

# Christchurch City Libraries Permanent Collection Policy

March 2021

1.	INTRODUCTION .....	4
2.	POLICY STATEMENT .....	4
3.	POLICY SCOPE .....	5
4.	COMPLIANCE.....	6
5.	SCOPE OF THE PERMANENT COLLECTION.....	6
5.1	MĀORI .....	6
5.2	CHRISTCHURCH AND CANTERBURY .....	6
5.3	AOTEAROA NEW ZEALAND .....	7
5.4	PACIFIC .....	7
5.5	BEYOND NEW ZEALAND AND THE PACIFIC .....	8
6.	CUSTOMERS.....	8
7.	RELATIONSHIPS WITH OTHER PARTIES .....	8
7.1	OTHER COLLECTING INSTITUTIONS .....	8
7.2	CHRISTCHURCH CITY COUNCIL.....	9
7.3	LOCAL HISTORICAL SOCIETIES AND ARCHIVES .....	9
7.5	INDIVIDUALS OR INFORMAL GROUPS .....	9
8.	THE PERMANENT COLLECTION: DESCRIPTIONS .....	9
8.1	MĀORI.....	9
8.1.1	<i>General scope</i> .....	9
8.1.2	<i>Serials</i> .....	9
8.1.3	<i>Maps</i> .....	10
8.1.4	<i>Audiovisual</i> .....	10
8.1.5	<i>Content created by the Library</i> .....	10
8.1.6	<i>Ephemera</i> .....	10
8.2	CHRISTCHURCH AND CANTERBURY .....	10
8.2.1	<i>General scope</i> .....	10
8.2.2	<i>Books (including pamphlets)</i> .....	10
8.2.3	<i>Local government</i> .....	11
8.2.4	<i>Serials</i> .....	11
8.2.5	<i>Maps</i> .....	11
8.2.6	<i>Archives</i> .....	11
8.2.7	<i>Audiovisual</i> .....	13
8.2.8	<i>Oral histories and oral stories</i> .....	14
8.2.9	<i>Content created by the Library</i> .....	14
8.3	AOTEAROA NEW ZEALAND .....	15
8.3.1	<i>Books (including pamphlets)</i> .....	15
8.3.2	<i>Central government</i> .....	15
8.3.3	<i>Local Government</i> .....	16
8.3.4	<i>Serials</i> .....	16
8.3.5	<i>Maps</i> .....	16
8.3.6	<i>Archives</i> .....	16
8.3.7	<i>Audiovisual</i> .....	17
8.4	PACIFIC .....	17
8.5	BEYOND NEW ZEALAND AND THE PACIFIC .....	17
8.5.1	<i>General Scope</i> .....	17
8.5.2	<i>Books</i> .....	18
8.5.3	<i>Serials</i> .....	18
8.5.4	<i>Audiovisual</i> .....	18
8.6	SPECIAL HERITAGE COLLECTIONS .....	18

---

8.6.1	<i>Ngāi Tahu Collection/ Ngā Rakau Teitei e Iwa</i> .....	18
8.6.2	<i>Margaret Mahy Collection of New Zealand Children’s Books</i> .....	18
8.6.4	<i>Butler Collection</i> .....	18
8.6.5	<i>Marsh Collection</i> .....	18
8.6.6	<i>Merton Collection</i> .....	19
8.6.7	<i>Nautical Collection</i> .....	19
8.6.8	<i>Newton Collection</i> .....	19
8.6.9	<i>Peace Library</i> .....	19
8.7	DIGITAL RESOURCES.....	19
<b>9.</b>	<b>CONTENT MANAGEMENT</b> .....	<b>20</b>
9.1	GENERAL PRINCIPLES AROUND SELECTION .....	20
9.1.1	<i>De-accessioning</i> .....	20
9.1.2	<i>Format migration</i> .....	21
9.2	DONATIONS.....	21
9.3	PRESERVATION.....	21
9.3.1	<i>Physical resources</i> .....	21
9.4	COLLECTION VALUATION .....	22

## 1. Introduction

The purpose of this policy is to guide the development of a Permanent Collection at Christchurch City Libraries Ngā Kete Wānanga-o-Ōtautahi (the Library). The Permanent Collection includes both resources with heritage value and resources permanently retained to give ongoing depth and breadth to the collection. It is a current information source for today's customers, and as the Library safeguards these resources through conservation and preservation measures, it is also a resource for customers of the future.

The collection aims to build a representative picture of the community and the heterogeneous culture of our society. Collection items reflect the social, cultural, and economic context of the time, and some images and publications may not be the values of today's society. The collection aims to enable understanding of the past, encourage debate and conversations with each other, and have the stories that have not been told, be told by all members of our community. Material relating to minority, marginal and poorly represented groups and interests in the community is actively sought to ensure this representative picture is built. While the main focus of the Permanent Collection will be local social history, content required to provide the context for this information will also be included, as will resources the Library retains to support regional resources and the national collection.

The Permanent Collection is designed both to support the needs of the residents of the Christchurch City Council (CCC) rates area and to preserve local resources for the wider national and international audience.

All formats may be included in the Permanent Collection, and new formats will be added as they develop. Both published and unpublished resources are included.

Format migration is an issue of high significance to the Permanent Collection. As technologies develop, there is a high risk of content being lost if it is not migrated to new formats at the appropriate time.

