

# **Wellington City Libraries**

## **Te Matapihi Ki Te Ao Nui**

### **Collection Policy**

**February 2023**

## Contents

Introduction .....	3
Purpose .....	3
Scope of Policy .....	3
Context.....	3
Bicultural Commitment.....	4
Summary of Collections .....	4
Guiding Principles .....	5
Kotahitanga.....	5
Whanaungatanga.....	6
Manaakitanga .....	6
Kaitiakitanga.....	6
Te Tiriti o Waitangi.....	7
Pūkengatanga .....	7
Selection Criteria.....	7
Retention and Deselection Criteria.....	8
Retention .....	9
Deselection .....	9
Disposal.....	9
Donations.....	10
Review Process.....	10
Glossary.....	11
Appendix .....	13

## Introduction

Wellington City Libraries (WCL) is a public library serving the residents and ratepayers of Wellington City, the capital city of New Zealand, with a population of 203,000 (2018).

Wellington City Libraries consists of fourteen branch libraries and an online library at [wcl.govt.nz](http://wcl.govt.nz). Te Matapihi ki Te Ao Nui (the Central Library) was closed in 2019 for remediation work and is scheduled to reopen in 2026. WCL has an off-site storage facility (Te Pātaka) to house items previously held at the Central Library and to support the branches. WCL functions as one network and takes a holistic approach to collections. It is funded as a business unit of Wellington City Council.

Wellington is an innovative, inclusive and creative city. Our libraries provide opportunities to connect, collaborate, be informed, explore ideas, and enjoy learning and leisure to promote wellbeing.

Wellington enjoys a rich cultural and social diversity, and the library's ongoing goal is to remain responsive to our communities. This focus is expressed in our Mission Statement "to connect our communities to knowledge, wonder and possibilities". Wellington City Libraries' vision is: "open for creativity, connection and innovation". Library collections support our services vision that Wellington City Libraries embraces the principles of equity, diversity, trust, flexibility and sustainability in delivering high quality library services.

## Purpose

This policy:

- Outlines the principles of how the library's collections are curated
- Provides a framework for library staff to make professional decisions in developing and curating the collections.

## Scope of Policy

This policy applies to the collections held across 14 libraries, the Te Pātaka storage facility, and the online resources. Operational documents are not included in this policy. The following are also excluded from this policy:

- WCL Rare Books Collection
- WCL Photographs and Ephemera
- WCC Archives
- WCC Corporate Library.

This policy will be reviewed for currency and relevance every three years, but minor amendments may also be made in the intervening time if appropriate and necessary.

## Context

Wellington City Libraries is a public library. Our collections are developed and curated to support our [vision](#) and [customer charter](#). Our purpose is to contribute to the lifelong learning and enjoyment of our communities by collecting material that is primarily of a general or popular nature.

Wellington is also home to the National Library of New Zealand, the Alexander Turnbull Library, Victoria and Massey University libraries, and other specialist libraries which hold considerable

research collections. WCL provides access to other libraries' collections through interlibrary loan and referral.

Wellington City Libraries is part of Wellington City Council (WCC), and operates in the framework of [WCC's Long-term and Annual Plans](#).

WCL supports the delivery of WCC strategies, including:

- [Aho Tini 2030 – Arts, Culture and Creativity Strategy](#)
- [Tūpiki Ora – Māori Strategy](#). A strategy supporting a Māori-led response to uplifting the state of wellbeing of whānau, anchored in the whakapapa relationships between people, place and nature
- [Te Tauihu – Te Reo Māori Policy](#). Recognition of the status of te reo Māori as a taonga of iwi Māori and a framework to help guide the actions of the Council
- [Te Atakura – First to Zero](#). A blueprint to make Wellington City a zero-carbon capital (net zero emissions) by 2050
- [Wellington City Council Vision 2040](#).

As described in the Bicultural Commitment below, WCL is committed to Te Tiriti o Waitangi.

WCL is bound by New Zealand legislation, including the [New Zealand Bill of Rights Act](#), the [Copyright Act](#), the [Films, Videos, and Publications Classification Act](#), and the [Privacy Act](#).

WCL aims to achieve the goals and functions of a professional public library service. In New Zealand, professional commitments and aims are expressed by [the Library and Information Association of New Zealand Aotearoa \(LIANZA\)](#).

