

Kāpiti Coast District Libraries Collection Management Policy November 2025

Kāpiti Coast District Libraries

Collection Development Policy

Kāpiti Coast District Council's Vision: Supporting sustainable development and communities by a strengthened focus on place, people, and partnership.

Kāpiti Coast District Libraries' Purpose: At Kāpiti library hubs, we are committed to manaakitanga and whanaungatanga. We welcome you to engage with our people, spaces and collections.

This policy is a major revision of the 2012 Kāpiti Coast District Libraries Collection Development Policy.

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Purpose

This policy will guide the acquisition, development, and management of the collections held by Kāpiti Coast District Libraries (the Library), to:

- improve the quality and relevance of the collections to all communities in Kāpiti
- maximise value in both current and long-term purchases
- define legal requirements and responsibilities for the Library.

Background

The Kāpiti Coast community stretches along the coast from Paekākāriki to Ōtaki, around 60km. It is home to around 56,000 people. Around 8,800 of those identified as Māori (2023 Census).

Services are delivered through 4 libraries and various online platforms including a website, social media, online catalogue and app. The libraries are in the major towns of Kāpiti, at Paraparaumu, Ōtaki, Waikanae and Paekākāriki.

There is also a significant collection of e-resources which forms the second largest branch by both size and borrowing.

The Library's purpose: At Kāpiti Library Hubs we are committed to Manaakitanga and whanaungatanga. We welcome you to engage with our people, spaces and collections.

The Library's mission: We deliver our purpose by acknowledging our past, our present, and aspiring to always improve: Me huri whakamuri, ka titiro whakamua.

The Library's vision:

The Library's collections

General reading collections

The Library is a member of the SMART library consortium (Wellington, Porirua, Hutt City, Upper Hutt, Kāpiti, Masterton, South Wairarapa, and Carterton libraries). This collaborative library network gives access to over 1,500,000 items across 8 library systems.

The collections are managed as one, with community members able to borrow from, and return items to, any SMART library. Kāpiti's own collection is around 150,000 physical items.

The Library is also a member of the ePukapuka consortium for e-book purchasing, giving the community access to nearly 50,000 e-books, e-audiobooks and e-magazines via the Libby app.

There is a small stack collection of older NZ items no longer in print. These items are available for loan.

Māori reading collections

Each library at Kāpiti has an adult (Te Matahīapo) and a children's (Mātahi) Māori collection. There are around 7000 items in these collections across the district.

Heritage collection

This collection is of enduring local and regional significance. The collection is located at Paraparaumu Library and consists of around 300,000 photographs and newspapers going back to the early 20th

century. It also includes a collection of books that are no available for loan. There is a separate policy being developed for this collection.

Digital collections

Mau Mahara – the digitised heritage collection (see above).

Databases – PressReader, Ancestry and NZ Geographic

e-Collections – see above under General Reading Collections.

Scope

This policy applies to the Kāpiti Coast District Libraries collections including all those listed above. The yearly collections work plan and individual content profiles are for operational use and provide further detail about the specific collections.

Exclusions

The Library hosts and includes on its catalogue two genealogy collections that are the property of their respective organisations. These collections are managed by the organisations but catalogued and processed by the Library.

- The Ōtaki Family History Group (at Ōtaki Library)
- The Kāpiti Branch of the NZ Genealogical Society (at Paraparaumu Library)

Our principles

Our role as a public library

The Library is a public library, and the collections are intended for recreational and popular instructional use. The Library aims to serve the diverse communities of the district by providing content to meet their needs.

We provide collections that reflect Kāpiti's diverse communities.

This means collections that:

- Provide open access to a broad and deep range of library materials
- Are accessible and appealing
- Include digital formats, maximising technological advances
- Are district-wide but also reflect the history and interests of local communities
- Collect, preserve, and share Kāpiti Coast District's unique stories
- Prioritise New Zealand and Māori materials, including those in te Reo Māori
- Engage children and young people in reading, learning and discovery
- Include resources that are accessible to a wide range of people in our communities, including people with disabilities
- Provide resources in a variety of formats that are accessible to rural and urban communities and all age groups
- Are shaped by stakeholder relationships, collection usage information and community feedback, as derived from surveys, suggestions, comments, and complaints.