To ensure information is available to future customers most of the material in the Permanent Collection is not able to be borrowed. An extensive programme of digitisation ensures access to as many collections as possible is available once material is published in [Canterbury Stories](#), our Digital Heritage Repository.

While the Library's [Content Development Policy](#) contains a general description of heritage collections, this policy aims to provide the required detail to clearly guide the continuing development and preservation of the Permanent Collection, most of which will be housed in the Aotearoa New Zealand Centre.

### **Review:**

The Permanent Collection Policy will be reviewed every five years or more frequently if required.

## 2. Policy Statement

The Permanent Collection Policy:

- Supports 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
- Supports the CCC's [Strategic Framework](#) Community Outcomes - Resilient communities:
    - Strong sense of community
    - Active participation in civic life
    - Safe and healthy communities
    - Celebration of our identity through arts, culture, heritage, sport and recreation,
    - Valuing the voices of all cultures and ages (including children)
 and Strategic Priority – Enabling active and connected communities to own their future.
  - Helps define the Library's activities within the CCC Long Term Plan 2021-31
  - Supports [Te huri mōhiotanga hei uara](#) - National Library of New Zealand's strategic directions to 2030
  - Supports guidelines included in the Standards for New Zealand Public Libraries 2004:
    - The responsibility of a local authority to “understand and support the role of public libraries in preserving for future generations the historical records and cultural memory of people at local, national, and international levels.” D.1.5
    - The responsibility of a library manager for policy relating to heritage materials. “Material of local historical interest should be actively sought and retained by the library. Such material may take the form of minute books, diaries, letters, centennial booklets, business records, graphic and pictorial material, maps, photographs, and paintings. The library should accept a special responsibility for acquiring and ensuring permanent access to all local newspapers.” D.2.2, p.19
  - Supports the LIANZA Statement on Library and Information Services to Pacific Peoples:
 

“The research collections of New Zealand libraries must recognise the importance of providing materials for current and future research relating to the Pacific peoples of New Zealand and should therefore acquire and preserve material from appropriate countries and in appropriate languages.” (section 8)
  - Expands upon the principle “Safeguarding the past and the present” contained within the Library's [Content Development Policy](#)

### 3. Policy Scope

This policy aims to:

- Provide overall direction for the selection, creation and management of content in the Library's Permanent Collection
- Define the parameters of the Library's content within its Permanent Collection
- 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 a structure against which measures for collection evaluation and performance can be developed
- Assist customers' understanding of the Library's commitment to building a Permanent Collection

- Provide guidelines for the ongoing preservation of the Permanent Collection
- Provide guidelines for working in partnership with other local and national organisations

The content in the Permanent Collection aims to:

- Provide a comprehensive collection of Canterbury material
- Provide a repository for unique collections relating to the local history and cultural memory of the local community
- Provide access to information about local history and cultural memory for present and future customers
- Maintain the Library as central to customers' connection with their local history and cultural memory
- Provide sufficient collection depth and breadth to provide a national and international context for the local content
- Provide content of sufficient depth for current and future researchers

## 4. Compliance

[Code of ethics](#) New Zealand Conservators of cultural materials

[Content Development Policy.](#) Christchurch City Libraries

LIANZA's statement on [Library and Information Services to Pacific Peoples](#)

[National Digital Heritage Archive](#)

[New Zealand Digital Content Strategy](#)

[Public Records Act 2005](#)

[Tiriti o Waitangi Treaty of Waitangi](#)

[UNESCO Charter on the Preservation of the Digital Heritage](#)

*Standards for New Zealand Public Libraries, 2004*

[Public Libraries of New Zealand Strategic Framework 2020](#)

## 5. Scope of the Permanent Collection

There are five distinct strands to the Permanent Collection:

### 5.1 Māori

As stated in the [Content Development Policy](#), the Library has a strong commitment to collect Māori resources. Ngāi Tahu resources, and further resources defined in ss 8.1.1 to 8.1.6, will be permanently retained.

### 5.2 Christchurch and Canterbury

Canterbury, and in particular the CCC region, is the main focus of the Permanent Collection. The collection will include sufficient depth of resources to portray accurately the diversity and changing composition of the local community.

Canterbury material is collected consistently with the guidelines contained in *Standards for New Zealand Public Libraries 2004*, 1.2.15:

“The collection should include historical and current information relating to or having influence on the development of all aspects of the community. The collection should be thematically comprehensive with resources relating to the natural and built environments, as well as the social, cultural, economic and political life of the community....Special consideration must be given to Māori information.”

Therefore, for example, music, catalogues of local art exhibitions, accounts of vegetation changes and weather patterns will be collected and retained in the same way as histories of families and buildings.

Institutional memory, publications and archives of CCC are an important part of the cultural history of this region. The majority of this material will be retained within CCC archives but this is also a significant resource for the people of Canterbury so some material will be duplicated within the Permanent Collection.

### **Chatham Islands/WhareKauri/Rerekohu**

Because of historic links, and geographical proximity, the Chatham Islands are considered to be part of the Canterbury/Waitaha area for the purposes of this policy.

### **Antarctica**

Antarctic resources may be included in the Permanent Collection because of historic links with Christchurch. However Antarctic archives are a strength of Canterbury Museum, therefore any Antarctic archives received will be considered for donation to the Museum.

## **5.3 Aotearoa New Zealand**

Resources which are core to an understanding of New Zealand are part of the Permanent Collection. These resources enable customers to appreciate and understand issues of history, culture, community and rights at a national level. They also provide the wider contextual knowledge required to fully understand the more focussed items collected at a local level.

