



Mā tō tātou iwi
For our People

**Libraries Collection
Development Guidelines**



**Western
Bay of Plenty**
District Council

Contents

1. Overview	4
1.1 Mission Statement of Western Bay of Plenty District Libraries	4
1.2 Purpose Statement.....	4
1.3 Aim of Collection Development Policy.....	4
1.4 Māori Collections	4
1.5 Intellectual Freedom and Censorship	4
1.6 Western Bay of Plenty District Libraries Membership Profile	5
1.7 Values.....	5
1.8 Bicultural Statement.....	6
1.9 Treaty of Waitangi.....	6
1.10 Sustainability	6
1.11 Review.....	6
2. Collection Management	7
2.1 Selection	7
2.2 Commitment to New Zealand Material	8
2.3 Commitment to Māori Material.....	8
2.4 Criteria for Electronic and New Formats.....	8
2.5 Artificial Intelligence	8
2.6 Reconsideration of Library Materials	9
2.7 Gifts and Donations	9
2.8 Deselection	9
2.9 Cancellations and Disposal	10
2.10 Stack area.....	10
3. Collections	11
3.1 Top Shelf Collection	11
3.2 Adult Fiction	11
3.3 Graphic Novels	11
3.4 Adult Non-Fiction	12
3.5 Local History	12
3.6 Children and Teens	12
3.6.1 Children's Collections.....	12
3.6.2 Picture books	12

3.6.3	Early readers	13
3.6.4	Fiction.....	13
3.6.5	Reference	13
3.6.6	Non-fiction	13
3.6.7	Junior Graphic Novels	13
3.6.8	Teens Collections	13
3.6.9	Fiction.....	13
3.6.10	Non-fiction	14
3.6.11	Graphic novels.....	14
3.6.12	High Interest Teen.....	14
3.7	Māori Collection.....	14
3.8	Reference	15
3.9	Local History	15
3.10	Large Print.....	16
3.11	Adult Literacy/ ESOL	16
3.12	Magazines.....	16
3.13	Selection process	16
3.14	Retention.....	16
3.15	Newspapers.....	17
3.16	DVD Recordings	17
3.17	Audio Books	17
3.18	eBooks/eAudio	17
3.19	Online magazines and newspapers	18
APPENDIX 4.1 – Gifts and Donations		19
APPENDIX 4.2 – Access to Information		20
APPENDIX 4.3 – LIANZA Statement on Intellectual Freedom		23
Appendix 4.4 – Displays in Public Libraries.....		24
APPENDIX 4.5 – Library Services to Children and Young People		25
Appendix 4.6 – Katikati Local History Collections		26
APPENDIX 4.7 – Te Puke Local History Museum		27
APPENDIX 4.8 – Request for Reconsideration of Library Materials.....		28

1. Overview

1.1 Mission Statement of Western Bay of Plenty District Libraries

Provide people with the best value service by implementing plans that deliver social, cultural, environmental and economic progress across the Western Bay of Plenty District.

1.2 Purpose Statement

The Collection Development Guidelines is an operational policy that governs the management of the library's book, non-book and electronic collections by supporting the cultural, economic and social wellbeing of the Community using quality resources and services, while encouraging the preservation of our heritage.

The aim of the Collection Development Guidelines is to provide a clear approach for the development of the Western Bay of Plenty District Libraries collections to the public, Councillors and Council staff.

1.3 Aim of Collection Development Policy

To manage and develop the collection to:

- Improve quality, minimise waste and strengthen for posterity
- Provide guidance to the staff in selecting materials
- Inform the community about the decision-making process

1.4 Māori Collections

Western Bay of Plenty Libraries acknowledges te re Māori as the official indigenous language of New Zealand. We aim to ensure that our collections reflect a cultural value for Māori and that we contribute to the preservation a Māori culture, traditions and language.

1.5 Intellectual Freedom and Censorship

Western Bay of Plenty Libraries are committed to the principle of freedom to read and access to information. We believe that libraries are an integral part of community wellbeing and should be available to all.

