provides reliable, high quality information across a comprehensive range of subjects and interest levels in a variety of formats including both print and digital. It contains both current and historical material that reflect a wide range of views.

2.1.3. Large print

To provide reading material in enlarged typeface for customers who have difficulty reading standard print-sized editions. This collection includes as great a range of titles as possible for variety and includes both fiction and nonfiction titles, with hardback and soft cover options.

2.1.4. Bestseller

A small collection to meet high demand for the most popular and topical items of the moment. This collection is highly responsive to what is happening at the time, what is being promoted in the bookshops and media, and is readily available. It contains mainly fiction and is guided by bestseller lists and holds.

2.1.5. Graphic novels

To provide reading material that blends words and images to tell a story. This collection includes popular themes and characters. Graphic novels are collected in English. Where possible, series are retained.

2.1.6. Reference collections

To provide quick, easy access to items frequently used as quick sources of information. This collection includes English, New Zealand English, Māori, bilingual and subject dictionaries, encyclopaedias, yearbooks, almanacs, directories, maps and atlases, bibliographies and biographical sources. Because of the need for currency and accuracy, and ease of searching, the preference is for digital format where available.

2.1.7. Standards

To provide access to the relevant standards to support local business development and industry. This collection contains a comprehensive collection of New Zealand standards (NZS), Australian Standards (AS) and joint Australian/New Zealand standards (AS/NZS). AS/NZS standards are also available digitally.

2.1.8. Music scores

A collection of music scores and sheet music, covering both classical and popular music, as well as New Zealand music scores.

2.1.9. Motor manuals

To provide access to a collection of repair manuals for cars, motorcycles, outboard motors and other engines. Where available, manuals covering other vehicles and appliances are also collected.

2.1.10. World languages

To provide access to material in a variety of languages other than English to support local migrant groups wishing to retain their connection with their home country. This collection contains first language resources for new settler communities, and recreational language resources in other languages for English language speakers. The collection is offered in a variety of physical and electronic formats and includes popular fiction, nonfiction, magazines and newspapers. Further details can be found in the [World Languages Collection Policy](#)

2.1.11. English Language Skills / Literacy

To provide access to resources that are specifically designed to help develop English literacy skills in reading, writing, listening and speaking, and for English speakers of other languages. This collection provides access to recreational and informational titles at different reading levels on a range of subjects. Included are learner dictionaries and grammar resources, self-study materials for independent ESOL learners and study guides for students preparing for international language tests such as IELTS, tutor resources and bilingual materials.

2.2. Children & Young Adults

To provide the widest possible selection of high-quality resources to assist the learning, development and recreation of children and young adults, taking into account customer demand, interests and changing trends. This collection includes both fiction and nonfiction materials, including information on careers, life skills, study guides and graphic novels aimed at library customers aged zero to seventeen. A strong emphasis is placed on New Zealand authors and content to reflect New Zealand culture. This includes items written in Te Reo Māori and resources written in Pacific Island languages and languages of Christchurch's recent settler communities.

2.2.1. Picture books

To provide books primarily for younger children to introduce them to a wide range of experiences, settings, themes, feelings, situations, characters, art and language. This collection includes material suitable for pre-schoolers and new entrants, for reading aloud to groups and for sharing on a one-to-one basis. Also included in this collection are board books designed for children in their early years.

2.2.2. Into reading

This collection includes both fiction and nonfiction books designed to be used by emerging readers, and parents and children sharing a book together that have simple sentence structures, grammar and font.

2.2.3. Children's fiction

This collection is divided into two sections: younger fiction for children aged 6-9 years and older fiction for children aged 9-12 years. The collection is made up mainly of chapter books. Series are kept complete wherever possible.

2.2.4. Children's graphic novels

To provide reading material that blends words and image to tell a story. This collection includes popular themes and characters with appealing visual images aimed at children of all ages.

2.2.5. Children's nonfiction

To provide access to materials which fulfil the informational, recreational and cultural needs of children and contribute to lifelong learning. This collection includes materials across a wide range of subjects and interest levels to reflect the diversity of interests and needs. The collection does support curriculum requirements: however, this collection does not meet all classroom needs, nor is it designed to support class sets.

2.2.6. Children's posters

To provide a highly visual resource on various popular and recreational topics. This collection contains posters on popular animals, sports, and book or film characters. This collection is not designed for teaching purposes.

2.2.7. Stories to go

A collection of material and activities in bags for children aged 0-12 years. Stories to go bags are classified by age and contain a variety of fiction and nonfiction books, a DVD, a music or story CD and a toy or puzzle.

