

DUNEDIN PUBLIC LIBRARIES

AUDIO VISUAL MATERIALS COLLECTION POLICY 2011

SCOPE

This policy covers music CDs both popular and classical, videotapes, DVDs, MP3 and MB4 discs held by the Dunedin Public Libraries' network. This policy does not cover electronic resources or CD-ROM products which act as reference resources and are not available for individual borrowing. It does not cover children's audiovisual materials and teen CDs, which are selected by appropriate Collection Development staff, and 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 collection 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.

Because items are issued on a rental basis, attempts are made to ensure that their physical condition is good. Rentals are made 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, and DVDs in 2002.

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 75% of the budget for compact discs is allocated to popular recordings and approximately 25% 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 DVDs

The intention of the DVD collection is to provide a wide selection of DVDs of current and lasting interest. DVDs are purchased in the following subject areas: Documentaries, Film, Music, Opera and TV. In particular, feature films on DVD which have achieved or are expected to achieve classic status, including films in foreign

languages, complete runs of some short-run television series of enduring interest, and book tie-ins are acquired.

4.3 MP3s

These formats are becoming increasingly used to reduce the number of discs necessary to store sound recordings. This is particularly with adult popular fiction.

5. Housing

Most audiovisual resources are largely displayed on the Second Floor of the City Library, with about 20% held at the Community Libraries. Regular stock rotations are made to the Community Libraries.

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

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.

7.4 Deselection

Audiovisual materials will be deselected if damage, wear and tear, or worn-out appearance makes them unsuitable for lending, unless items are exceptional and irreplaceable.

Demand for items will guide deselection, with the following criteria taken into account:

- Items which have been issued 100 or more times
- Materials which are little used (for example, those which have not been issued for six months or more) and are of unlikely future utility

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.

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 video 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 are still represented in the collection but are no longer being actively collected. 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.

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 videos and DVDs, current 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. 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 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.