With this in mind, we endorse the following:

- [The International Federation of Library Associations](#) and Institutes (IFLA) Statement on Libraries and Intellectual Freedom

- The Library and Information Association of New Zealand Aotearoa (LIANZA) Statement of Freedom of Information 2020 – Appendix 4.3
- Comply with the Films, Videos and Publications [Classification Act](#) 1993 and amendments
- Comply with [The Copyright Act 1994](#) and amendments

These statements are reproduced at the end of this document:

Gifts and Donations	Appendix 4.1
Access to Information	Appendix 4.2
LIANZA Statement on Intellectual Freedom	Appendix 4.3
Displays in Public Libraries	Appendix 4.4
Library Services to Children & Young People	Appendix 4.5
Katikati Local History Collections	Appendix 4.6
Te Puke Local History Museum	Appendix 4.7
Request for Reconsideration of Library Materials	Appendix 4.8

1.6 Western Bay of Plenty District Libraries Membership Profile

Western Bay District Libraries attempt to be responsive to the needs of local communities, offering comprehensive collections and reflecting the wide range of community interests.

For this reason, the collections of individual libraries may differ depending on local community needs. In addition, Western Bay of Plenty Libraries attracts membership and use from non-residents, particularly in the Bay of Plenty region.

Each library provides a lending and information service and has a range of materials to suit all ages. The libraries provide an interlibrary loan service (materials from other New Zealand and Australian libraries). The libraries provide space for community displays, petitions and notices (see Appendix 4.4: Displays in Public Libraries). The libraries provide access to a range of educational and information databases for adults and children.

1.7 Values

The libraries support the following values adopted by Western Bay of Plenty District Council:

- Whanaungatanga
- Manaakitanga
- Professionalism and integrity
- Working together
- Creating value
- Caring for our customers

1.8 Bicultural Statement

Western Bay of Plenty District Council recognises the unique place of Māori as Indigenous people of Aotearoa – New Zealand; this is reflected in the library collections.

1.9 Treaty of Waitangi

Western Bay of Plenty District Council is committed to the Treaty of Waitangi and its principles; the focus is about building and maintaining strong relationships with all communities (including Iwi). It also provides a platform for diverse ethnic and cultural groups to build relationships with tangata whenua (people of the land) now and into the future. Western Bay of Plenty District Council's strategic priority is growing authentic Te Tiriti based relationships and the Libraries Collections Development Guidelines aim to ensure that the book collections reflect this.

1.10 Sustainability

Western Bay of Plenty Libraries are committed to, where possible, using environmentally sustainable products. This includes:

- Plant-based, compostable coverings for most physical books
- Recycled carton and packing for deliveries from our main supplier – Wheelers Books
- Reusing and recycling cardboard packaging
- Deselected library items in good condition are donated to local schools, rest homes and community initiatives
- Deselected library items in good condition are sold at low cost to the public in our libraries
- Using evidence-based collection management tools to transfer items around our library branches to ensure they get maximum usage

1.11 Review

The Collection Development Policy will be reviewed and reissued every two years. This will next be updated in August 2027.

2. Collection Management

2.1 Selection

Selecting material for the District Libraries' collection is a key responsibility of librarians, ensuring a well-balanced collection that gives value for money.

Selection criteria will focus primarily on the needs of the community.

The criteria for selection are:

- To select titles that are well-written and accurate in their fields
- To provide a broad range of material, giving customers access to a range of viewpoints and formats
- To respond to public demand by buying duplicate copies of popular titles
- To adhere to the principles of the Treaty of Waitangi by reflecting the bicultural nature of the community in the materials purchased
- To ensure a collection that reflects New Zealand's culture and heritage, including local historical records
- To provide for the needs of ESOL speakers in the community, according to the size of that group, the demand for material in the library and the availability of such material
- To support the continuing educational needs of the community, although the libraries do not specifically purchase course materials and set texts
- Biased materials may be selected to meet specific objectives and to ensure all viewpoints are represented in the collection
- To select material important as a local history record for present and future use

Selection is made from:

- Publishers' online catalogues
- Local library suppliers
- Vendor and internet websites
- "Suggestion to Buy" requests and Inter-loan requests

Selectors are responsible for managing the collection by:

- Selecting the best materials to match customers' needs, taking into consideration existing subject material
- Providing a balanced collection within their budget allocation
- Considering price and robustness of format
- Ensuring that materials are attractively presented
- Deselecting stock to maximise the collection's effectiveness

2.2 Commitment to New Zealand Material

The libraries are committed to purchasing and retaining a good selection of New Zealand material in its lending and reference collections.