After Canterbury, in descending order, regional collection priorities for New Zealand material are:

- West Coast/Te Tai Poutini
- Nelson and Marlborough/ Te Taihu-o-te-Waka-a-Māui
- The rest of the South Island/Te Wai Pounamu and Stewart Island/Rakiura
- North Island/Te Ika a Māui
- Offshore Islands

The Permanent Collection only contains items without New Zealand content written by non-Cantabrians if they represent an issue, event or trend in New Zealand that would not otherwise be represented in the collection.

## **5.4 Pacific**

LIANZA's statement on [Library and Information Services to Pacific Peoples](#), s. 8 states:

“The research collections of New Zealand libraries must recognise the importance of providing materials for current and future research relating to the Pacific peoples of New Zealand and should therefore acquire and preserve material from appropriate countries and in appropriate languages.”

In support of this statement, the Permanent Collection provides resources for current and future research relating to the Pacific Peoples of New Zealand. Emphasis is placed on resources from the Cook Islands, Fiji, Niue, Samoa, Tokelau, and Tonga; and the cultural relationship held between these island groups and Hawaii, Tahiti, and New Zealand. Consideration is also given to the smaller island groups at risk of disappearing, such as Kiribati and Tuvalu.

As Pacific archives are a strength of the University of Canterbury's Macmillan Brown Library, the Library will not actively collect in this area. Any archival material relating to the Pacific will be considered for donation to the University.

## 5.5 Beyond New Zealand and the Pacific

Material from beyond New Zealand and the Pacific is included in the collection to:

- Provide a global structure for key New Zealand resources
- Provide information core to the understanding of immigration to Canterbury and the development of the contemporary community
- Contribute to the ongoing development of the Library's history by containing examples of resources available and purchasing choices at particular time periods
- Contribute to the national collection. Examples of this include retaining last copies of significant titles or long runs of serial titles where holdings are unique in New Zealand
- Provide examples of a particular type of publishing, or because of the intrinsic value the item has as an object

## 6. Customers

Customer groups of particular relevance to the Permanent Collection Policy include:

### Primary customers:

- CCC ratepayers and residents

### Secondary customers:

- Non-resident members

The provision of digital content and access has made the Library's collections more visible. As many of the items in the Permanent Collection are unique or uncommon, and the Library may be the only source of access to them, they are often the resources of prime interest and importance. For this reason the Library provides a limited service to remote customers before charges apply.

Charges may apply to some customer groups and some services.

## 7. Relationships with other parties

In relation to this policy, there are two principal reasons for establishing relationships with other parties:

- To form collaborative collection building relationships with other institutions and organisations
- To build connections with groups or individuals who may be able to provide content, or access to content, for the Library's collection

Although parts of collections may be duplicated, the intention is to co-operate with other collecting institutions rather than to compete or unnecessarily replicate.

### 7.1 Other collecting institutions

Where possible, the Library aims to work in partnership with other collecting institutions.

Institutions relevant to the collection of local resources include Canterbury Museum, University of Canterbury's Macmillan Brown Library, Archives New Zealand, Air Force Museum of New Zealand, and other local libraries and museums.

Christchurch City Libraries also works in partnership with other New Zealand libraries and institutions to ensure resources essential to the national collection are appropriately retained and preserved.

## 7.2 Christchurch City Council

CCC units and teams with which the Library works collaboratively include but are not restricted to:

- CCC Archives
- Urban Design, Regeneration and Heritage Unit
- [Christchurch Art Gallery: Te Puna o Waiwhetū](#)
- [Christchurch Botanic Gardens](#)
- Public Information and Participation Unit (re Ephemera)

## 7.3 Local Historical Societies and Archives

- Historical and heritage groups, e.g. Local heritage groups, historical associations and community archive repositories

## 7.4 Local Genealogical Groups

- Church of Jesus Christ of Latter-Day Saints: Family History Centre
- [New Zealand Society of Genealogists](#)

## 7.5 Individuals or informal groups

Examples may include:

- Individuals donating or loaning items to the collection
- Businesses providing material
- Short term committees established for a particular project e.g. to create a school history

# 8. The Permanent Collection: descriptions

## 8.1 Māori

### 8.1.1 General scope

Māori resources in the Permanent Collection include:

- A comprehensive collection of Ngāi Tahu resources, containing items from Ngāi Tahu hapu throughout the South Island
- A comprehensive collection of resources produced by, or about, members of iwi other than Ngāi Tahu but living in Canterbury
- Resources from the rest of the country which contain information of significance at a national level, and which provide the context for local information
- Children's resources, retained as part of the Margaret Mahy Collection of New Zealand Children's Books
- Resources which provide an understanding of Te Ao Maori, including whakapapa

### 8.1.2 Serials

- Ngāi Tahu resources e.g. *Te Karaka*, *Te Pānui Rūnaka* and the *Ngāi Tahu annual report*
- Locally (i.e. Canterbury produced) Māori resources e.g. *He Panui / Te Puni Kokiri Services* (published in Christchurch)
- Serials with national coverage e.g. *Mana*
- Titles where the content concentrates on issues of history, culture and identity
- Directories e.g. *TAKOA: te aka kumara o Aotearoa : directory of Māori organisations & resource people*

- Selected minute books from the Māori Land Court

### 8.1.3 Maps

Maps with Māori content.

