

Collection Development Policy Kapiti Coast District Libraries

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1. OVERVIEW

1.1 MISSION OF KAPITI COAST DISTRICT LIBRARIES

To enrich the lives and cultural experience of our community.

1.2 PURPOSE STATEMENT

The aim of the Collection Development Policy is to present the goals & guidelines for the development of the Kapiti Coast District Libraries collection to the general public, Councillors and Council staff.

1.3 AIM OF COLLECTION DEVELOPMENT POLICY

To manage and develop the collection in order to

- Improve its quality and its relevance to current and future needs
- Minimize waste in current and long-term collection purchase
- Strengthen the collection for posterity.
- Provide guidance to the staff in selecting materials
- Provide a coordinated approach to shaping the collection
- Provide information to the community to enable everyone to contribute to the development of the range of books and other materials available within our community

1.4 COMMUNITY PROFILE

The Kapiti Coast community is widespread, covering a distance of 60 km along the coast from Paekakariki to Otaki.

As at the 2001 Census, the predominately European population stood at 42,447 with 22% being over 65 years of age and 21% under 15 years of age. Maori comprise 11% of the population and are situated mainly in Otaki. Statistics New Zealand estimates published in June 2004 show Kapiti Coast District with a population of 46,200.

There are three iwi affiliated with the district – Ngati Raukawa, Ngati Toa and Te Ati Awa. With a 10% increase in population between 1996 and 2001 the Kapiti Coast is one of the fastest growing areas in New Zealand.

The district has 27 pre-schools including seven kohanga reo, 12 primary schools, six secondary schools and two Kura kaupapa. Whitireia Polytechnic has a campus in Paraparaumu, while Te Wananga o Raukawa, located at Otaki, caters largely but not exclusively for the Maori population. The Kapiti Education Academy, located in Paraparaumu, was established in 2000 and caters mainly for overseas students. There are 17 rest homes and retirement

villages in the district, nine of which are located in Paraparaumu, four in Waikanae and four in Otaki.

34% of the population are wage/salary earners of which a large number commute into Wellington. 10% are self-employed and 27% are on a benefit, 23% of which is superannuation. The largest number of businesses in the area is in the property services sector, closely followed by construction services and retailing, then health/community services and leisure/recreation services.

1.5 KAPITI COAST DISTRICT LIBRARIES PROFILE

Kapiti Coast District Libraries provide some of the most used and valued services in the district by providing free core library services to all residents.

The library network comprises three libraries at Paraparaumu, Waikanae and Otaki. The libraries are all located close to the main shopping areas and have disabled access. The District Libraries employ 31 staff (23 FTE's), 14.5 of which have library qualifications. Volunteers assist with some shelving at each library.

As well as providing books and other materials for all age groups, the libraries provide a reserve service for items already on loan, interlibrary loan service and a housebound service. Other services provided are space for community displays, petitions and notices (see Appendix 4.4: Displays in Public Libraries), programmes for children and occasional guest speakers.

The Council Service Centres operate from Waikanae and Otaki libraries with Waikanae Library also housing the Information Centre.

The Friends of the Kapiti Coast District Libraries is a group that supports all libraries in the system and raises funds for special projects.

1.6 HISTORY OF KAPITI COAST DISTRICT LIBRARIES

Prior to 1989 the three libraries in the district were each funded and run by different local bodies. Paraparaumu Library started as a group of books in a cupboard and was run by the Countrywomen's Institute. It later was taken over by the Kapiti Borough Council. Waikanae Library existed as the Waikanae District Community Library prior to 1977, when it moved to its own purpose-built premises, and came under the Horowhenua District Council. Otaki Library was established in 1872 and by 1896 was well established in its own building with 1300-1400 books. It came under the Otaki Borough Council.

In 1989 the Local Bodies Act was passed and it was at this time that the three councils were amalgamated into the Kapiti Coast District Council that we know today. This brought the three libraries under one umbrella, which gave

them a district-wide Kapiti identity while nurturing the special characteristics of each community.