- New Zealand material is clearly identified
- New Zealand material is more likely to be duplicated
- New Zealand material is often replaced when worn out
- New Zealand material is often maintained beyond normal weeding criteria if it cannot be easily replaced.

2.3 Commitment to Māori Material

- The libraries understand that to Māori each book item is a taonga and will be treated as such.
- The libraries will aim to ensure that books are sourced that reflect the local Māori content which hold cultural value and to contribute to the preservation of Māori culture, traditions and te reo language.
- Māori material will be clearly identified and maintained beyond normal weeding criteria if it cannot be easily replaced.

2.4 Criteria for Electronic and New Formats

The libraries will consider:

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

2.5 Artificial Intelligence

To the best of our knowledge and that of our book and eContent suppliers, the library will not acquire or include books or other content that is substantially generated by artificial intelligence (AI), excluding transcription and narration tools,

2.6 Reconsideration of Library Materials

Whenever any customer objects to the presence or absence of any library material, the complaint will be referred to the Library Team Leader/s or Collections Team who will discuss the matter with the complainant. If not satisfied, the patron will be supplied with the "Request for Reconsideration of Library Materials" form (Appendix 4.7).

The libraries will adhere to the following principles:

- Will not suppress or remove material simply because it gives offence
- Materials will not be marked or identified to show approval or disapproval of contents
- Responsibility for a child's selection and use of materials and resources rests with parents or legal guardians. Selection of resources will not be inhibited by the possibility that they may inadvertently come into possession or view of children

Materials subject to complaint shall not be removed from use pending final action.

2.7 Gifts and Donations

The libraries accept these if they comply with the usual selection criteria and include one or more of the following:

- Items in very good condition
- New or nearly new high-demand books
- Recently published, general interest non-fiction books
- Popular paperbacks
- Items of historical value, particularly local
- Money which can be spent on materials for a special area of the library collection

The donor is required to read and accept a statement that is reproduced at the end of this document (Appendix 4.1).

2.8 Deselection

Deselection (or weeding) is the process of assessment of items for possible removal from the libraries' collections and is fundamental to the maintenance of those collections to keep them up to date, relevant and attractive.

All collections should be regularly assessed for material that may be withdrawn and/or replaced because it is:

- In poor physical condition
- Outdated
- Not being used, unlikely to be used in future
- No longer applicable to objectives or community needs
- Topic no longer of current interest

Exceptions to the above criteria are:

- 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, where a replacement is not available
- Local history material

Deselection of Māori materials are exempt from the above criteria due to the nature of the publication of the collections. Each item will be deselected on a case-by-case basis. This is due to the significance of the work and the replacement availability.

2.9 Cancellations and Disposal

- Cancellations will usually be a consequence of the normal evaluation of the collection's range and use
- Cancellations may also be a consequence of significant reduction in either budget or exchange rate value
- Cancellation does not automatically result in disposal. In some cases, there is a value in keeping a back run of a title for which there is no longer a current subscription
- Withdrawn material may be disposed of through donations to local charities, waste removal and book sales in the libraries. The libraries will not keep items for customers to buy when withdrawn. All withdrawn material shall have the RFID tag desensitized and the accession number blacked out before being disposed of by any of the above methods.

2.10 Stack area

Library stack areas, with staff only access, contain mainly irreplaceable materials considered unsuitable for open shelf display due to condition or content. This may include New Zealand, Māori or local content.

3. Collections

3.1 Top Shelf Collection

The Top Shelf Collection is designed to provide fast access for customers to the most popular books of the moment. These books are prominently displayed in libraries.

The items in this collection are:

- Charged for
- Not able to be reserved or put aside for customers
- Issued for a lesser loan period of two weeks with no renewal
- Mostly popular fiction

3.2 Adult Fiction

The fiction collection is one of the most popular areas in the libraries, providing a source of recreation and inspiration. The District Libraries aim to have a comprehensive collection of the works of all major English language fictions within its budget constraints and a selection of non-English authors in translation.

