

Westland District Library Collection Management Policy

Purpose

The Westland District Library Collection Management Policy establishes principles for the selection, maintenance, and de-selection of library collection resources. It ensures that the collection meets the diverse informational, educational, cultural, and recreational needs of the Westland community while upholding the principles of intellectual freedom and equitable access.

Scope

This policy applies to all materials acquired, maintained, and withdrawn by Westland District Library, including physical and digital collections. It guides library staff in resource selection and informs the public about collection development principles.

Commencement

This policy comes into force on 1 March 2025

Definitions

- **Library resources:** Books, newspapers, magazines, digital resources, audiovisual content, other media and other physical items.
- **Collection management:** The processes of selecting, acquiring, maintaining, and removing resources.
- **Intellectual freedom:** The right to seek and receive information from all points of view without restriction.
- **Equitable access:** Everyone, no matter their background, socioeconomic status or abilities, has fair and inclusive access to library resources.

Policy

1. Collection Development Principles

Westland District Library will:

- Develop and maintain a balanced collection that reflects the cultural and social diversity of our community.

- Develop and maintain a balanced collection that meets the informational, recreational, educational and cultural enrichment needs of the community.
- Honour Te Tiriti o Waitangi by ensuring that Māori knowledge perspectives are included in the collection to support the use and learning of Te Reo Māori and Mātauranga Māori.
- Provide materials in diverse formats, including (but not limited to) print, digital, and audiovisual media.
- Uphold intellectual freedom as endorsed by Library and Information Association New Zealand Aotearoa (LIANZA).

2. Selection Criteria

Resources are selected based on:

- Community demand and relevance.
- Quality, accuracy, and currency of content.
- Representation of diverse perspectives.
- Availability in preferred formats.
- Alignment with budgetary and space constraints.

3. Collection Maintenance

- Duplicate copies may be acquired based on demand or if the item is of local significance.
- Items are de-selected based on age, condition, accuracy and relevance.
- Lost or damaged materials are replaced selectively.
- Donations are accepted if they align with selection criteria and have no conditions attached.

4. Access and Intellectual Freedom

- The library provides free and open access to collection resources, subject to legal restrictions.
- The library is committed to working collaboratively to facilitate improved access to resources.
- The library will participate in the inter-library loans system facilitated by the NZ National Library Te Puna Services.

5. Digital Content and Online Resources

Westland District Library recognizes the increasing importance of digital content and online resources. The library will:

- Provide equitable access to a variety of digital content and online resources.

- Prioritise digital resources that align with selection criteria—such as quality, accuracy, and accessibility—while recognising that some content is provided through consortium agreements or third-party platforms beyond our direct control.
- Monitor emerging technologies and trends to adapt digital services accordingly.

6. Local History and Heritage Collection

The library maintains a special collection to preserve and facilitate access to Westland’s unique heritage. This includes:

- Actively acquiring published materials related to local history, local hapu (Ngāti Waewae and Ngāti Māhaki), and significant regional events.
- Local history and heritage collection items may be retained beyond standard de-selection criteria due to their enduring cultural, historical, and community significance.

7. Community Engagement and Feedback

Westland District Library values community input and engagement in shaping its collections. The library will:

- Seek feedback from patrons through a variety of community engagement activities.
- Provide a process for users to recommend materials for purchase.
- Offer a clear and accessible challenge procedure for handling concerns or complaints about library materials.

8. Sustainability in Collection Management

Westland District Library is committed to sustainable collection management practices. This includes:

- Implementing responsible purchasing practices by selecting suppliers, products and resources that align with sustainability goals.
- Promoting resource sharing through inter-library loans, collaborative purchasing agreements, membership of consortia and other collection sharing arrangements.
- Encouraging the reuse and repurposing of withdrawn materials through book sales, donations, and recycling programs.
- Reducing waste by minimizing unnecessary packaging and processing.

Reporting

The Library Manager will report on collection development trends, usage statistics, and budget allocations required by Council. The library will participate in and provide statistics for the annual Public Libraries of New Zealand Data Collection.

Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Library Strategy
- Community Profile
- Collection Management Plan
- Challenge Procedures
- Co-operative Resource Sharing Agreements
 - MOU West Coast Reciprocal Membership
 - MOU Westland High School Collaboration
 - Overdrive Consortium Agreement
 - Borrowbox Consortium Agreement
 - West Coast Large Print Exchange Agreement

The following Legislation relates to this policy:

- [Films, Videos and Publications Classification Act 1993](#)
- [Copyright Act 1994](#)
- [Protected Objects Act 1975](#)

Staff are also referred to:

- [LIANZA Statement on Freedom of Information \(2020\)](#)
- [LIANZA Freedom to Read Toolkit](#)
- [IFLA Statement on Censorship \(2019\)](#)
- [ALA Statement on Book Censorship \(2021\)](#)
- [UNESCO Public Library Manifesto \(2022\)](#)

Policy Review

A review of this policy will take place in March 2028.

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