



Collection Development and Management Policy 2025-

December 2025

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South Wairarapa District Council Vision

The best of country living with the community at the heart of everything we do

Purpose

SWL selects, acquires, processes, makes available and deselects resources which support South Wairarapa District Council (SWDC) outcomes and works within the framework of the current Long-Term Plans of the two councils.

The Collection Development and Management Policy provides the guiding principles and strategies for developing and managing the SWL collections held at its four branch libraries and/or delivered online. It does this to:

- Define the parameters of the Libraries' collections
- Provide direction for the selection, creation, and management of collection for SWL
- Provide a basis for the most effective and efficient use of available funds and as an aid to decision-making in allocating those funds
- Provide measures for collection evaluation and performance to ensure the needs of current and future customers are met
- Assist customers' awareness and understanding of how SWL develops and manages the collections.

Associated with this policy are processes and procedures for the application of this policy.

The policy will be reviewed in 2028 however minor amendments may be made in interim years.

Guiding Principles

Reflects our communities

SWL aims to serve our diverse communities by providing appropriate content to meet their needs.

Accessibility

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

Freedom of Information

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

SWL will not suppress or remove material simply because it gives offence.

Comprehensive and relevant resources

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

Community heritage

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

Bicultural Commitment

SWL has a commitment to the principles of Te Tiriti o Waitangi and to the ongoing process of applying these principles in SWL work.

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

In doing so it adheres to the following kaupapa Māori values:

- Manaakitanga – giving care and respect to clients, the Organisation and Taonga that they hold
- Te Reo Māori – understanding 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 that collections have direct links to an original source
- Kaitiakitanga – preserving, maintaining, and protecting knowledge

SWL is committed to enhancing access to Māori content within the Libraries' collections. It will integrate Nga Upoko Tukutuku, Māori subject headings as part of the SWL work plan.

Context

The South Wairarapa District came about after local body amalgamation in 1989 of Featherston, Greytown and Martinborough boroughs. All three of SWDC's libraries were established in the late 1800s, with purpose-built buildings and donated collections starting them off.

Scope

SWL collections include what is selected, acquired, donated, or created for customers' use.

The policy is format neutral. SWL selects and acquires or provides access to whichever format best meets customer needs. This means providing both print and digital or one format only.

Exclusions

- Volunteer libraries
- Little Free Libraries
- Toy Libraries
- Council Archives

Compliance

- [Copyright Act 1994](#)
- [Films, Videos, and Publications Classification Act 1993](#)

- [Local Government Act 2002](#)
- [Privacy Act 1993](#)
- [The Treaty of Waitangi](#)

Reference Documents

- [Standards for New Zealand Public Libraries 2004](#)
- [Code of Professional Conduct](#) (LIANZA Code of Practice)
- [LIANZA Statement on Freedom of Information](#)
- [LIANZA Strategic Plan 2018-2022](#)
- [National Library of New Zealand - Te huri mōhiotanga hei uara | Turning knowledge into value – strategic directions to 2030](#)
- [IFLA/UNESCO Public Library Manifesto 1994](#)
- [IFLA standards](#)

Applying the policy: Process and procedures

Financial Management

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

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

SWL is funded by rates through the separate council budgets of SWDC to:

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

Allocation of funds

Funding for the physical collections is part of the Library's capital budget. Stock purchased is depreciated annually.

Funding for serials and electronic collections is part of the library's operational budget.

Fund allocations are determined on an annual basis.

Collection budgets are allocated to collection areas based on:

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

Selecting materials for the Libraries' collections is the key responsibility of identified Library staff.

Responsibility for the budget allocation and the general oversight of collection development lies with the Library Services Manager.

Collection valuation

The collection is valued periodically for insurance purposes.

Asset value

Accounting adjustments are not made for collection disposal. Rather, a revaluation process that takes the collection as they are at time of valuation, is applied.

Requirement to charge

SWL is required to generate a percentage of its operating budget as determined in the Long Term Plan (LTP). This is partially achieved through charges allocated to some collections and services as defined in the Charges and Fees schedules for each council.

Factors considered when setting fees or charges include:

- Parity with other library and/or Council charges
- Implications for customer access and use of resources
- Feasibility (i.e., cost benefit)

Revenue performance

The effectiveness of SWL revenue earning across collections is monitored annually.

Sustainability

SWDC is committed to sustainable development approaches in the Councils' activities.

SWL incorporates this commitment through a "buy once, use many times" approach to collection development.

Financial sustainability

SWL develops and maintains its collection or content in a financially sustainable manner by:

- Its selection of content and content format
- Decisions around de-selection (weeding) and development of new collections
- Ensuring any new collections will have longevity
- Monitoring trends to ensure undue or excess purchase of stock is limited
- Ensuring core areas of the collection are identified so these collections can be maintained despite variations in available finances
- Consideration of storage availability, capacity, access, and cost

Content development and selection

Selection

SWL content is selected with the aim of building well-balanced collections which meet the overall objectives Collection Development Policy. Material is acquired through a range of sources ensuring SWL can meet customer needs.