We are committed to Matāuranga Māori (Māori knowledge)

This means the Library:

- Takes as foundational the Memorandum of Partnership between Council and tangata whenua of the District, Ngāti Toa Rangatira, Te Atiawa ki Whakarongotai and Ngāti Raukawa, including their hapū and whānau. As part of this, the Library supports [The vision from tangata whenua](#) on the Council website. The four principles of the vision are:
 - Whakawhanaungatanga/Manaakitanga
 - Te Reo Māori
 - Kotahitanga
 - Tino Rangatiratanga
- Recognises the unique place of Māori as tangata whenua
- Invests in collections to promote te reo Māori and to provide access to Māori knowledge, heritage, and identity
- Respects tikanga Māori
- Honours our Tiriti o Waitangi obligations and is committed to a Tiriti-based partnership with Māori.

We are committed to the principle of freedom of access to information

This means the Library:

- Will not suppress or remove material simply because it gives offence
- Assesses and places material into age-appropriate collections. Parents and caregivers are responsible for their child's selection and viewing of library materials.
- Endorses the LIANZA Statement on Freedom of Information 2020.
- Complies with the Films, Videos and Publications Act 1993
- Complies with the Copyright Act 1994 and subsequent amendments
- Advocates for the ongoing protection and expansion of community access to digital content.

We purchase and manage the collections to provide best value for our communities

This means the Library:

- Maintains a district-wide accountability for the strategic management of collections in consultation with our SMART partner libraries
- Exercises fiscal responsibility in all aspects of collection development
- Maximises use and access by making library materials available for loan wherever possible
- Measures the performance of collections to ensure they deliver the objectives of this policy
- Reserves the right to make final judgement on collection decisions.

Collection management guidelines

Selection criteria

Purchasing for the Library's physical collections are guided by our collection principles, focusing mainly on new and popular works, and incorporating the following criteria:

- community demand and local interest
- continuing relevance to the wider Kāpiti Coast District community
- enhancing strengths and addressing gaps in the collection
- suitable library format
- the quality of the item, with reference to the average expected price
- we select multiple copies and new editions based on community demand, anticipated popularity and standing orders.

The Library's e-collections have a similar focus, but purchasing is largely driven by community requests in order to fulfil holds.

Non-inclusion criteria

Within the aim of producing a well-balanced, up-to-date, and well-used collection, there are certain materials that are not purchased for the library. These include:

- Materials prohibited by the Films, Videos and Publications Act 1993
- Material that is designed to propagate false or untrue information
- Formats that are no longer current (e.g VHS) or too fragile
- Items that have been previously held unless there is particular interest, e.g., an older book has been recently filmed
- Requested material that is out of date, too expensive or highly specialised (see below for guidelines for donations, which also apply to community member requests)
- Professional or academic texts
- Material that is poorly produced or in special formats that can be easily damaged.

Collection donations

The Library will accept donated items on the understanding that they will be included in the collection only if required and meet the collection criteria. Donations that do not meet the collection criteria will be disposed of. Other criteria considered:

- No older than 2 years, except if the item is about Kāpiti
- In very good condition
- New or nearly new high-demand books
- Recently published, general interest non-fiction books
- Items of historical value, particularly local

Collection evaluation

The Collections Team leads the assessment of the collections of the Library. The main considerations are:

- collections are attractive and appealing to the community
- regular assessment of the relevance, age, and condition of items
- the Library may replace collection material which is in poor condition but is still in regular use

Storage and transfer

Due to space constraints, the Library stores only a small amount of general reading material past its life on the shelf. Items that are stored are:

- last copies of books about Kāpiti (these are not for loan)
- last copies of significant NZ fiction or non-fiction that is no longer in print, particularly if there are very few copies held in other libraries around the country

Materials are transferred around the district regularly to make them visible to all the libraries. This is often done as part of the weeding process: if a book is being weeded from one library but is still in good condition and less than 5 years old, it will be transferred to another library.

