

## **DUNEDIN PUBLIC LIBRARIES**

### **ADULT LEARNING COLLECTION POLICY 2011**

#### **SCOPE**

This policy refers to adult learning materials held at the City Library.

#### **1. Collection Scope**

As well as providing materials expressly intended for literacy development, the collection also holds resources in clear, simple English to provide basic factual information and recreational reading. Materials for the use of adult literacy tutors are also included.

#### **2. Collection Purpose**

The adult literacy collection is intended for those adults whose English language reading skills are poor and for those who are developing literacy skills in adulthood. It is expected that many users of the collection will move on to more demanding works when their reading skills have developed sufficiently.

#### **3. History**

Adult literacy collections were established in Dunedin and Mosgiel in the late 1970s, initially as joint ventures between the Libraries' and the Otago Polytechnic Adult Literacy Programme. At Mosgiel there were contributions from the service organisation Altrusa during the 1980s but the Mosgiel collection was disbanded in 2006. The collection is now completely under the control of Dunedin Public Libraries but the organisation 'Literacy Aotearoa' is consulted for advice from time to time. The name was changed to Adult Learning in 2009 to project a positive approach to developing literacy skills in adult learners in the community.

#### **4. Description of Collection**

The following types of material are included in the collection:

- Print and multimedia material, especially for people whose first language is English, developing literacy skills in adolescence or adulthood.
- Print and multimedia material intended for a general readership and written in uncomplicated English.
- Print and multimedia material intended to encourage the development of life skills such as numeracy, relationship skills, and technical skills.
- Print and multimedia material intended to act as aids to teachers of adult literacy.

Because of the varying reading abilities of users of the collection, attempts are made to include materials at different reading levels, from the most basic to the more advanced. Fiction and non-fiction are collected, and most of the printed materials in the collection are illustrated. They are arranged in labelled subject categories: examples are 'Living World,' 'Health and Wellbeing,' and 'Fiction.'

#### **5. Housing**

The adult literacy collection is shelved in an easily accessible public location on the second floor of the City Library adjacent to the Teen Space and magazine collection. The books are displayed facing outward, and efforts are made to ensure that both the collection and its individual components appear attractive. A stack location is not maintained for this collection.

#### **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**

Responsibility for selection rests with a designated member of the Collection Development Team.

### **7.1. Selection Tools**

Selection tools include:

- Suggestions from adult learning tutors
- Specialised publishers' catalogues
- Specialised websites
- Visits from publisher's representatives

### **7.2. Selection Guidelines**

Care is taken to select materials aimed at an adult audience. Materials illustrated with pictures of children or strongly aimed at this audience are not suitable for inclusion in the collection.

### **7.3. Deselection**

In order to keep the collections looking fresh and inviting, materials which appear worn or dated or attract low use are withdrawn regularly. Deselected materials may be offered to the 'Literacy Aotearoa' organisation and/or if appropriate re-deployed to Dunedin Public Libraries' Youth Section.

## **8. Formats**

Print and audio visual materials are selected.

## **9. Acquisition and Purchasing**

Suppliers are chosen on the basis of cost, discounts, range and scope of materials offered, speed and reliability of delivery, and general level of customer service.

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

## **10. Standing Orders**

Not applicable

## **11. Donations**

Donated materials are scrutinised very carefully according to the usual selection criteria governing suitability for the collections and also the criteria contained in the Donations Policy:

## **12. Preservation and Repair**

Materials are not retained for stack. Deselection is considered as an option before materials are submitted for repair.

## **13. Review**

This policy will be reviewed within five years.