

## **DUNEDIN PUBLIC LIBRARIES**

### **CHILDREN'S COLLECTION POLICY 2011**

#### **SCOPE**

This policy refers to children's materials held throughout the Dunedin Public Libraries network of libraries.

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

The Children's collections attempt to cover all fields of human knowledge, endeavour, and experience in sufficient breadth and depth to satisfy interested borrowers aged 0-12 and their caregivers.

- Dunedin Public Libraries endorses the Library and Information Association of New Zealand's policy on Library Services to Children and Young People (see Appendix 5).
- The collection aims to provide the widest possible selection of high-quality resources to assist the learning, development, and recreation of children and young people. It seeks to develop the skills required for fluent reading, to foster a love of literature and learning, and to stimulate the imagination, the creative use of language, an appreciation of art, and the critical faculties.
- In addition to its use by children, the collection is also used by pre-school, primary, and secondary school teachers, students and teachers at local tertiary educational institutions, and by some other adults including those with special needs. The needs of children, however, are paramount in making collection decisions.
- Materials representing a wide range of cultural, ethnic, and cultural groups are selected, and fiction titles from around the world are chosen on the basis of literary quality and appeal to children.
- Resources for both children and adults will be collected. Resources specifically appropriate for children will be housed in the children's areas of library locations.
- The collection does not aim to provide school textbooks, multiple copies, or other materials designed especially for classroom use.

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

The collection aims to provide the widest possible selection of high-quality resources to assist the learning, development, and recreation of children and young people. It seeks to develop the skills required for fluent reading, to foster a love of literature and learning, and to stimulate the imagination, the creative use of language, an appreciation of art, and the critical faculties.

#### **3. History**

Dunedin Public Libraries has provided Dunedin's young people with educational and recreational materials since 1910. Its service, guided by inspired and dedicated specialist children's librarians including Dorothy Neal White, has always been highly regarded nationally.

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

Materials suitable for all ages, from very young children to young adults, are held.

The collections provide a wide range of learning resources and recreational materials at varying levels of difficulty, with diversity of appeal and the presentation of different points

of view to meet the needs of young people and their caregivers. It includes all literary, artistic genres and physical formats including electronic.

Of particular note are very large numbers of 20th Century fiction titles, supporting the collection's claims to be an historical one of national importance.

#### **4.1 Children's Literature Research Collection**

The Children's Professional Collection contains adult materials about children's reading and literature for the use of adults such as teachers, librarians, and parents. Works about the development of literacy skills, children's reading preferences and habits, the history and criticism of children's literature, biographies of children's authors and illustrators, works about library services to children and current developments in the field of children's librarianship are included.

#### **4.2 Magazines**

Magazines are chosen on the basis of general appeal to children and of educational or recreational value. Specialised magazines of limited interest are not usually chosen because of considerations of cost and collection balance.

#### **4.3 Reference Materials**

An up-to-date reference collection is maintained and includes encyclopaedias, dictionaries, and atlases.

#### **4.4 Audiovisual Materials**

Materials for this collection are chosen largely for recreational use and on the basis of visual appeal. Very few items of an instructional or informational nature are selected.

#### **4.5 Reference Materials held in Stack**

A small number of stack items which are considered either at risk of theft or are in fragile condition are retained for in-house use only. These items are designated "Reference - Stack". Some of these titles may be duplicated in the lending or NZ Heritage collections. Most items are older examples of classic NZ Fiction but a small number of non-fiction titles are included. This material may be used by customers under the supervision of Youth staff.

### **5. Housing**

Children's materials are housed on the Ground Floor of the City Library and are slightly removed from other public areas of the Ground Floor, providing children with their own, easily identifiable space.

Children's CDs, Talking Books, multimedia sets, art prints, magazines and posters are housed adjacent to the public lift, by the entrance to the Children's Section.

Children's DVDs are housed on the second floor of the City Library, adjacent to the Adult Audio visual collections.

