

DUNEDIN PUBLIC LIBRARIES

ADULT NON FICTION COLLECTION POLICY 2016

SCOPE

This policy is primarily concerned with adult non-fiction collections across the Dunedin Public Libraries network.

1. Collection Scope

Adult non-fiction collections reside in the City Library, community libraries and bookbuses.

The City collection includes material at a more specialised level to satisfy interested adult non-specialists and includes reference works not found at community libraries.

2. Collection Purpose

The non-fiction collections at Dunedin Public Libraries are intended to enrich the cultural and recreational life of the community by providing resources for life-long learning, personal and career development, and recreational interests. A good non-fiction collection offers the widest possible range of information, knowledge, and opinion, and caters for diverse needs and reading levels.

3. History

Beginning with the first collections assembled for the opening of the Dunedin Public Library in 1908, non-fiction has featured strongly in the total collections of Dunedin Public Libraries. While the first collection narrowly outnumbered fiction (3,476 versus 3,458) it now makes up approximately one-third of all holdings. Due to efforts made in earlier years to retain and preserve materials, the non-fiction collections now contain considerable quantities of material of historical value, especially from the late 19th and early 20th Century, on a wide range of subjects.

4. Description of Collection

The adult non-fiction collections include:

- Works of general reference
- Atlases and Maps
- Dictionaries
- Directories
- Encyclopaedias
- Motor Manuals
- Music Scores
- Royalty Plays
- Standards
- Recent Biographies

All items in the City Library adult non-fiction collections are available to the public for browsing, with the exception of those in the first-floor and lower basement stacks. Closed stack items are retrieved by library staff on request. The first-floor shelves contain materials which are up to date (mostly published since 2000) and in demand.

Items in the first-floor stack are kept there because of heavy demand or the risk of theft or defacement. This stack also contains a small number of older reference items including sets of encyclopaedias and yearbooks.

The second-floor stack, which was open for public browsing, contained materials which were mostly published between 1970 and 1999. This stack was disestablished over three years, ending in March 2016 and many of those items were relocated to the Lower Basement Stack.

Items in the lower basement stack were, until 2016 as explained above, mostly published before 1970 and are in low demand but considered to be of lasting value; and some other items are located there because of fragility.

In addition to general works of non-fiction, community library collections include Maori language and local history collections. This latter collection includes periodicals and cemetery records, as well as books. The Mosgiel Music Collection of nearly 5,000 songs and scores is also notable as a collection of early 20th Century popular music.

5. Housing

The adult non-fiction collections in the City Library are housed on the first floor, the first floor stack, and the Lower Basement stack.

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

7.1 Selection Tools

Resources used to aid selection include:

- Suggestions from the public – print and online
- Trade, library, general, and special interest magazines – print and online
- Publishers' and booksellers' catalogues – print and online
- Special interest websites
- Online newsletters, eg Booksellers' Brief
- New Zealand National Bibliography

7.2 Selection Guidelines

In selecting titles for the adult non-fiction collections, collection specialists select more in-depth titles for the City Library and allocate other titles to community libraries on the basis of demand and availability within the network. Some duplication of titles is made in the City Library collection. Criteria for selection include, but are not necessarily limited to, the following:

- Reputation of the author
- Accuracy, reliability, and currency of information provided
- Scope of the work
- Ability to fill a known subject gap
- Provision of alternative opinion or point of view
- New or rapidly expanding area of knowledge
- Significant updating of an older work
- Expected status as a 'standard work'
- Part of recognised series
- Literary or artistic merit
- Reputation of the publisher
- Known or expected demand
- New Zealand or Pacific content or relevance
- Local interest
- Favourable reviews
- Recognised impact on social or political thought
- Value for money

7.3 Deselection

When items are deselected, careful attention is given to the possibility of lasting value. Older items considered to be of continuing importance, either because the information they contain is irreplaceable or because of their historical significance, will be retained permanently in the Lower Basement stack. The following criteria are used as guidelines to deselection:

- Duplicates
- General histories of or introductions to subjects, by unremarkable authors, where the information is available in a more up-to-date/more accessible/otherwise better form
- "Just another book" on an already well-represented subject
- Obvious textbooks of no special merit
- Books of no use as sources of current information, and of little historical value, held by other NZ libraries (usually at least two)
- Damaged or fragile items whose condition makes them unusable, and which are not worth the cost of repair
- Sets of encyclopaedias where a later edition is held or the information is available electronically and no historic importance attaches to the set
- Lesser works by well regarded authors where no demonstrable demand exists and copies are held by other NZ libraries

New Zealand items will be discarded only when it is certain that they are not required for McNab collections.

Last copies from community library collections are sent into the City Library for assessment by Collection Specialist before deselection.

8. Formats

8.1 Large-print and audio formats are chosen for their appeal to customers who are unable to read ordinary print or in some cases (such as language-learning materials) because they complement printed items. Large-print materials are housed on the ground floor and audio materials on the second floor.

8.2 Trade paperbacks are the preferred format for community libraries unless the item is not available in this format or publication in that format will be delayed for a prolonged period. A mix of hardback and paperback will continue to be provided for City Library customers.

9. Acquisition and Purchasing

9.1 Suppliers are chosen on the basis of cost, discounts, range and scope of materials offered, speed and reliability of delivery, ability to supply shelf-ready services, and general level of customer service.

9.2 To maximise efficiency the number of suppliers (local, New Zealand, Australian, UK, and USA) is kept as small as possible.

10. Standing Orders

Standing Orders are used for travel guides and reference materials including serials such as Graphic Design.

11. Donations

Donations are gratefully received by the Library, and may on some occasions be actively sought. Their retention, however, is subject to the judgement of relevant Collection Specialists. The Library reserves the right to make decisions concerning suitability for the collections, and acceptance will be guided by the relevant selection guidelines.

12. Preservation and Repair

Collection items will be repaired and rebound appropriate to their age, condition and expected future use. Items will be replaced wherever possible, by new or second hand copies.

13. Review

This policy will be reviewed within five years.

Endorsed by Senior Management Team 2016