WCL shares the mission of public libraries as described in the [IFLA/UNESCO Public Library Manifesto 1994](#), which says that “information, literacy, education and culture should be at the core of public library services”.

## Bicultural Commitment

Wellington City Libraries recognises the unique place of Māori as the indigenous people of Aotearoa, New Zealand. WCL recognises Te Tiriti o Waitangi as the founding document of Aotearoa, New Zealand, and the important relationship between Tangata Whenua and Tangata Tiriti.

Wellington City Libraries is bound by the partnership agreement, Tākai Here, between the Wellington City Council and Taranaki Whānui ki te Upoko o te Ika, Te Rūnanganui o te Āti Awa and Te Rūnanga o Toa Rangatira. WCL also respects and invites participation of the two Ahuwhenua (Land) Trusts: Wellington Tenths Trust and Palmerston North Māori Reserve, the organisations of Te Āti Awa hapū who migrated to, and have maintained mana whenua status and therefore Ahi Kā Roa in Te Whanganui a Tara to the present day, following 1839/1840 land transactions with the New Zealand Company and subsequent colonial governments.

## Summary of Collections

There are over 700,000 physical items in Wellington City Libraries' collections, as well as access to over 100,000 digital items available for use in our eLibrary collections (including databases, digital newspapers and magazines, and eBooks and eAudiobooks). The collections are managed as one, and customers can borrow and return items at any of our suburban and CBD branches.

With Te Matapihi ki te Ao Nui (the Central Library) closed for remediation works until 2026, Te Pātaka, WCL's off-site storage facility, contains the broadest and deepest coverage of material in the network. Lending collections stored at Te Pātaka can be viewed on the Online Public Access Catalogue (OPAC) and are available for borrowing on request. Reference collections can also be viewed on the OPAC and can be delivered for customers to use at a branch library on request.

In addition to the regular lending collections, the library has several collections or taonga including:

- Māori Reference Collection (Kaiārahi Kohikohinga Māori). Our core collection of Māori Reference materials is housed at Te Pātaka until 2026. Items in this collection are available for customers to use at a branch library on request. Additionally, smaller lending collections of Māori materials are available at each branch library.
- New Zealand Reference Collection Housed at Te Pātaka until 2026. Items in this collection are available for customers to use at a branch library on request.
- Local history collections found across the network.

The library also has the following taonga which are excluded from the scope of this policy:

- Rare Book Collection

The Rare Book Collection consists of approximately 2,000 items, about 60% of which are of New Zealand origin or contain New Zealand content. It contains a number of first editions as well as several incunabula dating back to the 15th Century. This collection is housed at the Wellington City Council Archives facility until the opening of Te Matapihi in 2026.

- Photographs and Ephemera

This collection consists of approximately 2,000-2,500 items. The library is digitising much of this collection, using the cloud based [Recollect platform](#) which can be accessed online.

## Guiding Principles

The guiding principles of WCL's collections are shaped by our goals and service vision. Collection development decisions will be guided by a variety of factors including professional understanding of publishing outputs and social trends, and analysis of ongoing customer usage and customer feedback (such as survey responses, suggestions for purchase, general feedback and requests to review).

## Kotahitanga

*We are united as one and work together to achieve our goals.*

Wellington City Libraries provides collections that aim to meet our communities' current and anticipated needs. WCL's collections:

- Support people in their lifelong learning and development of skills and knowledge
- Support recreational and leisure interests
- Support participation in the democratic process at local and national levels.

## Whanaungatanga

*We are building collaborative relationships and providing people with a sense of belonging.*

Wellington City Libraries provides collections that reflect the diversity of Wellington's communities. WCL's collections:

- Respect and uplift the mana of our community and endeavour to support all people to feel included: WCL will not knowingly add to the collection items that are discriminatory towards a group or groups of people within our communities
- Reflect a diversity of voices and experiences: WCL is committed to collecting resources that reflect the voices of communities traditionally under-represented in published materials
- Prioritise Wellington, New Zealand, Māori and Pasifika material
- Include materials in languages other than English, with a particular focus on languages and cultures represented in Wellington.