- Genre fiction (mysteries, adventure stories, sagas, science fiction, fantasy, etc.) and contemporary novels are bought for each library within budget constraints
- We will attempt to keep a copy of each title in a series but often, due to attrition and to items going out of print, this may not be possible
- For reasons of durability, hardback is preferred format, but trade paper format is increasingly popular. Paperbacks are preferred to be over 198mm, however this is not always available, particularly when replacing books

New Zealand fiction Abridged novels (such as Readers Digest condensed books) and novelty books (pop-up novels, novels designed as gifts, perfumed books, etc.) are not purchased.

3.3 Graphic Novels

This is fiction and nonfiction in a graphic or comic style format intended for an adult audience. Graphic novels that are selected for of the Adult Fiction collection may contain content that is not appropriate for teens or children.

3.4 Adult Non-Fiction

The adult non-fiction collection aims to meet the needs of all customers and contains timely, accurate information, in a variety of formats, supporting individual and community interests. While mainly general in scope it also includes more specialised materials to offer as wide and as balanced a range of opinions and viewpoints as possible. The collection aims to provide:

- Books by and about New Zealanders and about New Zealand life and culture, both contemporary and historical
- Biographies and travel books, including an up-to-date wide selection of travel guides
- Information about life in other cultures, both contemporary and historical
- Information on daily life, including home, garden, sports, food, health and fitness, hobbies and leisure activities
- Information on social issues, self-help, psychology and religion
- Technological information and a limited amount of research material

As stated in section 2.2, the libraries do not specifically purchase course materials and set texts.

3.5 Local History

This collection provides resources for research. Local History items will have a 'Local History' genre label on the spine.

3.6 Children and Teens

Western Bay of Plenty District libraries follow the principles of the LIANZA *Policy on Library Services to Children and Young People Appendix 4.5*

Children and Teen collections offer a wide range of materials at various reading and interest levels suitable for ages zero to end of school age.

3.6.1 Children's Collections

These collections are aimed at children from zero to 12 and are intended to foster and encourage reading.

3.6.2 Picture books

The diversity of this collection allows children to be introduced to a wide range of experiences, settings, themes, feelings, situations, characters, art

and language. Included in this collection are Board Books which are designed for children under three.

3.6.3 Early readers

Provide very short chapter books, well illustrated, for beginner readers. It is also especially suitable for parents and children to share together, and to encourage reluctant readers.

3.6.4 Fiction

This collection, made up mainly of chapter books, is aimed at children who are reading independently. Picture books that have an appropriate level of sophistication and complexity are also included.

3.6.5 Reference

Provides current information on a wide variety of subjects and is always available for children to use or photocopy in the library. Materials include encyclopedias, atlases and dictionaries suitable for this age.

3.6.6 Non-fiction

The aim of this collection is to provide education and recreational titles that will satisfy a child's curiosity and stimulate learning.

3.6.7 Junior Graphic Novels

Fiction and nonfiction in a graphic or comic style format intended for a child audience.

3.6.8 Teens Collections

A collection aimed at 12 years and over and that reflects the variety of maturity levels and specific needs of the Young Adult.

3.6.9 Fiction

This collection has books that will appeal to a wide cross-section of young adult readers.

3.6.10 Non-fiction

This is a collection of information books on topics of particular interest to young adults, including personal and social issues.

3.6.11 Graphic novels

Fiction and nonfiction in a graphic or comic style format intended for a teenage audience.

3.6.12 High Interest Teen

A collection of easy-to-read short books for people who are not interested in reading with lower levels of reading comprehension skills.

3.7 Māori Collection

Western Bay of Plenty District Libraries Māori collections are for lending and reference purposes. The collection scope covers all material written about Māori, historic or contemporary.