Within the last 10 years each library has either been completely refurbished or rebuilt. In Paraparaumu the new library, situated in Rimu Road, was opened in November 2002 and has since gained two architectural awards.

Waikanae's library, situated in Mahara Place, moved to the former Post Office building, which was completely refurbished and opened to the public in 1996. Otaki Library moved to a new purpose-built building which opened in December 1998.

1.7 VALUES

The Libraries support the following principles adopted by Kapiti Coast District Council:

- Customer focus
- Teamwork
- Integrity
- Professionalism

1.8 BICULTURAL STATEMENT

Kapiti Coast District Libraries recognises the unique place of Maori as the indigenous people of New Zealand. This is reflected in library collections, display and architecture.

The libraries support the Memorandum of Partnership between Council and Tangatawhenua of the District, Ngati Toa Rangatira, Te Atiawa ki Whakarongotai and Ngati Raukawa including their hapu and whanau.

The libraries also support the principles outlined by Tangatawhenua in the Long Term Council Community Plan "*Kapiti Coast: Choosing Futures*".

1.9 REVIEW

The Collection development policy will be reviewed and reissued every five years.

2. COLLECTION MANAGEMENT

2.1 Financial Management

Kapiti Coast District Libraries is funded by the Kapiti Coast District Council through rates and membership is free to all residents and ratepayers.

Funding for the collection is part of the Library's capital budget. Currently the stock budget is split between the Districts' three libraries, all of which are depreciated budgets.

The allocation of funding is reviewed annually, taking into account the use patterns over the previous year and the targets set for the next year.

Selectors are responsible for the ongoing management of their expenditure

The District Libraries Manager and the Technical Services Librarian monitor progress on a quarterly basis.

Overall responsibility for the appropriate expenditure and management of stock budgets rests with the District Libraries manager.

2.2 SELECTION

Selecting material for the District Libraries' collection is a key responsibility of librarians. Selection is necessary to ensure a well-balanced collection that gives value for money.

Selection criteria will focus primarily on the needs of the general public who do not have access to other sources of information and recreational reading.

Consistent with the general aims 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
- 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
- to select material important as a local historical record for present and future use
- biased materials may be selected to meet specific objectives and to ensure all viewpoints are represented in the collection

Selection is made from:

- trade and library magazines
- publishers catalogues
- local library suppliers
- reviews in specialised and general interest magazines
- vendor and internet web sites
- “Suggestion to Buy” cards and interloans requests

Selectors are responsible for managing the collection by:

- selecting the best stock to match customers’ needs, taking into consideration existing subject material
- providing a balanced collection within their budget allocation
- ensuring that materials are attractively presented
- deselection of stock to maximise the collection’s effectiveness
- considering price and robustness of format

2.2.1 Commitment to New Zealand Material

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

- New Zealand materials are 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

2.2.2 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

2.2.3 Freedom of choice

Kapiti Coast District Libraries are committed to the concept of freedom to read, within the parameters set by the Films, Videos and Publications Classification Act 1993. The UNESCO Public Library Manifesto states that:

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures.

In implementing this principle the libraries endorse and apply the LIANZA statements on Access to Information, Intellectual Freedom, and Displays / Petitions in Public Libraries.

These statements are reproduced at the end of this document:

- LIANZA statements on Access to Information.....Appendix 4.2
- Intellectual Freedom.....Appendix 4.3
- Displays in Public LibrariesAppendix 4.4
- Library Services to Children & Young PeopleAppendix 4.5

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

2.2.4 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).

2.3 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 in order 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

Stack area

Library stack areas with staff only access contain irreplaceable materials considered unsuitable for open shelf display due to condition or content.

Disposal of withdrawn stock

Withdrawn material may be disposed of through donations to local charities, waste removal and book sales in the three libraries. The libraries do not tag items for customers to buy when withdrawn.