2.2.8. YA fiction

A range of books which appeals to a wide cross-section of young adult readers. The collection includes fiction of all genres, abridged or complete classics, multi-cultural classics and short stories. Cross-over titles are also included providing a link between Young Adult and Adult collections. Series are kept complete wherever possible.

2.2.9. YA graphic novels

The collection includes popular themes and characters. Graphic novels are collected in English and languages other than English. Where possible, series are retained.

2.2.10. YA nonfiction

To provide access to materials which fulfil the informational, recreational and cultural needs of youth and contribute to lifelong learning. This collection includes materials across a range of subjects and interest levels of particular interest and relevance to youth culture which includes personal and social issues and entertainment topics. The collection includes study guides.

3. Ngā Pounamu Māori

The collection provides the largest and most diverse range of Māori material in the Library's collections with special emphasis on te Ao Māori. It contains items of cultural, historical, social and linguistic significance for Māori, including whakapapa resources. Special emphasis is given to local content, particularly Ngāi Tahu. This is a lending collection providing multiple copies of those items held in the Aotearoa New Zealand reference collection.

4. Pasifika

To provide access to knowledge, heritage and identity, with a particular focus on helping Pacific Islanders retain their language and culture. This collection contains resources, both fiction and nonfiction, pertaining to Pacific Island culture. Also included are books that assist the new reader in various Pacific Island languages. This is a growing collection, though constrained by the limited level of publishing.

5. Serials

To provide access to information to satisfy the recreational, informational, cultural and lifelong learning needs of the community. Serials are defined as publications that have a regular and known publication cycle. Included in the category are recreational magazines, serials on specialist topics, newspapers and annual reports. Additionally, some local newsletters and locally published serials, school magazines, items with popular interest and magazines and newspapers in languages other than English to support the needs of the World Languages collection are also collected.

5.1. Newspapers

To provide access to a selection of New Zealand daily and weekly newspapers, both current and historical, with a focus on Christchurch.

Current newspapers. This collection contains a range of local and national publications. It is transitioning to being mostly digital.

Historical newspapers. This collection contains a range of newspapers with a focus on Christchurch and Canterbury. Historical newspapers are preserved in both paper and microform formats to provide long term access and are part of a wider national programme of digitisation.

5.2. Government publications (see 8. Heritage collections)

6. Audiovisual collections

To provide a wide range of non-print resources to supplement print collections to meet entertainment, information and customer needs. These collections contain a variety of formats such as DVDs, CDs, MP3/M4b audiobooks, Playaways and streamed videos and music to provide greater access.

6.1. DVDs

This collection includes a wide range of popular DVDs including classic, contemporary, family and art-house movies, world cinema, musicals, popular television series (either current or older), general documentaries and specialist material e.g. music, history, opera, travel or yoga. Where possible, DVDs with subtitles are purchased for the hearing impaired. Only DVDs that have been classified in New Zealand are purchased. R18 rated DVDs are not purchased unless they are part of a series where other titles have been classified with a lesser rating eg R16.

6.2. Music CDs

This collection includes a range of recorded music covering a variety of styles including classical, folk, jazz, blues, world, movie sound tracks, rock, pop and country music.

6.3. Vinyl collection

A collection of vinyl LPs. This collection covers a range of music genres including classical, folk, jazz and popular music. It also includes some spoken word and comedy recordings. This is a closed collection.

6.4. Talking books

To provide an alternative form of media for customers. This collection includes both fiction and nonfiction titles in CD, Playaway and MP3/M4b formats. Both full-length and abridged recordings are purchased.

7. Digital

To provide access to engaging and entertaining online destinations and gateways which fulfil the informational, cultural and recreational needs of the community.

Access to the internet is provided to enable access to current information in an electronic format and to enable people to participate in and contribute to their city and community. It enables the

stories of the people and places of Christchurch and Canterbury to be told, while online databases are provided to meet and anticipate the needs of library customers for specialised, current and in-depth information.

7.1. Databases

This collection enables the library to offer access to indexes, abstracts, full-text articles and some streaming media via online databases to provide access to the most up-to-date information available for as many customers as possible by subscribing to a variety of authoritative databases.

7.2. Downloadable digital content

To provide access to online books and magazines from eBook, eAudio and eMagazine suppliers for those who prefer this format in order to meet the informational, cultural and recreational needs of the community.