## Manaakitanga

*We support, care for, and show respect for people.*

Wellington City Libraries is committed to equity of access to information. This includes:

- Removing barriers to accessibility; providing access to materials in a wide range of formats to meet the accessibility needs of the community
- Providing access to resources for those who cannot afford them
- Addressing the needs of those who do not have access to the internet at home
- If material is not available in the collection, we will assist customers to access information through other sources.

## Kaitiakitanga

*We care for collections and resources, which we will manage and preserve responsibly.*

Wellington City Libraries collects and preserves material unique to Wellington:

- Collections reflect and celebrate local culture, history and creative output, and support Wellingtonians to share their stories with each other.

Wellington City Libraries provides best value:

- The concept of 'best value' includes economic, social and cultural value
- The library ensures the best value for Wellington ratepayers by exercising fiscal responsibility when making decisions about collection development, acquisition and retention
- The library regularly assesses the usage of collections to ensure they deliver ongoing value for our communities, using these guiding principles, the selection criteria listed below, and analysis of customer usage trends.

Wellington City Libraries provides materials for families' recreational and learning needs:

- The library endeavours to place materials in the appropriate collections
- Restricted print materials will not be accessible on open shelves
- Unless described otherwise by law, the reading, listening and viewing choices of children and young adults are the responsibility of their parent(s) or guardian(s).

## Te Tiriti o Waitangi

*We recognise that the articles of Te Tiriti o Waitangi (1 Kāwanatanga; 2 Tino Rangatiratanga and Kaitiakitanga; 3 Ōritetanga) form the underlying foundation of Aotearoa New Zealand.*

Wellington City Libraries is committed to:

- Respecting the Tino Rangatiratanga of iwi, hapū and whānau over their knowledge and taonga, and will respect their wishes with regards to access to and retention of resources
- Making Māori knowledge and heritage available with a goal of developing collections in partnership with mana whenua that preserve, uplift and invigorate Mātauranga Māori
- Developing collections of interest to Māori that are rooted in Te Ao Māori
- Promoting the use of te reo Māori and providing collection materials that assist Tangata Whenua and Tangata Tiriti in their te reo Māori journey.

## Pūkengatanga

*We are using our skills and professional expertise in the pursuit of excellence.*

Wellington City Libraries actively curates collections on an ongoing basis:

- Library staff make collection decisions using professional judgment in applying selection criteria using information available at the time, and will not be influenced by political or social pressure from individuals or groups
- Collections consist of many works, each reflecting a different point of view. Overall, the collections are curated to represent a range of views and divergent opinions
- Materials that cover controversial topics may be included or retained in a collection when they meet WCL's selection criteria
- Including materials in the collection does not imply that WCC or WCL endorses the content of those materials. A decision to add materials is based on the factors listed in this policy, not endorsement
- Content warnings will not be added to collection items beyond what is required by the Office of Film and Literature Classification.

## Selection Criteria

WCL's collections are actively selected and curated by the Collection Development Team. Space and funding constraints mean decisions must be made in selecting materials. The Collection Development Team follows the guiding principles and selection criteria in this policy document. These principles and criteria are applied holistically when making collection decisions. Works will be considered in their entirety when being assessed for inclusion.

General criteria for selection include the following:

- Anticipated and expressed demand
- Present and potential relevance to local communities
- Positive critical reviews from independent industry sources
- Suitability of subject and style for intended audience
- Reflects Wellington City Council's commitment to inclusion and diversity
- Availability from contracted suppliers, and reliable supply to New Zealand markets
- Reasonable price for the type of item
- Suitability of format for library use.

In addition, the following criteria for nonfiction are applied:

- Authority, competency and reputation of the author/creator in the field in which they are publishing
- Reputation of publisher in the field
- Information is accurate and current at the time of purchase
- Evidence of research based on other works in the field
- New or expanding subject area.

In addition, the following criteria are considered for eResources:

- Ease of use and accessibility for customers
- Any unique features of the digital version of the content
- Supported across a range of common devices, browsers and operating systems
- Compatibility with current WCL's technology systems
- Suitability of pricing model
- Licensing model provides a range of content within regional availability
- Stability of the model for licencing content and managing customer access
- Ongoing development of the product and support from the supplier
- It is acknowledged that suppliers may include, restrict, or remove content from eResources products, and that this may be done outside the control of WCL.