3. COLLECTIONS

3.1 BESTSELLER COLLECTION

The Bestseller Collection is designed to provide fast access to the most popular books of the moment for customers. These books are prominently displayed in libraries so those customers who do not have the time to browse shelves can get books they want immediately.

This collection also includes a small number of magazine titles.

The items in this collection are:

- charged for
- not able to be reserved or put aside for customers
- issued for one week with the possibility of an extended loan to a maximum loan period of 14 days
- usually bought locally so that what is being promoted in bookshops and in the media is readily available
- mostly popular fiction and well known or bestselling non-fiction titles
- magazines are of the popular glossy-type

The collection operates independently of the main collection and:

- customers are able to make the choice between borrowing a book in this collection or requesting it in the usual way from the main collection
- there will be no books in the Bestseller Collection that are not available in the borrowing collection
- magazine titles in this collection are only held in this collection, they are not duplicated in the free magazine collection

3.2 FICTION

The fiction collection is one of the most popular areas in the three 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 fiction writers 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 of a readable, accessible nature are bought for the 3 libraries.
- 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
- hardback is the preferred format for reasons of durability but increasingly fiction is published in a trade paper format. A small selection of mass-market paperbacks are bought for the paperback collections and given minimal cataloguing, designed for a quick turnover browsing collection. Any donated paperbacks are also added to this collection.
- We aim to keep a comprehensive collection of fiction by New Zealand authors with a selective view of self-published material.

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 NON-FICTION

The 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
- 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

Although the libraries aim to purchase items that are in demand, university texts or textbooks prescribed for study are generally not purchased.

3.4 CHILDREN AND TEENS / MATAHI

These collections, which are available at all three libraries, are bought for children and young adults aged zero to 16. They include a wide variety of authors but emphasis is placed on collecting works by New Zealand authors suitable for this age group.

Kapiti Coast District libraries follow the principles of the Library and Information Association of New Zealand *Aotearoa Policy on Library Services to Children and Young People*.

Children's Collections

These collections are aimed at children from zero to 12.

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.

This collection is intended to foster encouragement of reading. Quality of illustrations and New Zealand content are additional considerations. Picture books are particularly suitable for:

- Pre-schoolers and new entrants
- Reading aloud to groups
- Sharing on a one-to-one basis

Early readers – this collection provides 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.

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.

Reference – this collection provides current information on a wide variety of subjects and is always available for children to use or photocopy in the library. It includes a variety of general and specialised encyclopaedias and dictionaries suitable for this age group as well as special interest topics which may change from time to time.

Non-fiction – the aim of this collection is to support the National Library in its role by satisfying the information needs of the children in the district.

Parent's collections – all three libraries have this collection, which contains books about baby and childcare, growing up, illness and death, many of which

are suitable for sharing with children. More material can be found in the adult non-fiction.

Magazines – each library has a small collection of magazines which contain stories, poems and activities suitable for young children.

Matahi – in support of the Libraries' bicultural objectives and obligations under Te Tiriti o Waitangi, and to supplement the adult Maori collection, each of the three libraries have a small collection of materials in te reo Maori that are suitable for children. Materials in the English language relating to tikanga Maori are also included.

Internet – internet sites selected for children can be found on the Library's website. They offer a mix of information and entertainment.

Teens Collections

These collections are aimed at teens from 13 to 16. The needs and interests of teens are a prime consideration as is material which is contemporary and relevant to all cultures.

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

Graphic novels – this is a growing collection that is being established in all three libraries. It contains books that blend words and images to create an often complex narrative.

Non-fiction – this is a collection of information books on topics of particular interest to young adults, including personal and social issues.

Magazines – selected titles popular with this age group are bought for the three libraries.

3.5 TE MATAHĪAPO

These collections bring together material, in a variety of formats, pertaining to Maori. The libraries promote cultural awareness through collections, services, and activities that satisfy the desire of customers to understand and appreciate their own cultural awareness and those of other groups.

