

DUNEDIN PUBLIC LIBRARIES

ASIAN LANGUAGES COLLECTION POLICY 2016

SCOPE

This policy covers the Asian Languages Collection at Dunedin Public Libraries. It excludes Asian materials in the Youth sections of Dunedin Public Libraries. The policy is intended to provide guidelines for Collection Specialists and information for library customers and other interested persons.

1. Collection Scope

The purpose of this policy is to present the conditions determining the selection, maintenance, retention, and disposal of materials in the Asian Languages Collection of Dunedin Public Libraries.

2. Collection Purpose

- The Asian Languages Collection provides recreational reading materials for people whose first language is one of the Asian languages (Chinese, Japanese, Korean, Thai and Vietnamese). The collection complements language-learning materials held elsewhere in the Library.
- The collection does not aim for the comprehensive collection of any type of Asian language materials.
- Materials are aimed at adult users of the library – the Children's Section of the library contains materials produced for a younger age group seeking Asian language materials.

3. History

The Asian Languages Collection (Chinese, Japanese, Korean, Thai and Vietnamese) has grown largely as a result of donations received from tertiary students departing Dunedin. A report prepared in April 2004 'Community Languages Collections' noted the rise in demand for recreational reading materials in Asian languages. This was confirmed by 2013 Census figures showing that Asians make up the third largest ethnic grouping in New Zealand although they represent only 5.9% (7,107) of Dunedin City's population (120,246). In Dunedin, this group is largely associated with the University sector.

In 2005, books originally catalogued at 895 in the Dewey sequence were relocated to the shelving now identified as the Asian Language Collection. This was done both to provide more space for the expansion of the general non-fiction collection and to cater for increasing demand for Asian language materials.

4. Description of Collection

The collection comprises books in three main Asian languages – Chinese, Japanese and Korean (CJK), as well as a small number of titles in the Thai and Vietnamese languages. Titles range from classic works, popular fiction and literature, as well as a significant number of non-fiction works, including language materials. Most titles are in their original languages with a number of translations from English and some bi-lingual materials. Catalogue records are anglicised and do not appear in original language script.

4.1. Allied Collections

The Window of Shanghai Collection has been developed in conjunction with the Asian Language Collection and according to the Memorandum of Agreement between Shanghai Public Library and Dunedin Public Libraries.

5. Housing

The collection is located in the non-fiction area on the first floor of the City Library.

6. Valuation

Valuation for insurance purposes is revised regularly. Lending collections are depreciated at the rate of 20% of the purchase price over five years.

7. Collection Management

The Asian Language Collection is managed by a Collection Specialist assigned responsibility for this area of the adult non-fiction collection.

7.1. Selection Tools

Resources used to aid selection include:

- Suggestions from the public – print and online
- Library catalogues from cities with high Asian populations
- Special interest websites

7.2. Selection Guidelines

- Materials are not routinely selected for this collection. Instead, donated materials comprise the majority of items added to the collection.
- Donated materials are carefully assessed before being added to the collection using the criteria for donated materials contained in the Dunedin Public Libraries' Donations Policy.
- Assistance with selection may be sought from DCC employees of Asian descent or from groups such as the Shanghai Asian Association.

7.3. Deselection

- Items, when deselected, are offered to representatives of the local Asian communities, as appropriate.
- Items are withdrawn from the Asian Languages Collection using the usual deselection criteria, with an emphasis on maintaining optimum shelf loadings and the visual appearance of the collection.

8. Formats

The collection contains items in print format only. No audiovisual materials are included in the collection.

9. Acquisition and Purchasing

The usual procedures governing the acquisition of new materials will be followed, as described in the Collection Development Policy 2016.

10. Standing Orders

Not applicable

11. Donations

The Asian Languages Collection is primarily a collection of donated materials.

12. Preservation and Repair

Collection items will be repaired and rebound very sparingly. Provision is made for a small number of titles to be retained in the lending stack where the title is considered a classic in its field or is a general survey of the literature of a particular country but in general, worn out copies are not retained.

13. Retention

The Asian Languages Collection will continue to be developed and maintained as a discrete collection for as long as interest in these materials continues.

14. Review

This policy will be reviewed within five years.

Endorsed by Senior Management Team, 2016