

## DUNEDIN PUBLIC LIBRARIES

### AUDIO VISUAL MATERIALS COLLECTION POLICY 2016

#### SCOPE

This policy covers both popular and classical music CDs and all DVDs and Blu-rays held by the Dunedin Public Libraries' network. This policy does not cover electronic resources, children's audiovisual materials, or adults' talking books, which are considered part of the Adult Fiction and Non-Fiction collections and are referred to in these separate policies.

#### 1. Collection Scope

The collection aims to provide materials in a range of audiovisual formats.

The collection does not aim for comprehensive acquisition of any type of material, or for any long-term retention or local heritage purpose. Subject coverage is intended to be broad, general, and balanced, providing an extensive range of genres and representing a wide variety of ethnicities.

Items are lent on the basis that materials will be used in home settings and not used in public performances or for classroom viewing.

#### 2. Collection Purpose

The collection seeks to provide materials with broad, popular appeal together with an emphasis on cultural and educational value. There is no intention to compete with local businesses such as video rental stores by providing very large numbers of current feature films.

#### 3. History

The collection of audiovisual resources has long been recognised as an integral part of a public library's function. It began in Dunedin Public Libraries in 1939 with the establishment of the lending of framed pictures. Other developments followed: a Gramophone Library and the establishment of a religious filmstrips service in 1950, the collection of compact discs 1986, video recordings in 1989, CD-ROMs in 1996, DVDs in 2002, Playaways in 2008, and Blu-ray in 2012.

#### 4. Description of Collection

The Audiovisual collections may be divided into two main categories:

##### 4.1 Compact Discs

Compact disc is at present the standard format for sound recording. Its advantages include small size, light weight, and durability. The Compact Disc collection aims to represent, as widely as possible, the canon of western music, to provide current and historical New Zealand recordings, and to include samples of works from non-western traditions. Classical and popular recordings are purchased. They include highly recommended recordings of new and standard works, new and lesser-known composers and performers, and the standard repertoires of musical instruments. Approximately 90% of the budget for compact discs is allocated to popular recordings and approximately 10% to classical recordings with issues reflecting this split proportionally. Most classical recordings are chosen on the basis of enduring interest, and priority is given to those considered to be 'core' parts of the classical repertoire. The life of popular recordings is generally expected to be shorter, and items of novelty or short-term interest are not generally selected.

##### 4.2 DVD and Blu-ray

The intention of the DVD and Blu-ray collections is to provide a wide selection of material of current and lasting interest. Items are purchased in the following subject areas: Documentaries, Film, Foreign Language Film, Music, Opera and TV.

It is timely to acknowledge in 2016 the downward trend in demand for these formats, which is reflected in terms of both numbers of items held and turnover. As competition to Sky Television escalates, movies are available in an ever-widening range of streamed services such as Netflix, Neon, and Lightbox. Tracking these changes in borrowing patterns will be important in future collection management of the DVD and Blu-ray collections, particularly in allocation of funds.

## **5. Housing**

Most audiovisual resources are displayed on the Second Floor of the City Library. Small collections are held at the Community Libraries with regular stock rotations coming from the City Library.

## **6. Valuation**

Audio visual materials form part of the total valuation of lending materials carried out approximately every two years for insurance purposes. Lending collections are depreciated at the rate of 20% of the purchase price over five years.

## **7. Collection Management**

Responsibility for the selection of audiovisual materials is allocated to a member of the Collection Development Team on the basis of familiarity with and knowledge of materials in various formats and with various musical genres.

### **7.1 Selection Tools**

Selection tools include:

- Recommendations from the public
- Reviewing periodicals such as Gramophone
- Distributors' catalogues and promotional materials
- Online sites eg All Music Guide, Pitchfork, Presto Classical.

### **7.2 Selection Guidelines**

Selection guidelines include:

- Artistic merit including composition, script-writing, musical performance, acting
- Technical qualities, eg sound, visual
- Durability

### **7.3 Multiple Copies**

Multiple copies may be acquired occasionally, when long-term heavy demand is expected. In the case of a DVD being selected for the Hot Pick Collection another DVD will also be bought so that holds may be placed. This reflects the management practice of Hot Pick books.

### **7.4 Deselection**

Audiovisual materials will be deselected if damage, wear and tear, or worn-out appearance makes them unsuitable for lending. Demand for items will also guide deselection, for example, the benchmark for Children's DVDs and Blu-ray is currently set at 6 issues p.a., and any item which is more than two years old and has not issued more than 6 times p.a. will be deselected.

#### **7.5.1 Replacement**

Items may be replaced if demand for them persists (for example, standard recordings of classical music).

#### **7.5.2 Disposal**

New Zealand items, when de-selected, are offered to the Hocken Library which maintains long term collections of New Zealand audio visual formats The City Library may retain audio visual items of long term interest and particularly with New Zealand relevance, in a small Stack.

## **8. Formats**

Materials are purchased in formats which are considered to be current and for which significant numbers of customers are likely to possess or have access to the necessary equipment. New formats are considered very carefully with regard to their durability, expected longevity, the nature of the materials involved and their suitability for inclusion in the Library's collections, and their accessibility from other local providers such as DVD hire shops.

### **8.1. Formats No Longer Collected**

Material in some formats is no longer collected because of space or equipment considerations, because the formats have been superseded by others now in more

general use, or because of declining demand. Videotapes, films, filmstrips, art prints, long playing records, and CD-ROMs are not collected.

**9. Acquisitions and Purchasing**

Audiovisual materials are usually obtained from suppliers who specialise in these formats. Videos and DVDs must comply with the provisions of the Films, Videos, and Publications Classification Act 1993 and the [Films, Videos and Publications Classification Amendment Act 2005](#).

**10. Standing Orders**

Not applicable

**11. Donations**

Donated materials are carefully assessed before being added to the collections because of concerns about condition and, in the case of DVDs, current New Zealand classification stickers.

**12. Preservation and Repair**

To maintain customer confidence, items must be in good repair and unlikely to damage home equipment. Returned materials are inspected visually, and complaints from the public are acted on promptly. DVDs and music CDs are cleaned routinely. However, borrowing audiovisual resources is at the customer's own risk and the Library does not accept responsibility for damage to domestic equipment.

**13. Review**

The Library is committed to providing sufficient space for the display of audiovisual collections, but because of unavoidable limitations the sizes of the audiovisual collections must be carefully managed.

New technologies such as Blu-ray, HD-TV, MP3, Netflix and other streamed online film providers and downloads are changing the audio visual landscape. The Library will adopt new technologies wherever they can be applied in the library environment and in response to customer demand.

This policy will be reviewed within five years.

Endorsed by the Senior Management Team, 2016