7.3. Digitised content

The Library has a programme to digitise elements of the Library's heritage collections in order to:

- Conserve items that are too fragile or at-risk to be used
- Increase the accessibility of popular or in demand items
- Create greater awareness of the heritage collections and particularly unique, unpublished material
- Enable digital curation and local stories to be retold

Some of this is carried out in collaboration with other institutions, such as collaborating with the National Library of New Zealand by contributing to PapersPast.

7.4. In-house created indexes

7.4.1. Papers Index

A selective index of articles, mainly of local interest to Christchurch and Canterbury, published in local newspapers. The index includes articles published in The Press, The Star and the Christchurch Mail of both immediate and long-term interest with a local focus.

7.4.2. CINCH

An online community directory that provides access to clubs, community organisations and continuing education course providers in the greater Christchurch area. It lists current local community run organisations, or national organisations with a local presence, who offer a community service such as a course, workshop or hall for hire. It also provides links to organisations that are part of the local infrastructure such as eco depots, parks, sports and recreational providers. Information is updated regularly.

7.4.3. Tī Kōuka Whenua

Provides online access to local Māori history and information. It lists historical sites and information on the history of local areas and locations in and around Christchurch and Banks Peninsula. Included are pā sites, marae, landmarks and waterways, organisations, Tangata Rongonui (historical characters) and tribes/iwi, places and events. A number of pages have sound files to listen to excerpts of interviews with people with special knowledge of the places. Also included is a map covered by Tī Kōuka Whenua, a bibliography and glossary of Māori terms.

7.4.4. Te Kerēme

An online selective index to material from the Ngāi Tahu Māori Trust Board claim before the Waitangi Tribunal. It provides volume and page number references to the material before the Tribunal. These documents are held at Christchurch City Libraries in the Ngā Pounamu Māori Collection in the Aotearoa New Zealand Centre. Material indexed includes iwi, hapū, and marae, individual people, organisations, places and events.

7.5. Kete Christchurch (Community Repository)

An online resource of community contributed images and stories that promotes and supports the creation and sharing of everyday cultural and heritage content. It offers local communities the opportunity to capture contemporary and heritage memories and stories, supports historical and local societies to share their material in an online forum, and is a community space to celebrate who we are, how we live, and what we do, through photographs, video, audio footage and stories. It brings together records of local events, people, places and events - current and historical, by gathering together the knowledge held by the community about Christchurch and the Banks Peninsula area. People are invited to share stories, photos, video and audio on this site.

It contains material from public and private collections.

8. Heritage collections (Aotearoa New Zealand Centre)

A specialist reference collection providing research level contemporary and historical material about New Zealand/Aotearoa in a variety of formats and including both published and unpublished material.

The primary focus is on Christchurch and Canterbury. All Māori publications are actively sought and acquired with a particular emphasis on the local tangata whenua, Ngāi Tahu.

More detailed information is contained in the [Permanent Collection Policy](#)

8.1. Ngāi Tahu collection, Ngā Rākau Teitei e Iwa

To provide access to materials relating to Ngāi Tahu, and materials that contain historical information on the Chatham Islands with a significant focus on Māori. This reference collection contains material relating to the Ngāi Tahu claim and general books about Ngāi Tahu as well as books by authors identified as Ngāi Tahu. Also included in this collection are the South Island,

Wellington, Te Ikaroa District, Chatham Islands and Tītī Islands Maori Land Court Minute books and Ngāi Tahu Committee minute books. Historical information about the Chatham Islands and the people are also included.

8.2. Archives

A collection of primary sources within the ANZC collection to document the history of the city and region. This collection consists predominantly of unpublished original papers and records. It includes the records of local and community organisations and clubs, church archives, genealogical records, some business archives, original diaries, as well as the papers of individuals. Material relates to Christchurch, the Canterbury region and the Chatham Islands from 1850 onwards.

8.2.1. Manuscripts

This collection includes diaries and letters, papers of individuals, local organisations, fiction, drama, poetry, film scripts.

8.3. Ephemera

This collection provides documentary evidence of everyday life, cultural and socio-political information. It includes posters, retail catalogues, advertising material, circulars, local government election material, flyers for local festivals, art exhibition catalogues, postcards, library events and material produced by other Christchurch City Council units, events of national significance, for example the 1981 Springbok Tour, and practical and mixed materials relating mainly to local and community organisations and some businesses as well as to some individuals and families. A selection of Environment Canterbury material is also collected. In the main the material relates to Christchurch and Canterbury.