### 8.1.4 Audiovisual

- Ngāi Tahu resources
- Resources where the content concentrates on issues of history, culture and identity at a national level

### 8.1.5 Content created by the Library

Content created or commissioned by the Library will be included in the Permanent Collection. Examples include:

- [Ti Kōuka Whenua](#)
- [Te Kerēme](#)
- [Pūawaitanga o te Ringa – Fruits of our busy hands](#)
- [Te Whata Raki](#)
- Unique material created digitally on Matariki

### 8.1.6 Ephemera

Māori ephemera, especially that written in te reo Māori, is actively collected and kept in the Archives collection, or if digital added to [Canterbury Stories](#). In particular, ephemeral material in Māori or for Māori, that is distributed nationally, will be collected if available locally.

## 8.2 Christchurch and Canterbury

### 8.2.1 General scope

Canterbury material included in the Permanent Collection includes:

- A comprehensive collection of published and readily available Canterbury resources in print or digital format
- A wide selection of privately published or limited print run Canterbury material to create an extensive and in-depth collection of local material. Informal or more obscure material is retained to ensure the cultural memory, or social history focus, of local material is strongly represented in the Permanent Collection
- A selection of self-published material reflective of current issues and interests
- Unpublished material
- Content created by the Christchurch City Libraries, including resources gained through the reformatting of existing items and the creation of original material

### 8.2.2 Books (including pamphlets)

- A comprehensive collection of the histories of Canterbury organisations and groups, e.g. schools, churches, clubs and societies
- Theses which relate to the history of Canterbury and contain information not found elsewhere
- Poetry about Canterbury or written by Christchurch poets
- A comprehensive collection of family history resources contributing to the social history of Canterbury, including published family histories, shipping lists, headstone transcripts and cemetery records
- Music scores composed by local composers
- Pamphlets and other small items
- Local material which helps to build cultural memory
- Items published by local publishers e.g. Caxton and Nag's Head Press
- A selective representation of areas of prolific self publishing where a representative sample is sufficient to provide a sample of current interests and trends

### 8.2.3 Local government

- City of Christchurch district electors' roll
- Local Government District Schemes and planning documents for the CCC
- A variety of material published by the CCC, including reports, surveys, newsletters, promotional material and educational resources
- Local Government District Schemes for all other councils that come within the geographical region of Environment Canterbury (ECAN)

### 8.2.4 Serials

- Serials focusing on a particular subject or community
- Local lifestyle magazines
- Local newsletters
- Samples of minor serials and ephemeral material which help build a picture of Canterbury; e.g. weekly guides to local events
- A comprehensive collection of Christchurch school annual magazines
- Serials where the Library has an agreed depository role for locally and regionally produced resources
- Major local newspapers; e.g. Christchurch Press and Christchurch Star
- Local community newspapers, representing all cultural communities and geographical areas of Christchurch to reflect the diversity and evolving composition of the local community

### Directories

- Telephone directories
- Christchurch/Canterbury directories providing they contain information not available in other directories (e.g. telephone directories, electoral rolls), or the item has value in itself (e.g. for art work, design, type of directory)

### Annual reports

- Company annual reports: Canterbury and Christchurch companies listed on the NZX.
- Annual reports of finance companies are not collected.
- Local Government annual reports
- Non profit organisations
- Clubs and societies
- Local iwi annual reports

A significant number of annual reports are published only in digital form.

### 8.2.5 Maps

Detailed information about the collection and retention of New Zealand maps is contained in Aotearoa New Zealand Centre Map Management Guidelines.

Maps in the Permanent Collection include:

- Ōtautahi/Christchurch – most Christchurch maps, subject to the guidelines
- Waitaha/Canterbury – strong but more selective coverage of Canterbury

### 8.2.6 Archives

The Archives Collection consists predominantly of unpublished original papers and records. The collection includes the records of local and community organisations, societies and clubs, original diaries and manuscripts, ephemera, church archives, genealogical records, some business archives, material relating to the Library and the papers of individuals.

Some archival material is loaned for digitisation and the original physical item remains with the donor.

The Archives collection aims to:

- Collect and protect material for both current and future customers
- Provide access to customers to material otherwise unavailable.
- Contribute to the development of local cultural memory

In the main the material relates to Christchurch, the Canterbury region, the West Coast and Chatham Islands, and covers various time periods from the 1850s onward. Some Antarctic material is also included because of the historical association between Christchurch and Antarctica.

The focus of the content is people; what they have done, what they have changed, how they lived at different times and under different conditions, their involvement with the community and the environment. The focus is not business, science or technology.

The existing content primarily represents the lives of immigrants to the region. With the establishment of an active collecting practice, the collection will better represent the cultural diversity of Christchurch/Canterbury.

Factors influencing the content included in the Archives collection include:

- The individual/family/organisation was/is based in Christchurch/Canterbury. This is more important than the geography to which the content applies
- The principle of locating the archive at one institution; keeping it intact. However it may be that the entire archive is comprised of several distinct collections which, in terms of subject content, are more logically housed at more than one institution
- Whether the content would add depth to a topic already in the collection

As customer access to material is a major priority for the Library, the Library may not accept donations where the donor wishes to place limitations on the rights the Library has to provide appropriate access options.

Generally, all material accepted for the Archives collection is permanently retained.

Exceptions to this may include:

- Transfer of material to a specialist archive
- Items which, from a research point of view, are later identified as being of more value in another institution's collection
- When the scope of the collection is more tightly defined, and some material falls outside the guidelines

Local customers and a wider audience are able to source the material through the Library's catalogue and finding aids published in [Canterbury Stories](#).