Considerable quantities of children's materials are kept in basement stacks because of space limitations. The Children's stack collection is governed by the Lending Stack Policy.

### **6. Valuation**

Children's 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 managing the collections rests with the Collection Specialist(s) responsible for this area, with input from the Youth Services and Young Adult Librarians.

### **7.1 Selection Tools**

Selection tools include:

- Magpies, School Library Journal, The Bookseller
- Publishers catalogues and other publicity materials
- Online sources such as publishers' websites and book suppliers' promotional booklists
- Customer suggestions
- Reviews from local media including print, television, radio and online sources

### **7.2 Selection Guidelines**

Special consideration is given to:

- Requirements of children of different ages
- The need for information on a given topic to be available in different formats and suitable for different levels of reading and comprehension
- Precision and clarity of language
- Quality of illustrations
- The distinctive information needs of young people as opposed to those of adults
- Subjects of special appeal to children, such as folklore, animals, and other countries
- Popular appeal
- New Zealand content

### **7.3 Deselection**

Deselection of library materials is carried out in order to keep collections up to date, to prevent shelf crowding, and to ensure that the contents of shelves look fresh and attractive. The following criteria are taken into account when decisions are made:

- Physical condition
- Outdated or inaccurate content
- Number of duplicate copies remaining in the collections
- Expected future use
- Number of issues since the work was acquired
- Number of recent issues
- Status as a standard work or classic
- Historical or research value
- Supersession by new edition
- Availability elsewhere in Dunedin or New Zealand
- Practicality and cost of repair

## **8. Formats**

Materials are provided in the following formats:

- Books (hardback, paperback, and board)
- Magazines
- Art prints
- Compact discs including MP3 and M4B
- Multimedia packs
- Posters

## **9. Acquisition and Purchasing**

Most new items are purchased through the Library's usual suppliers. For material aimed at a younger audience, eg Children's Picture Books, orders are placed with local publishers' representatives who visit on a regular basis. Some local buying is used to augment the collections, especially in areas where visual appeal is paramount, eg posters.

**10. Standing Orders**

Standing orders for the 'Something about the author' series, the Guinness Book of Records, some other series, and various magazines are maintained. Children's DVDs are also purchased this way, as a means of obtaining current releases.

**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**

Because of the nature of children's materials, high turnover, and heavy wear and tear, damage to library materials is much more prevalent than in adult collections.

The majority of treatments for Children's materials are used to prolong the life of an item rather than repair damage.

Replacement of items is often considered a better option than repair, when items are not required for long term retention.

**13. Review**

This policy will be reviewed within five years.

## **Appendix**

### **Library Services to Children and Young People**

*Statement first adopted by the Council of the New Zealand Library Association, February 21, 1986.*

*Revised statement adopted by the Council of the New Zealand Library and Information Association, March 17, 1995.*

Library services to children and young people must:

1. Provide the range of materials in appropriate formats that will enrich, support and develop the interests, information and leisure needs of the children and young people in the communities they serve. The curriculum needs of students are the chief focus and responsibility of the school library. These needs are supplemented by the more general resources of the public library.
2. Provide materials, especially fiction and creative writing, to stimulate and develop appreciation of the use of language.
3. Provide materials on all points of view on current and historical issues, chosen for sound presentation and appropriate levels of understanding, so that children and young people may develop critical thinking and make informed judgements.
4. Provide services and collections that ensure a commitment to biculturalism and Te Tiriti o Waitangi.
5. Provide materials representative of the various religious, ethnic and cultural groups in society.
6. Ensure comprehensive collections appropriate to the clients of the library, avoiding personal bias or sectional interest.
7. Make the whole collection freely available and equally accessible, without charge, and without arbitrary discrimination, to the group it serves.
8. Provide professional service, knowledge and understanding to all clients.
9. Use professional discretion in protecting the confidentiality of dealings between the library and its clients, in accordance with the statutory provisions of the country.
10. Make their facilities for exhibitions and meetings available on an equitable basis, consistent with the purposes of the libraries themselves.