Selection criteria

The Standards for New Zealand Public Libraries 2004, D.2.1 provide selection criteria:

- Resources should be provided to cover the widest possible range of subjects to meet the community's information, educational, recreational, and cultural needs
- Resources may be provided in any medium appropriate to the community being served. Print, audio-visual, and electronic formats should be represented. The focus should be on providing the best possible information in the most appropriate format
- Resources should provide appropriate breadth and depth of coverage, include standard works and recent publications, and represent divergent viewpoints on all issues

These criteria augment the Guiding Principles of the SWL Collection Development Policy.

Specific criteria and elements to be considered when selecting items include the:

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

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

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

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

Selection responsibilities

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

SWL is developing its collection selection, acquisition, and management processes. It has moved from a model of three libraries independently selecting and purchasing, to a single-node selection and purchasing model.

Collection selection is informed by customer suggestions consistent with the Content Development Policy, along with consultation with, and recommendations from SWL staff.

Stock is allocated around the network considering:

- Total number of copies required for SWL as a system or network
- SWL library size
- Location and scope of specialist collections
- Customer demand

Selection tools

These include:

- Websites
- Trade and library magazines
- Publishers' catalogues
- Reviews in specialised and general interest magazines
- Suggestions to purchase from customers and library staff
- Standing orders
- Collection usage tools
- Profiles

Formats

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

Additional selection criteria may apply to specific formats:

- Electronic subscription resources
- Frequency of updating
- Licensing and technical restrictions affecting access – i.e. availability in libraries and/or remotely, with preference given to remote access; town and non-town/rural customers
- Number of possible concurrent users
- Stability of product
- Functionality and usability
- Availability through subscription or purchasing an archive of content.
- Serials
- Number of issues a year
- Availability in alternative formats

New formats are considered and evaluated as they emerge. Considerations for evaluation of new formats include:

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

- Any consequent reduction or replacement of print or other format materials

Acquisition and purchasing

Library content is acquired through a variety of suppliers.

We review suppliers periodically in line with the Collection Development policy.

Donations

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

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

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

Access provision

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

Items are processed with a spine label to ensure they are accessible.

Content management

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

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

Collection analysis

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

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

In line with an overall development of SWL skills in collection development and management, SWL intends to monitor the collection in several ways:

- General collection meets the needs of the community, defined by Council customer satisfaction surveys
- Achieve at least the national public library average in collection turnover¹
- The number of library items issued, per capita of district population per year is the same as the national average or better²
- Use of the Public Library Statistics to compare performance with comparable public libraries
- Monitoring the use and scope of the collection content by:
 - Circulation statistics compiled from the Library Management System and/or other collection analytic products
 - In-library use – this is measured periodically as it is not reflected in circulation statistics
 - Holds placed, interloan requests, and suggestions to buy give an indication of areas of collection needs
 - Electronic statistics in terms of page views, site visits and eResource use
 - An ongoing culture of encouraging customer feedback
 - Awareness of strengths and weaknesses in terms of content and formats available
 - Measuring performance against the principles of the Collection Development and Management Policy, including statements around recommended future collection priorities

Content location

Physical collections are held throughout the SWL libraries.

Collection items are identifiable by territorial local authority (TLA).

Material which is held in the stack collection is available via appointment arranged through the Library.

Digital collections are stored using SWDC, National Library of New Zealand servers, vendor platforms or open access facilities, as appropriate.

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

¹ 1.24 issues per visit (physical) and 3.11 issues per item per annum (PLNZ National Data Collection Report 2018/19)

² Baseline target to be established by PLNZ National Data Collection Survey 2019/20

Content maintenance – lifecycle

Content is reviewed regularly to ensure:

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

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

Items to be retained in storage must conform to the Collection Storage (Stack) Guidelines – which are:

- Older items which are predominantly in poor physical condition but still in demand and are unable to be replaced.
- Items published 10 years or more ago.
- Are still in demand with library customers or through interloan (i.e., they are issued at least once in two years).
- The subject is under-represented in the collection.
- The title is no longer available and is out of print, but important to the SWL collections.
- The title is part of a series which is out of print and cannot be replaced.
- The item's binding cannot be repaired and is too costly to replace.

Deselection, discard and withdraw

Deselection is an essential activity to ensure libraries have space to add new content and ensure what is retained still meets customer needs. Deselection is a normal part of a libraries' continuous review, evaluation, and weeding processes (CREW). Within the CREW framework, the MUSTIE criteria are applied for assessing items for withdrawal:

- **M**isleading - and/or factually inaccurate
- **U**gly - worn and beyond mending
- **S**uperseded - by a truly new edition or by a much better book on the subject
- **T**rivial - of no discernible literary or scientific merit
- **I**rrelevant - irrelevant to the needs and interest of the community
- **E**lsewhere - material or information that may be obtained elsewhere

Other considerations include:

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

Disposal

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

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

The Library does not put aside withdrawn items for customers to buy.

Book sale

Withdrawn material will be disposed of through the Libraries' book sale held annually. Proceeds from book sales will go back into library funds for collection development.