Formats other than books may be included if they are consistent with the selection criteria. Māori collections are shelved separately from mainstream collections to make them easily identifiable. Material for tamariki is in located the children's collection. Māori collection includes:

- Material written by authors who identify as Māori
- Books on general subjects that feature a predominantly Māori content and/or approach
- Material in all formats in the Māori language
- Material about Māori subjects
- Material published by or relating to Tangata Whenua: Ngati Ranginui, Ngatierangi, Ngati Pukenga, Te Arawa
- Bilingual material
- Biographies of Māori people, well known for Māori achievement
- Tribal history and pre-European New Zealand history
- Material relating to Tiriti o Waitangi or Te Roopu Whakamana i te Tiriti o Waitangi (Waitangi Tribunal) from a Māori perspective.
- Audio material including DVD's & CD's are free of charge

3.8 Reference

The Reference collection provides current information covering all subject fields and is always available for customer use. Western Bay of Plenty District Libraries where needed, will maintain and develop small reference collections in all four libraries in both book and electronic formats. Te Puke and Katikati libraries will have a higher-level collection extending the range of information available to everyone in the district. This collection is aimed at answering reference queries and providing a starting point for further research.

Reference collections may provide information:

- On current social, economic or political issues, found in dictionaries, directories and yearbooks published on a wide range of subjects
- About New Zealand, found in guides, directories, encyclopaedia, electoral rolls, official publications, and atlases.
- About the local community found in histories, telephone directories, district schemes, by-laws, local council reports

Other guidelines which apply are:

- Expensive or high demand titles may be referred to ensure that a copy will always be available for consultation
- New reference titles will be added including new editions of existing titles
- When a reference book is superseded by a new edition, the previous edition may be made available for loan if it still contains useful material

Electronic information retrieval is an essential part of the service. The libraries have a commitment to providing the best on-line information resources within the constraints of their budget e.g. Remote/in-house access to a variety of on-line databases, film and Internet.

3.9 Local History

Western Bay of Plenty District Libraries are committed to collecting a range of materials, both contemporary and historical, in different formats, which reflect information about the Western Bay of Plenty District, including individual collections at some libraries. (See Appendix 4.6 Katikati Local History & Appendix 7 Te Puke Local History Museum).

3.10 Large Print

The libraries provide large print editions of popular fiction and non-fiction titles, which are available to all customers – not restricted to the print impaired.

Fiction titles predominate because of limited choice from publishers. Soft-cover trade paperback format is preferred by many older customers due to the weight of hardback books.

3.11 Adult Literacy/ ESOL

Adult literacy/ ESOL collections consist of specialised graded readers aimed at adult new readers and those people learning English as a second language. Many of these titles are fiction, with some non-fiction produced also. Some titles have an accompanying version of the content CD.

3.12 Magazines

The magazine collection aims to:

- Provide a range of general, popular and special interest magazines
- Provide current information
- Consider subscription cost, frequency of publication

3.13 Selection process

- Selection is managed on an annual basis, and this process is reviewed regularly
- Recommendations for new titles are encouraged by both customers and colleagues

3.14 Retention

Decisions for retention are based on one or more of the following criteria:

- The general retention period is two years
- Continuing use
- Historical relevance to Bay of Plenty / New Zealand
- Appropriateness to the needs and usage of customers
- The budget allows for continued subscription

3.15 Newspapers

The Western Bay of Plenty District Libraries subscribe to a limited number of newspapers.

- Newspapers are increasingly available electronically on the Internet via the Library's subscription to PressReader and through the Bolinda BorrowBox App
- Back copies paper copies are retained for a limited time

Community newspapers are those that are delivered weekly, free of charge to all households in a defined circulation area. They contain local news, often not reported elsewhere, which may be of historical interest in the future. Western Bay of Plenty Libraries does not archive any backdated copies.

3.16 DVD Recordings

As well as providing popular entertainment, the DVD collections are intended to fill a niche market for items that are not readily available elsewhere.

The DVD collection includes:

- Dramatised documentaries
- Popular feature films
- Films with a strong literary or New Zealand content
- Art house films
- Popular television series

The collection also contains children's DVDs that cover both entertainment and popular educational programmes.

DVDs bought by the library must be available for purchase in New Zealand and in accordance with censorship laws to avoid prohibitive rating and labelling costs.