In general, items will not be added to the collection if they:

- Contain material classified as legally objectionable by the office of Film and Literature Classification
- Contain material produced with the primary purpose to advocate criminal activity
- Contain material which primarily focuses on pornographic content
- Contain material which primarily focuses on exploitative violence
- Are specialist/academic publications unless there is demonstrated broad public appeal
- Are multiple copies of the same text to satisfy academic/school syllabus course demands
- Are individual items that form part of a series or set of volumes where WCL's holdings are incomplete, and which do not stand alone
- Are books designed to be written in, e.g. crossword/sudoku books, study exercise books
- Are spiral or unusually bound/shaped items unless the content is vital to the collection
- Are second-hand material, unless specifically sourced by the Collection Development Team.

## Retention and Deselection Criteria

WCL's collections are actively curated by the Collection Development Team. Items of lasting value may be retained in collections where they continue to meet collection principles. However, de-selection of library materials is necessary to create space to add new items, and ensure content is current.

Some items may be moved to closed access or off-site storage if they meet overall collection principles but are not considered a current priority for open access.

When making retention and de-selection decisions for all library sites, the Collection Development Team and other library staff follow the guiding principles and criteria in this policy document. These principles and criteria are applied holistically when making decisions.



## Retention

Considerations for retention include:

- Does it have a substantial and unique connection to Wellington, either because of the writer/artist/publisher or because of the content?
- Does it have significance to Māori, especially Mana Whenua, either because of the writer/artist/publisher or because of the content?
- Is it a New Zealand work of significance?
- Does it have significance to Pasifika communities, either because of the writer/artist/publisher or because of the content?
- Does it contain historically valuable information that is not easily available in other formats?
- Is it a classic work or publication in its field, or a key work by a leading writer/artist in their field which is likely to be of significant interest to Wellingtonians in the future?
- Is the item a valuable edition of a title?
- Capacity of library sites to shelve collection items (including off-site storage).

## Deselection

General considerations for deselection include the following:

- Is it damaged or in poor condition?
- Is it superseded by more recent work on the subject?
- Does it contain information that is inaccurate, outdated, misleading?
- Is there lack of ongoing customer usage?
- Is it no longer relevant to the needs and interests of local communities?
- Is it part of a long, broken or incomplete series or sets of volumes where individual items cannot be replaced? (Excluding serials.)
- Has it been recalled by the publisher?
- Is it fully and completely accessible online via a source which is unlikely to remove it?

In addition, eResources and serials have unique reasons for content removal beyond deselection:

- Titles are removed from the New Zealand market by suppliers
- Costs of licence renewals become prohibitive
- Lack of a reliable supply to New Zealand markets
- For serials, space constraints do not allow for the retention of long runs of material.

If items are rated by the Classification Board after inclusion in the collection, WCL will abide by the necessary legal requirements which may include:

- Relabelling the item
- Restricting access
- Removing the item from the collection.

## Disposal

Library staff have the delegated authority to dispose of library collection assets following the guidelines above, supplemented by the relevant Collection Area Profiles. Materials that are no longer required may be:

- Sold in a library book sale

- Offered to other interested parties and partners, e.g. other libraries in New Zealand, local community groups, or to support vulnerable communities
- Recycled or otherwise disposed of, in alignment with WCC's Te Atakura policy for sustainability goals where possible.

## Donations

Offers of donations from individuals or groups and organisations need to meet the collection criteria and cannot be accepted without prior arrangement with the Collection Development Team.

Second-hand material will not be accepted, except for items of historic significance and world languages titles.

Donations, once added to the collection, are managed like all other material and are subject to the same conditions of loan, use, retention and display.

Donations that do not meet the collection criteria will be disposed of at the library's discretion and will not be returned to the donor.

## Review Process

Wellingtonians or users of Wellington City Libraries who disagree with a Collection decision may request a review.

The request should be made in writing on the [Collection Decision Review Form](#) available on WCL's website or upon request at a branch.

The request should indicate how the Collection decision has not followed the principles and criteria set out in this Policy, in the opinion of the requestor.

Questioned titles will be re-assessed as an entire work, not specific portions (for example images, chapters, pages or sections). The re-assessment will include a holistic view of the context of the work within WCL collections.