Content Development – Definition of collections

Overview

This section provides information about the collections offered across the SWL, including the purpose of each collection and what it comprises.

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

Selection and retention practices are used in a consistent manner across all formats as outlined under the Policy and Procedure section.

New items are added to the collections on a regular basis. A small number of collections are closed to new additions (e.g., specialist donated collections)

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

Physical formats include:

- Books
- Magazines
- Audio-visual (AV) – DVDs and talking books

Digital formats include

- Databases, e.g. Ebsco Masterfile
- Downloadable – eBooks, eMagazines, eAudiobooks

Māori Adult, Young Adult and Children's collections

SWL aims to provide resources which meet the needs of Māori within the SWL community; and to promote bicultural awareness and increase understanding of New Zealand heritage for all library users.

SWL collections contain items written in English, items written in Te Reo Māori, and bilingual material. There are works by authors who identify as Māori as well as works on general subjects that feature predominantly Māori content.

Adult collections

Fiction

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

Non-fiction

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

Large Print

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

Bestseller

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

Graphic novels

A small collection across Adult, Young Adult and Children. This collection goes through phases of popularity.

Ref collections

Reference items are integrated into general collections as appropriate and are clearly marked as reference only.

Children and Young Adults

To provide the widest possible selection of high-quality resources to assist the learning, development and recreation of children and young adults, considering customer demand, interests

and changing trends. This collection includes both fiction and nonfiction materials, including information on careers, life skills, study guides and graphic novels aimed at library customers aged zero to seventeen. A strong emphasis is placed on New Zealand authors and content to reflect New Zealand culture. This includes items written in Te Reo Māori and resources written in Pacific Island languages and languages of Wairarapa's recent settler communities.

Picture books

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

First readers

To provide books which enable children (and others with learning difficulties) to transition into reading complete sentences with more complex meaning than provided by picture books or board books.

Children's fiction

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

Children's graphic novels

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

Children's non-fiction

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

Young Adult fiction

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

Young Adult graphic novels

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

Young adult non-fiction

To provide access to materials which fulfil the informational, recreational and cultural needs of youth and contribute to lifelong learning. This collection includes materials across a range of subjects

and interest levels of particular interest and relevance to youth culture which includes personal and social issues and entertainment topics.

Serials

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

Newspapers

To provide access to a selection of New Zealand daily and weekly newspapers, both current and historical, with a focus on the greater Wellington region and the Wairarapa.

Audio-visual collections

To provide a range of non-print formats to supplement print collections to meet entertainment, information and customer needs.

DVDs

Where possible, DVDs with subtitles are purchased for the hearing impaired. Only DVDs that have been classified in New Zealand are purchased.

Audio books

National Library collections are used to provide an alternative form of media for customers. These items fiction and nonfiction titles in CD.

Databases

To provide full-text articles, and some streaming via online databases to ensure up to date information for as many customers as possible.

Downloadable digital content

To provide access to online books and magazines from eBook, eAudio and eMagazine suppliers to meet the informational, cultural and recreational needs of the community in a digital format.

Special heritage collections

These collections have been obtained either through donation or purchase and have significant content relating to South Wairarapa District, or are of historic sentimental value.

These are closed collections, with no new titles being added. They include:

- *Martin Collection*: Part of the collection of items donated by the Hon. John Martin, who subdivided a section of his estate to establish the town site of Te Waihinga (Martinborough). The items were donated to the original library built in 1894.
- *Featherston Literary Institute*: The remains of a collection provided to Featherston Library.

SWL will endeavour to provide increased awareness to the items by creating catalogue records for these items.

Lesbian, bisexual, gay, transgender, queer + collection (LBGTQ+) collection items

LGBTQ collection items are interdisciplinary with a focus on the lives, experiences, identities, and representations of lesbian, gay, bisexual, transgender, and queer individuals; their families and communities; their cultures and subcultures; their histories, institutions, languages and literatures; their economics and politics; and their complex relations to the culture and experience of a heterosexual majority.

Collection items emphasize the intersection of sexuality and gender with race, class, ethnicity and nation.

Non-English, non Te Reo language collection items

SWL will endeavour to provide non-English language, non-Te Reo Māori collection items in reflection of the communities' demographic and demand.

Non-book collections

Extend opportunities to build wider literacy skills such as information analysis, processing and problem solving. Items include in-library use as well as issuable the "Getting Lost" collection items, board games and jigsaws.

Acknowledgements

We are indebted to several New Zealand Libraries for their wisdom and documents in this area. This Collection Development Policy and Process has relied heavily on the work of several other New Zealand Libraries. Specifically:

- Christchurch City Libraries Content Development Policy 6th Edition. Anne Anderson, Sept 2018
- Porirua Library Collection development policy 2015-2016
- Napier Libraries Collection Development Policy 2013
- Dunedin Public Library Lending Stack Collection Policy 2016
- National Library of New Zealand – various
- Auckland Libraries collection Development Policy April 2013
- Masterton District Council Library Collection Selection Guideline Sept 2017
- Collection development policy for lesbian, gay, bisexual, transgender and queer studies. University California Santa Barbara Library

Policy Review Date

March 2028