3.17 Audio Books

The aim of this collection is to provide a wide range of both classical and modern fiction and non-fiction for both adults and children. Format preference is for MP3 CDs. The collection is available free of charge.

3.18 eBooks/eAudio

eBook/ eAudio are purchased and shared through the Wheelers ePlatform in partnership with 14 other libraries known as The Group.

eBook/ eAudio are purchased and shared through the Bolinda Borrowbox ePlatform in partnership with seven Infoshare Libraries.

eBook/ eAudio are supplied by Wheelers and Bolinda. The selection of these aligns with the selection of the physical collection, however they are in an ePub/eAudio format.

These eBook/ eAudio can be downloaded onto computers, tablets, cellphones and devices using the supplier App or Adobe Digital Editions (Android) Bluefire Reader (Apple). There are currently no Library lending models that work with Kindle; however, this will be monitored.

3.19 Online magazines and newspapers

Western Bay of Plenty District Libraries customers have access to online magazines and newspapers by using PressReader and Bolinda Borrowbox, which can be accessed via our website, PressReader or Bolinda Borrowbox app. Customers will need a current library card to access these services/apps.

APPENDIX 4.1 Gifts and Donations

The libraries are pleased to receive the following types of donations:

- Any items in very good condition
- New or nearly new high-demand books
- Recently published, general interest non-fiction books
- Popular paperbacks
- Items of historical value, particularly local
- Money which can be spent on materials for a special area of the library collection

We will assess the donation and use the same criteria that we use for items that we purchase.

Any donations that are not accepted will be placed in the library's book sale.

If, in years to come, the item is judged to be the worse for wear, contains information that is outdated or is no longer being used, it may be removed from the collection.

Western Bay of Plenty District Libraries retains the right to accept or dispose of any donation through sale, transfer or discard.

All donations are accepted on the understanding that the donor has read this policy and accepts the conditions outlined in it.

APPENDIX 4.2 Access to Information

Statement adopted by the Council of the New Zealand Library Association, May 11, 1978.

Revised statement adopted by the Council of the Library and Information Association of New Zealand Aotearoa November 17, 2002.

The Library and Information Association of New Zealand Aotearoa uphold that:

- Free circulation of information safeguards our democratic society.
- The members of our society have a fundamental right of access to information.

A basic right of citizens in a democratic society is access to information on matters which affect their lives. At times the interests of the individual must be subordinated to the interests of the community in such matters as development of energy and mineral resources, industry, town planning, transportation etc.

Citizens have a right to be informed of the facts involved and to participate in the decision-making process, e.g. when activities such as massive alterations to the landscape and its use are proposed. The right to be informed, to be consulted, and to intervene is essential and fundamental to the democratic process.

The Association recommends that web-based information should comply with W3C guidelines¹<http://www.w3.org/TR/WAI-WEBCONTENT>

1. Equally, members of our society have a right to privacy and to protection from misuse and exploitation of information.

A balancing right to that of access to information is that of the community, and of its members, not to suffer from the misuse and exploitation of the freedom of access to information. There is a growing trend to store information relating to individuals in centralised computer data bases. This undoubtedly facilitates the activities of administration, law enforcement, commerce, and industry, but citizens must be assured that information relating to them is not detrimental to their interests through inaccuracy or through exposure to the scrutiny of those who have no proper interest in it.

¹ The guidelines discuss accessibility issues and provide accessible design solutions. They address typical scenarios that may pose problems for users with disabilities such as vision, hearing, physical disability, etc.

2. **It is a basic function of democratic government to ensure and balance these at times contradictory rights: that citizens are not denied access to information and that their privacy is protected.**

Those who govern must ensure that citizens are not impeded in access to information touching themselves as individuals or as members of the community, and that they are protected from inaccuracy and improper exploitation of information.

3. **Information providers should demonstrate a commitment to responsibilities under the Treaty of Waitangi. Staff providing information should be familiar with basic protocol and tikanga and have some understanding of te reo Māori**
4. **Libraries, and particularly public libraries, are prime agencies for the dissemination of information. Librarians have a duty to acquire, organise, and provide access to information freely to the communities they serve.**

The basic aim of library services is the acquisition, organisation, and circulation of information. Librarians have a duty to fulfil this aim, particularly as it relates to the collection, organisation, and circulation of information on matters which affect individual members of the community or the community as a whole. The Library and Information Association of New Zealand Aotearoa supports all measures which will improve the ability of libraries to serve as public access points for information.

