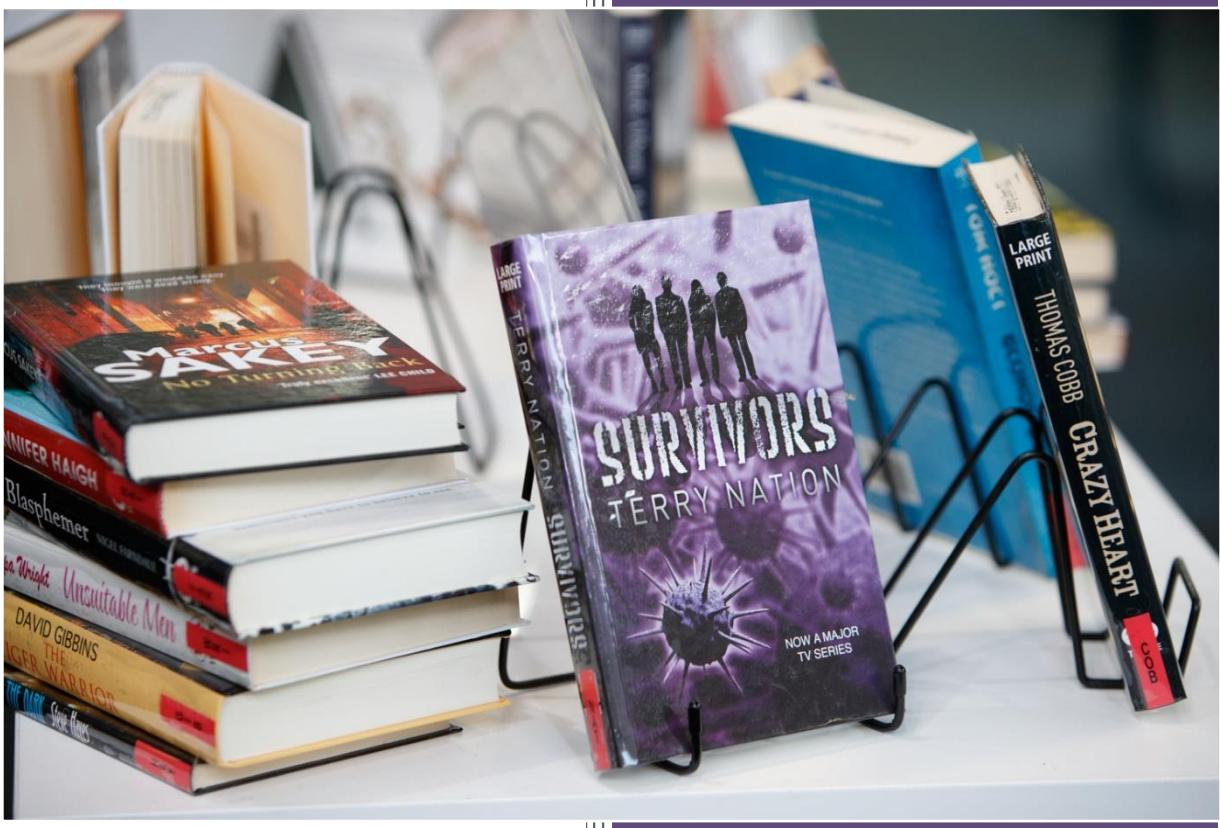
Manawatu District LIBRARIES

Collection Development Framework



MANAWATU DISTRICT COUNCIL

Version 1

Date Created: 20.03.2023

Latest Date Reviewed:

Contents

1.0 Purpose 1
2.0 Manawatu District Libraries' Collection 1
3.0 Selection and Deselection Guidelines 1
Selection 1
Suggestions for Purchase 2
Donations 2
Deselection 2

Appendices

Appendix A – LIANZA Statement on Freedom of Information (2020)

1.0 Purpose

The Manawatū District Libraries Collection Development Framework is a guide for the acquisition, development and management of the services physical and eResource collections, in order to:

a) Provide a framework which enables Manawatū District Libraries staff to manage the process of planning, building and maintaining the services Collection to achieve best value and relevance;

b) Ensure that the collection contributes towards the current and future needs of the Manawatū District in line with the Library Strategic Framework and Manawatū District Council's (Council) Long Term Plan;

This framework replaces a library collection management policy, first established in 2003 and reviewed in 2007. This is the first comprehensive revision of the objectives and purpose of the policy since its establishment in 2003.

2.0 Manawatu District Libraries' Collection

Manawatū District Libraries' (MDL) collection contains a combination of physical items and eResources in a wide variety of formats ensuring access for people of all ages, interests and abilities – Relevant to All.

Council's Long Term Plan determines the funds for collections purchases each year.

Library Services are delivered from the Community Hub in Feilding and provide loan services to voluntary run satellite libraries throughout the District.

3.0 Selection and Deselection Guidelines

The Library Content Leader is responsible for the selection of all items in MDL's collection. The items held in the MDL's collection are continuously monitored for relevance to those in our community through selection and deselection processes.

Selection

Manawatū District Council Library Services supports the Library and Information Association of New Zealand Aotearoa (LIANZA) statement on Freedom of Information 2020 (appendix A) and this forms the basis for MDL's approach to planning, building and maintaining the collection.

MDL uses professional library suppliers for selection support, processing and cataloguing records of physical items.

MDL is in partnership with the Lower North Island consortium ePukapuka for some eResources. There is a selection team as part of the consortium for eResources.

Selection considerations:

- Prioritise items that break down barriers to accessing content that will enhance recreation, knowledge, learning and enjoyment
- Prioritise content produced by local authors and topics
- Strong focus toward New Zealand and Te Ao Māori collections
- Reflects MDC commitment to inclusion and diversity
- Anticipated and expected demand for quantity of titles purchased
- The age and condition of the item
- The relevancy of the content (does it fit with our community?)
- The value of the item
- We do not generally hold text books and educational texts in the collection. These are generally available through the interloan process

Suggestions for Purchase

Requests made by customers and staff for items not held in the collection are considered for purchase. Each request is assessed under the same selection criteria above. If the item is not approved for inclusion in the collection, customers can borrow through national interlibrary loan (interloan) services.

Donations

Donated items will be considered under the same selection criteria as above. If items are not suitable for the collection those donating the items will be given the option for the library staff to add the item to the sale event (revenue to be retained by the library) or disposal/recycling, or returned to the donator.

Deselection

Deselection of collection items is led by the Library Content Leader as part of ongoing management to ensure that the collection is attractive, reliable and vibrant and reflects the changing needs and interests of those in our community.

Deselection considerations:

- The usage of the item
- The age and condition of the item
- Whether the item can be replaced
- The relevancy of the content (out of date content may be deselected, eg out of date travel guides)
- Recalled by the Publisher
- Series completeness, (is an item part of a broken or incomplete set/volume when individual items can’t be replaced)

Deselected items that are in saleable condition are sold as part of MDL’s sales events, or otherwise disposed of. Some deselected items can be given to Satellite library’s, rest homes, or similar groups.