The following procedure will be used:

1. The customer completes the Collection Decision Review form and submits it to WCL
2. The form is received and acknowledged by WCL
3. The customer's request is assessed by the Collection Team, based on the principles and criteria in this Policy
4. A decision is made by the Service Manager for Collections & Technical Services, and the customer is advised of a decision within thirty days of receipt. The response will include the reasons for the decision.
5. If the customer disagrees with the Service Manager's decision, they may ask for the issue to be raised to the Manager, Libraries & Community Spaces. The decision of the Manager, Libraries & Community Spaces will be final.

## Glossary

Term	Definition
Archives	A collection of historical records and documents.
Bicultural / Biculturalism	The constitutional identity of New Zealand, recognising Te Tiriti o Waitangi / The Treaty of Waitangi as the founding document, a treaty between two cultures, Tangata Whenua and Tangata Tiriti.
Collection(s)	Refers to the library's resources, in both print and digital form. The term may be used to describe a part of, or the whole of these resources.
Collection development	The process of planning and building collections. Collection development is subject to budget allocations for new material.
Collection management	This includes all activities relating to the maintenance of the library's collection.
Copyright	An intellectual property right which gives the owner the exclusive right to reproduce a copyright work. Copyright in New Zealand is protected under the Copyright Act 1994.
Curation	The act of organising and managing a collection of resources.
Deselection (see also Weeding)	The process of assessment of items for possible removal from the collection taking into account deselection criteria.
eAudiobook	A downloadable audiobook. A sound recording of a book or text being read out loud. Also known as a "talking book".
eBook	A digital representation of a printed book, although note that some eBooks do not have a print version.
eLibrary	This term collectively describes those books, serials, databases and other information published in digital form which are part of the library's collection.
eResource	Umbrella term for digital / online resources.
Ephemera	Posters, programmes, clippings; of historical interest in representing everyday life of the time.
Format	The medium by which information is presented and accessed. It includes print (books and serials) as well as electronic – CDs, DVDs, eBooks, eMagazines and online databases.
Incunabula	Books, pamphlets printed in the early period of typography, up to the year 1501.

Kaitiakitanga	Guardianship, stewardship, trusteeship. The process of protecting and nurturing people, place and resources.
Kāwanatanga	Government, dominion, rule.
Kotahitanga	Unity, togetherness, solidarity. The process of working together to achieve common goals.
Manaakitanga	Hospitality, kindness, generosity, support. The process of showing respect to and care for/of others.
Online	Conducted through a computer network.
Online Public Access Catalogue (OPAC)	The online database / bibliography of materials held by the library.
Ōritetanga	Equality, equal opportunity.
Periodicals (see also Serials)	A work that is published periodically. A term used to refer to magazines and journals.
Pūkengatanga	Preserving, creating, contributing to the expansion of knowledge. The pursuit of excellence.
Reference	(Also known as 'not for loan'). Items that will not be available for customers to borrow or remove from the library. Can be viewed in person in the library.
Selection	The process of deciding which materials should be added to a library collection.
Serials (see also Periodicals)	A term used to refer to magazines and journals.
Tangata Tiriti	People of the Treaty. New Zealanders of non-Māori origin.
Tangata Whenua	People of the land. Māori. The indigenous people of New Zealand.
Taonga	Treasure. Something that is prized.
Te Tiriti o Waitangi	The Treaty of Waitangi. New Zealand's founding document, meant to be a partnership between Māori and the British Crown. Signed in 1840.
Tino rangatiratanga	Self-determination, sovereignty, autonomy.
Weeding (see also deselection)	The process of assessment of items for possible removal from the collection taking into account deselection criteria.
Whanaungatanga	Relationship, kinship, sense of family connection. Providing people with a sense of belonging.

## Appendix

Documents referenced in this Policy:

[Wellington City Libraries Vision](#)

[Wellington City Libraries Customer Charter](#)

[Wellington City Council Long-term and Annual Plans](#)

[Aho Tini 2030 – Wellington City Council Arts, Culture and Creativity Strategy](#)

[Tūpiki Ora – Wellington City Council Māori Strategy](#)

[Te Tauihu – Wellington City Council Te Reo Māori Policy](#)

[Te Atakura – First to Zero](#)

[Wellington City Council Vision 2040](#)

[New Zealand Bill of Rights Act](#)

[Copyright Act](#)

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

[Privacy Act](#)

[IFLA/UNESCO Public Library Manifesto 1994](#)