### **8.2.6.1 Manuscripts**

Items collected include:

- Diaries and letters
- Papers of individuals, local organisations
- Fiction, drama, poetry, film scripts

### **8.2.6.2 Ephemera**

Detailed collecting guidelines are found in the Ephemera Collection Statement and Ephemera Collecting Guide.

The focus of the ephemera collection is Christchurch and Canterbury material.

Ephemera adds to the snapshot of contemporary society, and often contains information not well represented elsewhere. Examples of types of Ephemera collected include posters, circulars, local government election material, flyers for local festivals, art exhibition catalogues, postcards, library events and material produced by the other CCC units. Born-

digital Ephemera will also be collected, examples of this may include email newsletters, websites, and promotions or advertisements posted on social media by local groups.

Priority is given to items relating to Christchurch and Canterbury. Ephemera produced by the Library will be retained. Outside of the Art Gallery Library collecting ephemera produced by the Art Gallery, the Library is currently the only collector of ephemera for the CCC. A good selection of material produced by CCC Public Information and Participation is collected and retained, as this is not occurring elsewhere. This material includes promotional pamphlets, flyers and posters. A selection of Environment Canterbury material is also collected.

All formats are included in the collection, including digital resources. (An example of the latter being websites from local body elections). In some instances the collection will include a surrogate of an item not owned by the Library. Examples of this may include digital copies of posters, or catalogues.

Factors determining collecting items include:

- Providing information with a level of detail not found elsewhere
- The material is a product of, or aimed at, groups which are not well represented elsewhere (e.g. youth culture or community groups not 'visible' in mainstream media)
- Unique information is contained within the physical item itself, such as the form of the design, artwork, or mere existence
- Unique provenance of the items (items which may have little value individually but may build a picture when grouped together)
- The information may disappear as contemporary concerns change

### 8.2.7 Audiovisual

Audiovisual items with a Canterbury focus are part of the Permanent Collection.

Items will be retained

- when both the content of the item, and the format or presentation of the item may be of significance. Eg. a slick on a video case may contain information, or artwork not repeated on a DVD version.
- in the best preservation format available to provide the best access options for customers

#### DVDs and Videos

In general, works will only be permanently retained in one format - the format which at the time provides the most straightforward access to the content.

More than one format will be permanently retained where the content or format offers significant differences.

- Films with local content (producer, setting etc), e.g. *Heavenly creatures*, *Snakeskin*.
- Items with subject content focussing on important Canterbury events, issues or personalities, e.g. an Environment Canterbury DVD on water quality issues or a 50<sup>th</sup> anniversary DVD of the Brevet Club
- Selected television and radio programmes

#### Music recordings

All formats may be included. Current formats include LP, audio cassette and CD.

- Samples of original music by local artists, eg Marlon Williams, Eastern. The aim is to build a picture of the local music scene in a way that reviews of music cannot achieve
- Significant Canterbury artists (e.g. Hayley Westenra, Teddy Tahu Rhodes) producing covers rather than original work. Representative examples of their work (e.g. a greatest hits compilation) are collected and retained. The focus is on the performer rather than the work
- Local productions of standard works (*The Messiah* etc) will not generally be collected or retained as the level of information available from the recording that is not available in reviews, is too specialist for the Library's collection. However local productions of standard works will be retained where building the institutional history of that artist or

group e.g. Christchurch Symphony Orchestra, is important in developing an overall picture of Canterbury

### **Microfiche and microfilms**

Microfiche and microfilm resources are collected when they are the only available format, or they have significant preservation advantages over other formats.

### **CDRoms**

CDRoms are only included in the Permanent collection where CDRom is the only format available for the required item.

## **8.2.8 Oral histories and oral stories**

### **Oral histories**

Oral histories are a series of formal interviews with individuals, which focus on their life or their knowledge of a particular topic. Interviews are accompanied by research documentation, including an abstract.

Oral histories of major Canterbury events, e.g. Ballantyne's fire, will be selectively collected as they are produced. The Library does not normally commission or create oral histories for its permanent collection, but will do so for significant events such as Christchurch City Libraries 150<sup>th</sup> anniversary. The Library collects oral histories within the criteria of the Content Development Policy.

### **Oral stories**

Oral stories are descriptions of past events or first-hand experiences, usually recorded in interviews and of a more informal nature than oral histories. Oral stories are more widely collected, commissioned, created and retained by the Library. The major focus in this area is to collect, in oral form, the stories and experiences of the people of Canterbury particularly content which would not be available in any other form.

Oral histories and stories may be presented through the digital heritage repository.

Examples of this may include:

- Experiences around major events
- First generation settler stories
- Material for inclusion in the ongoing development of [Ti Kōuka Whenua](#)

## **8.2.9 Content created by the Library**

The Library's business is to create both formal and informal content. Content may be created to enhance access to material already held by providing subject or topic resources, providing information, or access to information, or frequently requested but not easily available or accessible elsewhere. In general, content created by the Library is permanently retained as it is unique to Christchurch and Canterbury, and cannot be found in another format or version elsewhere.