A Core Maori Collection has been created and is housed at the Otaki Library. The Core Collection funding is additional to the pro rata funding allocation for the Otaki Maori Collection. It is envisaged that The Otaki Public Library will be the focal point for Te Matahīapo and will combine these funds to achieve this goal.

These collections play an important role in the libraries' partnership commitment under te Tiriti o Waitangi.

The collections will contain:

- material written by authors who identify as Maori
- books on general subjects that feature a predominantly Maori content and/or approach
- material in all formats in the Maori language
- material about Maori subjects
- material published by or relating to Tangata Whenua, Ngati Raukawa ki te Tonga, Te Ati Awa ki Whakarongotai, Ngati Toa Rangatira.
- bilingual material
- biographies of Maori people, well known for Maori achievement
- tribal history and pre-European New Zealand history
- resources relating to Tiriti o Waitangi or Te Roopu Whakamana i te Tiriti o Waitangi (Waitangi Tribunal) from a Maori perspective.

3.6 REFERENCE

The Reference Collection provides current information covering all subject fields and is always available for customer use. Kapiti Coast District Libraries will maintain and develop reference collections in all three libraries. Paraparaumu Library will have a higher level collection extending the range of information available to everyone in the district. This collection aimed at answering reference queries and providing a starting point for further research.

Reference collections will provide information:

- On current social, economic or political issues, found in almanacs, dictionaries, directories and yearbooks published on a wide range of subjects
- About New Zealand, found in guides, directories, encyclopaedias, electoral rolls, official publications, out-of-print titles, atlases and maps
- 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 made Reference to ensure that a copy will always be available for consultation
- New reference titles are added each year, 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

In addition to books, 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 its budget eg. online databases, CD-Rom, microfiche/film and Internet.

3.7 LOCAL HISTORY

Kapiti Coast District Libraries are committed to collecting a range of materials, both contemporary and historical, that will reflect the history of the Kapiti Coast district. An in-depth research and heritage resource is our aim.

So that materials are protected yet always accessible, no items may be borrowed from this collection.

The main collection is housed in the Paraparaumu Library although Waikanae and Otaki Libraries will also have small collections pertaining to their area. The collections contain:

- Books, pamphlets, ephemera, audio visual material about the Kapiti Coast District
- A large collection of historical photographs and negatives
- An archived collection of the local newspapers, both in hard copy and microfilm
- A selection of micrographic material that contains information about the district or its people
- Selective personal archives from notables and community groups in the district
- An archive of material on Kapiti Coast District Libraries

3.8 LARGE PRINT

The libraries provide large print editions of popular fiction and non-fiction titles primarily for customers who are unable to read ordinary print, although any customer may use these collections.

The limited number of publishers who specialise in large print editions dictates the composition of the collections that are 80-90% fiction. Increasingly these are available in softcover format, preferred by customers who find it lighter to hold and easier to handle.

3.9 ADULT LITERACY / ESOL

This is a special collection for adults new to reading and for those with English as a second language and is being established in all three libraries.

The collection mainly consists of high interest fiction and non-fiction titles in simplified English. Initially these have been mainly in book format, tape-book sets are now being bought in greater quantities.

3.10 MAGAZINES

The magazine collection aims to:

- provide a range of general, popular and special interest magazines
- provide current information
- retain back copies of New Zealand titles for research purposes
- consideration is given to subscription cost, frequency of publication and incidence of vandalism

Selection process:

- recommendations for new titles are encouraged from both customers and colleagues
- selection is managed on an annual basis because of the nature of subscriptions and is reviewed regularly

Retention:

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

- continuing use
- historical relevance to Kapiti Coast / Wellington region / New Zealand
- appropriateness to the needs and usage of customers
- the budget allows for continued subscription

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
- cancellations do 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

3.11 NEWSPAPERS

The Kapiti District Libraries subscribe to a limited number of newspapers. Each library has a full subscription to the Dominion Post and partial subscriptions to other metropolitan newspapers. Paraparaumu Library subscribes to one overseas newspaper, the Guardian Weekly.