8.4. Official publications

8.4.1. Government publications

The full range of Parliamentary Papers continues to be received and retained in print format, as well as being accessible online. Key local government documents for Christchurch City Council and Environment Canterbury are also received and made available in print format. Statistics from Department of Statistics are no longer collected in print format, but are accessible online. Government reports are also actively collected, with many now available only in digital format, which are captured with a catalogue record providing a link to the report

8.4.2. Waitangi Tribunal Reports / Ngā Rīpoata o Waitangi

A collection of Tribunal reports and information on the claims settlement process.

8.5. Annual Reports

To provide access to a variety of New Zealand reports for current and historical information. This collection contains a comprehensive collection of annual reports, with priority given to Canterbury companies and organisations. Digital versions of contemporary reports are increasingly available.

8.6. Map collection

To provide access to both historical and current maps while ensuring ongoing public access to maps that are becoming increasingly physically fragile. The map collection includes contemporary and historical maps of Christchurch and Canterbury and current New Zealand topographical maps, street maps, national parks and track maps, soil and geological maps and nautical charts for local areas. Digitised copies of historical maps are a growing collection. Copies of maps are digitised from originals held by Christchurch City Libraries, and purchased from other collecting institutions to enhance access.

8.7. Theses

To provide access to academic theses which complement and add depth to the library's collection. This collection includes theses in geography, history, and politics with local content, artistic, literary and cultural topics which have few other printed resources and theses which include research conducted in Christchurch or Canterbury. This is mostly an historical collection with little added in recent years. Access to newer theses is provided via a link in Te Puna.

8.8. Family history

To provide sources of information used mainly for family history and genealogical research. It includes shipping registers, church registers, past telephone directories and electoral rolls. It also includes some Burke's and Debrett's Peerage resources and parish maps of the British Isles. These are provided in a range of formats including print, microfilm, CD-ROM and digital.

8.9. Special heritage collections

These collections have been obtained either through donation or purchase and have significant content relating to Christchurch or Canterbury as detailed for each collection. Many of these are closed collections or have only significant new titles added.

8.9.1. Butler collection

A collection of books by and about Samuel Butler (1835-1902). A nineteenth century English novelist who spent time in New Zealand and farmed at Erewhon Station in Canterbury. Material is purchased with the aim of having every published edition of Butler's works. Reprinted editions are not purchased.

8.9.2. Margaret Mahy collection

Named in honour of New Zealand author and former Christchurch City Libraries' Children's Librarian, Margaret Mahy, this is a reference collection of New Zealand children's and young adult's books from the nineteenth century to the present day. The collection

contains a copy of most New Zealand children's books (excluding 'readers') published since 1987, and builds on a collection of material published since the 1950s. It also contains a selection of self-published titles that focus on Canterbury topics or authors, as well as important/prominent authors, and a snapshot of translated titles by New Zealand authors.

8.9.3. Merton Collection

A collection of books, pamphlets and papers by and about Thomas Merton (1915-1968), a Trappist monk, whose father was a New Zealander and whose two aunts lived in Christchurch and gifted the initial collection. The collection includes titles on monasticism, comparative religion and social issues such as the Cold War, race relations and pacifism. Most items are reference with some lending copies available throughout the network. Currently only significant new titles are added to this collection.

8.9.4. Nautical collection

A small lending collection gifted to Christchurch City Libraries and located at Lyttelton Community Library. This collection contains mainly nonfiction titles with a small number of fiction titles dedicated to seafaring life, ships and shipping. No new titles are being added.

8.9.5. Newton Collection

A collection received in 1962 from a bequest of Canon Henry Edward Newton (1873-1961) who came from England to be vicar of Ross from 1901-1907 and who climbed extensively in the Southern Alps then and on a visit in 1935. This collection includes books, pamphlets and maps mainly on mountaineering and travel in New Zealand. No new titles are being added.

8.9.6. Ngaio Marsh collection

A collection by and about Canterbury's internationally-renowned crime writer, Dame Ngaio Marsh (1895-1982). It also includes translations of most of her works into other languages.

8.9.7. Peace Collection

A collection of material about the Peace Movement in New Zealand held in trust by Christchurch City Libraries for the Peace Foundation and the Women's International League for Peace. It includes mainly nonfiction titles with a small number of fiction titles. No new titles are being added.

8.9.8. Rare Book Collection

Christchurch City Libraries does not maintain a rare book collection, but has a small representative selection of rare and valuable non-New Zealand books that have been retained only for display purposes.