Examples of content created by the Library include:

- Tools providing access to parts of the collection or to local information, e.g. Church Register Transcripts (an index of baptismal, marriage and burial records for this region, transcribed from church registers), Press Index, Pre-Adamite file (card index for people whose ancestors settled in Canterbury, often from other parts of the country, before the First Four Ships arrived 16 December 1850) and bibliographies
- Library policies, plans and reports
- Educational resources e.g. Resource kit - *Aratika = Finding our way: bilingual signs at Christchurch City Libraries: our bilingual signs: what to say, what it means and how to say it*
- Serials e.g. *Connect: connecting businesses with the library* / Christchurch City Libraries, *Journal, Bookmark, Edition, Huraina/Uncover*

- Sound recordings e.g. Canterbury Public Library news and reviews, Radio UFM, Plains FM, podcasts
- The Press index, [Papers](#)
- [Ti Kōuka Whenua](#)
- Collected community content available through [Canterbury Stories](#)
- Online resources such as [New Zealand Family History at Christchurch City Libraries](#)
- Content created in the digital heritage repository, [Canterbury Stories](#) e.g. [Ballantyne's Fire](#)
- Content collected and created for exhibitions in both physical and digital format

In the case of continually updated products such as [CINCH](#), annual snapshots will be retained.

## 8.3 Aotearoa New Zealand

### 8.3.1 Books (including pamphlets)

In addition to containing major works core to understanding and appreciating the development of New Zealand's social history, the Permanent Collection also contains:

- Histories covering 50 years or more of schools, churches, clubs societies etc.
- Poetry from established presses
- Theses which relate to the history of New Zealand and contain information not found elsewhere
- A selection of titles from high volume publishing areas with relatively little differentiation between titles, e.g. cookbooks, wine and accommodation guides
- A representative sample of titles from areas of prolific self publishing
- Published/self-published family histories and other genealogical resources
- Music scores of significant New Zealand composers
- Items reflecting contemporary national issues
- Comparative works containing significant New Zealand content not found elsewhere
- Pamphlets and other small items containing significant information of ongoing interest. (Examples of items which might fall outside this scope include small pamphlets published by the IRD, ephemeral tourist publications for North Island destinations)
- Pamphlets with material of sufficient depth, or covering topics not covered elsewhere

### 8.3.2 Central government

#### Electoral rolls

- National rolls in one format for general election years

#### Official Publications

- Comprehensive range of Government and other official publications.
  - New Zealand legislation
  - New Zealand bills
  - *Parliamentary Debates* (Hansard)
  - *Parliamentary Papers*
  - *New Zealand Gazette*
- Individual items from government departments fitting the general collection scope, but not received through the [Library Depository scheme](#).

#### Statistics

- Statistical publications, including census data, produced by Statistics New Zealand (only available online from 2011 onwards)

#### Waitangi Tribunal Reports

- Waitangi Tribunal reports are permanently retained.

### 8.3.3 Local Government

- Final reports on issues of national interest e.g. transport issues in Auckland

### 8.3.4 Serials

- Major New Zealand serial titles for subject areas e.g. the *New Zealand Law Journal* will be permanently retained, whereas journals of individual law schools will not
- Serials published in response to changing social attitudes and conditions e.g. *Broadsheet*
- Selected titles from the range of lifestyle magazines (e.g. fashion, house and garden)
- Minor titles are retained permanently if they create an overview of a subject area
- Resources where the Library has an agreed national depository role
- Newspapers - non-Canterbury newspaper titles are permanently retained as digital archives only

### Annual Reports

A significant number of annual reports are published only in digital form.

Annual reports of central government services are retained in the physical format as part of the *Parliamentary Papers* presented to the House of Representatives of New Zealand (formerly known as the Appendix to the Journals of the House of Representatives). These are also readily available electronically from the website of each government service.

### Directories

- Telephone directories for New Zealand
- Directories containing information suitable for Family History research
- Directories of official information

### Standards

- New Zealand standards (NZS)
- Joint Australian/New Zealand standards (AS/NZS)

Superseded and withdrawn standards are retained

### 8.3.5 Maps

The Aotearoa New Zealand Centre Map Management Guidelines provide detailed information about selection and retention issues.

Geographical maps, topic specific maps and those which provide social commentary are included in the Permanent Collection, e.g. soil, forestry, geology, ecology wahi tapu, local cemetery maps, tourist and national park maps.

### 8.3.6 Archives

The Permanent Collection contains a small amount of non-Canterbury material in instances where the archive contains information that has influenced the development of Christchurch and Canterbury. While the existing material may be retained, the current emphasis on collecting material with either Canterbury context or a Canterbury creator means little expansion in the area of non-Canterbury material is expected.

#### 8.3.6.1 Ephemera

The permanent collection contains a small amount of non-Canterbury material. In most cases it has a strong link with Canterbury, it gives depth to other resources in the Library's collection, or it helps to provide a context to the Christchurch and Canterbury material.

Examples of material included are samples of retail catalogues e.g. Briscoes, or events of national significance e.g. the 1981 Springbok tour.

Detailed collecting guidelines are found in the Ephemera Collection Statement and Ephemera Collecting Guide.

### 8.3.7 Audiovisual

Audio-visual material of nationally significant events or trends may be retained. Examples include:

- TV and radio programmes of nationally significant events and personalities, or those that provide a good overview of an aspect of NZ life, e.g. *Colour of War: the ANZACs*, *Heartland*
- Music recordings. Compilation works of non-Canterbury musicians to demonstrate an overall picture of the New Zealand music scene. This would include such works as *Nature's Best*, the NZ metal compilation *Axe attack* and decade compilations.
- Major New Zealand films, e.g. *Goodbye Pork Pie*, *Sleeping Dogs*, *Smash Palace*, *The Piano*, *Bellbird*, *Hillary: ocean to sky*

#### Microfiche and microfilm

Family History resources including:

- Headstone transcripts and cemetery records
- The Registrar-General's index of births, deaths and marriages
- The Alexander Turnbull biographies index
- War records of New Zealand service personnel

## 8.4 Pacific

The Permanent Collection provides resources that have a continuing relevance to Christchurch's Pacific Community. The focus is on access to knowledge, heritage and identity to help Pacific Islanders retain their culture and language.