- Newspapers are increasingly available electronically on the Internet via the Library's website
- The Dominion Post is kept for 8 months at Paraparaumu Library and for 3 months at Otaki and Waikanae libraries
- The other metropolitan newspapers are kept for three months in all three libraries

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.

- All the community newspapers for the Kapiti Coast District are kept permanently in the archive at Paraparaumu Library.
- The community newspapers pertaining to Waikanae and Otaki are kept in the respective libraries for one year

3.12 VIDEO & DVD RECORDINGS

Video and DVD recordings are held in both the rental and the free loan collections.

Rental:

This collection contains:

- dramatised documentaries
- popular feature films and films with a strong literary or New Zealand content
- art house films

Free loan:

This collection is housed in their subject area with the general non-fiction collection and contains:

- documentaries
- instructional works, eg. playing guitar, painting

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

3.13 MUSICAL RECORDINGS

Collections of musical recordings in the Kapiti Coast District Libraries cover all areas generally, with a particular emphasis on popular music.

These collections:

- Are chosen with an emphasis on popular rock, pop, jazz, blues, light music and country recordings, and selected NZ composers and performers
- Each library will have a selection of standard classical recordings as well as popular, best selling classical recordings

Formats:

- The library buys primarily compact discs
- The tape collection is being phased out
- New formats will be considered if there is a demand from customers

3.14 TALKING BOOKS

The aim of this collection is to provide a wide range of both classical and modern fiction and non-fiction on tape or CD. Both full-length and abridged recordings are held, in both adults' and children's collections, with emphasis given to the quality of the reading and recording.

The collection is available free of charge to those who have registered with the library as having physical disabilities and are unable to make use of the general book collection. Other customers are also able to access this collection for a small charge.

The three libraries also house a collection of talking books on loan from National Library, which is only available to those on the libraries' disability register. This collection is replaced monthly. Those on the libraries' disabilities register may also request talking books through the interloan service.

Kapiti Coast District Libraries

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.

Kapiti Coast 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.

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 asserts that:

1. Free circulation of information safeguards our democratic society.
2. 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 have to 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, eg. 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 guidelines (1). <http://www.w3.org/TR/WAI-WEBCONTENT>.

3. 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 as a whole, 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.

4. 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.

5. 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 Maori.

6. 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 fulfill 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.

7. Funders of information providers should provide adequate financial support to ensure that the special needs of disabled people, when accessing information, are met.

8. 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 key 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.

9. The Library and Information Association of New Zealand Aotearoa 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.

10. 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.

Footnote 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.

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.

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

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 & Information Association, March 17, 1995.

Library services to children and young people must:

1. Provide the range of materials in appropriate formats that will enrich, support and develop the interests, information and leisure needs of the children and young people in the communities they serve. The curriculum needs of students are the chief focus and responsibility of the school library. These needs are supplemented by the more general resources of the public library.
2. Provide materials, especially fiction and creative writing, to stimulate and develop appreciation of the use of language.
3. Provide materials on all points of view on current and historical issues, chosen for sound presentation and appropriate levels of understanding, so that children and young people may develop critical thinking and make informed judgements.
4. Provide services and collections that ensure a commitment to biculturalism and Te Tiriti o Waitangi.
5. Provide materials representative of the various religious, ethnic and cultural groups in society.
6. Ensure comprehensive collections appropriate to the clients of the library, avoiding personal bias or sectional interest.
7. Make the whole collection freely available and equally accessible, without charge, and without arbitrary discrimination, to the group it serves.
8. Provide professional service, knowledge and understanding to all clients.
9. Use professional discretion in protecting the confidentiality of dealings between the library and its clients, in accordance with the statutory provisions of the country.
10. Make their facilities for exhibitions and meetings available on an equitable basis, consistent with the purposes of the libraries themselves.