5. **Funders of information providers should provide adequate financial support to ensure that the special needs of disabled people, when accessing information, are met.**
6. **Government agencies – national and local, Parliament, State Departments, public corporations, and other authorities – have a duty to make reports and other documents widely available for consideration by all citizens free of charge. The fundamental way of doing this is to use the existing nationwide network of public libraries, which are open for all to use.**

It is not enough to send a selection of government publications to some libraries weeks after they have been released. If the public is to participate meaningfully and effectively, there must be quick and complete supply of new laws, reports and documents to public libraries as soon as they become available. Citizens requiring this type of information should not have to rely solely on news media reports, especially if they live outside Wellington.

7. **The Library and Information Association of New Zealand Aotearoa (LIANZA) recognises that it may be difficult at times to reconcile these principles of access to information and protection against the misuse of that access, but it insists that the right to be informed should be the chief consideration.**

8. **This statement should be read in combination with other Statements of the Library and Information Association of New Zealand Aotearoa on Intellectual Freedom, Confidentiality of Library Records, and Displays in Public Libraries.**

APPENDIX 4.3 LIANZA Statement on Intellectual Freedom

Statement adopted by the Council of the Library and Information Association New Zealand Aotearoa, 21 March 2002 (replaces the LIANZA Statement on Censorship)

1. Society creates libraries as institutions to store and make available knowledge, information, and opinions and to facilitate the enjoyment of learning and creativity in every field. Every library has a responsibility to provide its users with the widest range of information materials possible, which are within the constraints of its budget, relevant to its users' requirements, and which represent the spectrum of points of view on the topic held in the community.
2. Librarians have a responsibility to ensure that the selection and availability of information materials is governed solely by professional considerations. In so doing, they should neither promote nor suppress opinions and beliefs expressed in the materials with which they deal. These professional considerations include the use of knowledge, skills, collection management experience, and collection development policies to make decisions on what is selected for the library collection.
3. No information resources should be excluded from libraries because of the opinions they express; nor because of who the author is; nor on the grounds of the political, social, moral or other views of their author.
4. No library materials should be censored, restricted, removed from libraries, or have access denied to them because of partisan or doctrinal disapproval or pressure. This includes access to web-based information resources.
5. Librarians should resist all attempts at censorship, except where that censorship is required by law. Librarians are free to request, and to lobby for, the repeal of laws, which compromise the principles set out in this statement.

Appendix 4.4 Displays in Public Libraries

Statement adopted by the Council of the New Zealand Library Association, August 10, 1978

1. Public libraries are a suitable and important place for the display of material on current affairs whether local, regional, national, or international.
2. This information can be displayed in a variety of formats such as posters, notices, petitions, pamphlets, cartoons, or books.
3. In displaying this information public libraries both in New Zealand and overseas are governed by sound principles. These are that:
 - (a) The aim of the library is to provide responsible texts in order that the public may form a balanced opinion.
 - (b) Space should be available for all sides of opinion in controversial matters to be displayed, including unpopular and unorthodox opinions.
4. Citizens should be encouraged to submit such material to their local libraries and, within the limits of available space and time, libraries should display this material, provided it does not contravene the law. The activities of pressure groups who wish to limit this freedom of expression should be resisted by librarians and their employing authorities.
5. Fair allocation of available space and time for displays should be at the discretion of the librarian

APPENDIX 4.5 Library Services to Children and Young People

Statement first adopted by the Council of the New Zealand Library Association, February 21, 1986.

Revised statement adopted by the Council of the New Zealand Library and Information Association, 9 January 2014.

Library Services to Children and Young People

Statement prepared by the Library and Information Association of New Zealand Aotearoa, 9 January 2014.

LIANZA has adopted this statement for use by the Library and Information Profession in New Zealand, to ensure children and young people are given access to library and information services in accordance with the UN Convention on the Rights of the Child. See also the LIANZA Statement on Discrimination.