- The collection includes a range of Pacific languages as well as English and bilingual material. Most is offered in English.
- The collection provides material for all ages as well as selections of audio-visual and digital material, maps and serials.
- A large proportion of the collection is written/performed by Pacific Islanders living in New Zealand.
- There is very little indigenously published material so this collection is consequently limited.

## 8.5 Beyond New Zealand and the Pacific

### 8.5.1 General Scope

Although the main focus of the Permanent Collection is resources from Christchurch/Canterbury, the collection also includes a range of resources from beyond both New Zealand and the Pacific. Those included:

- Create a global context for the rest of the Permanent Collection
- Provide the history and context of immigrant culture to Canterbury
- Illustrate the roots of our current multi-cultural community
- Provide a sample of the core sources used by early European settlers and allow researchers to gain a picture of their world view at that time and the thinking of the day
- Provide examples of the resources which informed the thinking of a particular time
- Support family history research
- Have value as objects e.g. examples of publishing techniques, design, typesetting, illustration
- Help create a history of the Library in terms of its collecting and selecting policies and foci
- Contain a representation of Australian resources reflecting the significance of the relationship between the two countries e.g. social history, genealogy

## 8.5.2 Books

Books fitting the criteria in s.5.5 are included in the Permanent Collection.

### Rare books

The Library has a small static collection of rare books. These rare and valuable non-New Zealand books have been retained for display purposes and are housed in the Aotearoa New Zealand Centre's Research Room.

### Motor manuals collection

A range of manuals for cars, trucks and small machinery is permanently retained in the most accessible format. This is not a growing collection.

### Scores

A wide range of scores is permanently retained. This is not a growing collection.

## 8.5.3 Serials

Serials fitting the criteria in s.5.5 are included in the Permanent Collection. In addition, the Library retains titles where:

- The Library has long historical runs
  - No other New Zealand library holds the title
- More detail is included in the Serials collecting guide

## 8.5.4 Audiovisual

The complete works of major composers and samples of composer's works covering the whole of the classical repertoire are permanently retained in the most accessible format.

The LP/vinyl collection will be retained but is not a growing collection.

## 8.6 Special heritage collections

### 8.6.1 Ngāi Tahu Collection/ Ngā Rakau Teitei e Iwa

The Ngāi Tahu collection is a reference collection of material relating to the Ngāi Tahu claim, and general books about Ngāi Tahu or written by Ngāi Tahu authors. The South Island, Chatham Islands and Tītī Islands Minute books are also part of this collection, along with a small collection of books containing historical information about the Chatham Islands.

### 8.6.2 Margaret Mahy Collection of New Zealand Children's Books

This is a reference collection of New Zealand children's and young adult resources from the nineteenth century to the present day, named in honour of the New Zealand author and former Canterbury Public Library Children's Librarian, Margaret Mahy.

The collection aims to provide a significant collection of New Zealand children's literature situated in the South Island. Housing the variety of material together in one collection provides easy access for students and researchers. The collection's greatest strength is in material published since the 1950s.

Further detail about the scope of this collection is contained in the Library's [Content Development Policy](#).

### 8.6.4 Butler Collection

The Butler Collection is a comprehensive collection of material by and about Samuel Butler (1835-1902).

### 8.6.5 Marsh Collection

A collection of books by and about Ngaio Marsh (1895-1982). It includes translations of most of her works into other languages.

### 8.6.6 Merton Collection

A collection of books, pamphlets and papers by and about Thomas Merton (1915-1968), a Trappist monk.

### 8.6.7 Nautical Collection

The Nautical Collection is a small collection donated to Lyttelton Library in the 1980s by Captain Peter Smith of Melbourne (retired New Zealand Shipping Company). This collection comprises items dedicated to seafaring life, ships and shipping. It is mainly non-fiction.

### 8.6.8 Newton Collection

A collection of books, pamphlets and maps, mainly on mountaineering and travel in New Zealand, received in 1962 from a bequest of Canon Henry Edward Newton (1873-1961).

### 8.6.9 Peace Library

The Peace Library is a collection of books and magazines about the peace movement held in trust by the Library for the Peace Foundation and the Women's International League for Peace. Archival material is held by the Macmillan Brown Library, University of Canterbury, and other material by the Canterbury Museum.

## 8.7 Digital Resources

Digital resources include content that the Library provides access to from its websites and content that the Library creates which is unique and not available digitally elsewhere. In line with the growth of digital resources the Library's permanent digital collection is expanding rapidly to become a significant part of the total collection.

Resources retained align with national strategies such as the New Zealand Digital Content Strategy, [Te huri mōhiotanga hei uara](#): National Library of New Zealand's strategic directions to 2030 and other significant plans.

Factors to be considered in determining additions to this collection:

- Captures content which is not published in another form
- Provides a picture of people, places and events in Canterbury
- Is representative of the format at a particular period of time
- Captures snapshots of library web-pages as well as examples of locally significant websites
- Impact on storage space available

The transient nature of many digital resources is a challenge for building this collection. Every effort is made to identify and retain these resources while they are available.

A "born digital" item will be retained as that item in a digital form.

When deciding which format of an item to collect and retain, the Library considers the content, the potential use and size of the item, and the ease of navigation. This will include considerations around digital format. Decisions to then migrate from one format to another will be made on a case by case basis and will include considerations of industry best practice. Samples of digital ephemera will be collected.

### Digitised heritage resources

Digitisation of heritage resources held in the collection and items loaned to the library for the purpose of digitisation contributes significantly to the online resources made available by the Library. The collection of digital heritage resources is aligned with the principles guiding the physical collection. To prevent damage to the original item, the use of the digitised item is preferred.

### **Electronic resources**

A selection of New Zealand electronic resources, covering a variety of topics, will be retained. These are mostly family history resources, local research outputs, and local social history.

### **Digital Heritage Repository**

[Canterbury Stories](#) is the repository for collecting and presenting online collections from our digitised archives, publications, photographs, and community. It includes local material from Photo Hunts, exhibitions on Christchurch places and themes, sets of images, and a growing collection of archive and published material.

Content created for physical and digital exhibitions from library teams is preserved in [Canterbury Stories](#).

The [Discovery Wall](#) is used to collect content from the community and to present a selection of digital content held in [Canterbury Stories](#).

## **9. Content Management**

### **9.1 General principles around selection**

All formats are collected as required. The primary selection criteria is the provision of the best possible information in the most appropriate format. Where there is a choice, and formats provide equal access to the information within the item, the format which provides the best customer access options and can most easily migrate to another technology will be chosen. Where there are small print runs, a copy for the permanent collection will be filled first.

All audio-visual formats are considered and new formats will be actively investigated as they emerge. Microfiche and microfilm resources will be collected where they are the only available format or where they have significant preservation advantages over other formats.

To acquire material of the required depth for the permanent collection, in particular local resources, relationships with a variety of suppliers and individuals may be required.

The library will retrospectively collect items that complete portions of the collection where there are gaps. As the value of an item (in terms of permanent retention) often only becomes apparent after some time, items can be recommended for inclusion in the Permanent Collection at any stage.

#### **9.1.1 De-accessioning**

Occasionally items may be de-accessioned from the Permanent Collection. Examples of when this may occur include:

- When a superior quality copy of an item becomes available
- Where the quantity and quality of items on a particular subject grow to the extent that some existing items become superfluous
- Where items would be located more logically in a collection at another institution
- Where material no longer fits the current collection scope
- Where publications are updated frequently only the latest edition is kept. The decision to keep older editions is based on
  - frequency of publication;
  - contains Treaty of Waitangi/bicultural issues
  - content is of national significance; or
  - of historical, local or genealogical interest.

### 9.1.2 Format migration

Format migration may be required to ensure ongoing access to some of the content in the Permanent Collection.

Items will be considered for format migration as the situation arises.

Factors to be considered in determining when migration is appropriate include:

- Customer demand for the item
- Risk that content is inaccessible e.g. hardware or software no longer supported
- Stability of format

Secondary considerations are:

- Ease of format migration
- Cost of migration and maintaining item in more than one format

## 9.2 Donations

The Library is pleased to receive donations to its collection. Items are assessed to see if they are in good condition and if they meet usual selection criteria described in [Content Development Policy](#) and [Donations policy](#).

## 9.3 Preservation

Like all items in the Library's collection, those in the Permanent Collection exist to be used. To ensure ongoing availability, appropriate preservation and conservation practises, storage conditions, access, reproduction procedures and handling techniques are required.

### 9.3.1 Physical resources

*Standards for New Zealand Public Libraries, 2004, 1.2.19* contains the following statements:

“The security and preservation of local history collections and other heritage collections is of particular importance. The collections should, therefore, be housed separately from the general collections, with special attention given to the continued preservation of the collections in terms of:

- Physical environment – temperature, light, humidity
- Storage – boxes, shelving
- Security – controlled access
- Specialised staff
- Work area
- Adequate space for long term storage and expansion”

*Standards for New Zealand Public Libraries, 2004, 1.2.21*

“The provision of a controlled environment and correct storage conditions in order to preserve materials permanently is desirable.....An up-to-date disaster plan must be maintained for the protection of the collections in case of a disaster. Staff should have knowledge of preservation techniques appropriate to the materials in the collection.”

The preservation of audiovisual resources has additional requirements including:

- Continued access to the appropriate playing technology
- Finite life-spans which may require migration to new technologies
- Finite life-spans which may require replacement of resources (e.g. microfilms)

Guidelines from the National Library of New Zealand are followed in regard to preserving sound recordings and photographs.

### Guidelines for using the Archives Collection

Archives are by their nature unique and irreplaceable. A number of conditions are necessary for using the archives:

- Archives must be viewed in the Research room in Tuakiri, Tūranga. Researchers will be required to provide ID, and to fill out the Archives Register

- Handling is minimised, and reproduction by photocopying, scanning or photographing may be refused
- The Archivist's permission is required in every instance
- The order of documents in files must be strictly observed and retained
- Only pencils may be used while working with Archives: white gloves will be supplied
- Access is not granted to unprocessed collections

#### **9.4 Collection valuation**

All items in the Permanent Collection are restricted assets and will be valued according to guidelines for cultural and heritage assets.