Access to Information and Library Services

LIANZA acknowledges the right of all children to seek, receive and impart information and ideas of all kinds.

LIANZA recognises the importance of access to information for children and young people in a way that will enrich, support and develop the interests, information and leisure of New Zealand youth.

LIANZA encourages the provision of materials that will stimulate and develop the appreciation and use of both English and Te Reo Māori from an early age.

LIANZA encourages library services to provide materials that encourage diversity, and are representative of different religious, ethnic and cultural groups within society.

Materials available to children and young people should contain numerous points of view, to encourage the development of critical thinking and informed judgments of the reader. Library services should be available free of charge, to enable children and young people access to information and resources that might not otherwise be available to them.

LIANZA encourages libraries to have a clear policy on the use of the internet by children and young people. Libraries should have clear guidelines for children and their parents regarding not using the internet to search for pornographic, violent or discriminatory material.

Libraries in New Zealand should act as the information mediator for children, with regards to both literary and electronic information.

LIANZA reserves the right to update this statement.

Appendix 4.6 Katikati Local History Collections

The Katikati Library Archive is housed in the Western Bay Community Archives room at The Centre - Patuki Manawa, after being gifted to the community by its founder, Ellen McCormack in 2002.

The Western Bay Community Archives room is open to the public 4 days a week for enquiries in person, over the phone and via email. Donations are assessed as they are received, and donors are required to complete a donation form.

The physical collection includes:

- The history of the Katikati settlement and the Stewart family history.
- The history of various local organisations and businesses.
- Genealogical information relating to many of the early settler families in the area
- School rolls and photographs.
- Passenger lists for the Carisbrook Castle (1875), Lady Jocelyn (1878), May Queen and Northumberland.
- A small local history collection.
- Information of Maori organisations, history and stories.
- A collection of over 300 copies of original photographs commissioned by the Katikati Library depicting aspects of early life in Katikati.

The paper collection is now digitised, and the Western Bay Community Archives now has a web site: <https://westernbay.recollect.co.nz/>.

The Western Bay Community Archives, which also includes the Katikati Library Archives collection, collects local historical information from throughout the district administered by the Western Bay of Plenty District Council. We are also growing our collection of oral histories from throughout the district, which are featured on our web site. The only physical Archives held at the Western Bay Community Archives room is the Katikati Archives collection. Other archives from the Western Bay district are collected only in digital format, due to space constraint.

Although the Western Bay Community Archive operates primarily from The Centre - Patuki Manawa, at Katikati, we also have a presence at the Te Puke Library & Service Centre, which houses the Te Puke Archive collection founded by Christine Clement. She has given WBOPDC access to this collection and it is at present being indexed by a team of volunteers under the guidance of the Heritage Services Co-ordinator.

APPENDIX 4.7 Te Puke Local History Museum

Te Puke heritage information has been collected and displayed in cabinets since 1987. Originally displayed in the Library, the Local History Museum has a designated area in the Te Puke Community Board Room.

Te Puke obtained its Certificate of Registration, pursuant to section 14 (4) of the Antiquities Act as a Collector of Artifacts within the meaning of section 2 of the Act on 2 July 1992.

The collection includes:

- Photographs of early life in Te Puke and its surrounding areas.
- Books relating to Te Puke history and its surrounding areas.
- Artifacts, instruments and memorabilia worn and used in Te Puke.
- Original documents, personal papers and letters.
- School rolls

APPENDIX 4.8 Request for Reconsideration of Library Materials

Title: _____

Author: _____

Publisher: _____

Request initiated by: _____

Address: _____

Telephone: _____ (Home) _____ (Business) _____

Do you represent:

(a) Yourself **YES/NO**

(b) An organisation _____ (specify name)

(c) A group _____ (specify name)

1. What is it about the work that you object to? (Please be specific. Cite pages)

2. Did you read the entire work?

3. What do you feel might be the result of reading this work?

4. For what age group would you recommend this work?

5. What do you believe is the theme of this work?

6. Are you aware of judgements of this work by literary critics?

7. What would you like the library to do about this work?

Signature: -----

Date: -----