Deselection (weeding) and disposal

Library staff have the delegated authority to dispose of library collection items according to our guidelines. Materials that are no longer required may be donated, sold, recycled, or otherwise disposed of. This does not include heritage or Māori language material except in exceptional circumstances.

Deselection of library materials is carried out to keep collections up to date, to prevent shelf crowding, and to ensure that the collections remain useful and attractive.

It is the Collections Lead's role to manage the deselection and withdrawal of library materials once they are no longer useful. Items are withdrawn through a programme of regular and ongoing weeding by library staff from lists provided by the Collections Team.

All collections are regularly assessed for items that should be withdrawn and/or replaced because they are:

- in poor physical condition
- outdated
- not being used or unlikely to be used in future
- on a topic no longer of current interest

Possible exceptions to the above criteria are:

- material about a subject, not found elsewhere in the collection, where a replacement is not available. This particularly applies to NZ material.
- a title which is a standard work, the best or only title on a subject and is of value to the collection.
- material considered classic — more serious modern fiction and favourite children's titles — may be kept or replaced with a modern copy.

Processing

- Current use items are processed as required to ensure the attractiveness and longevity of items for use.
- Any identifying labels on library collections will be consistent and designed for ease of community understanding and use.
- We use plastic to cover our books. Books last 10-15 times longer when covered, and this has a considerably lower carbon cost than regularly replacing items.
- The books we receive from our main supplier on standing order are covered cane sugar bioplastic.

[Related documents | Ngā puka whaitake](#)

The table below lists documents that have an impact on this policy.

Kāpiti Coast District Libraries Strategic Plan

Kāpiti Coast District Libraries Workplan

Kāpiti Coast District Libraries Heritage Collection Policy

Kāpiti Coast District Council long term plan

Kāpiti Coast District Council strategic plan

The Copyright Act 1994

The Films, Videos and Publications Classifications Act 1993

Appendices

Appendix 1 – Glossary | Kuputaka

Catalogue record

A bibliographic description of an item in a library collection.

Collection

The whole of the materials in the custody of an institution. This term can also be used to refer to a discrete set of records with a particular theme or provenance.

Collection development

The process of planning and building collections. Collection development is subject to budget allocations for new materials, and a proportion of material may be obtained via donations.

Collection management

This includes all activities relating to the maintenance and development of a library's collection. Practices for current use collections will differ from those applied to heritage collections.

Conservation

Conservation is one aspect of preservation and refers to interventive techniques applied as treatment to the physical form of an item to extend its life.

Copyright

Copyright is an intellectual property right which gives the owner the exclusive right to reproduce a copyright work. Copyright works include literary works (such as books, articles, and other written work), artistic works (such as paintings, sculpture, and photographs), musical works, sound recordings and films. Copyright in New Zealand is protected under the Copyright Act 1994, and there are similar laws in most countries. Copyright arises automatically with the creation of an original work (it is not necessary to 'apply' for protection), but it only protects the expression of an idea, not the idea itself. Copyright works may be reproduced in part in limited circumstances; for example, a passage from a book or film may be reproduced in a review of that book or film. Work which is not protected by copyright (for example because the rights have expired) is said to be in the 'public domain' and may be copied and used freely.

Deselection

Deselection (also known as weeding) is the process of assessment of items for possible removal from the collection considering their currency, usage, and physical condition. This process does not apply to heritage items, which are generally retained permanently.

Digital or electronic resources

This includes resources that are born digital, or physical items which have been digitised, in formats such as eBooks, eMagazines, databases, and streaming video.

Heritage collection(s)

An umbrella term used to refer to any collection or item of historical importance, which is retained permanently at Paraparaumu Library.

Material (items, resources)

'Material' can be a variety of formats, both print and non-print, including books, magazines, pamphlets, maps, manuscripts, audio-visual and electronic resources.

Not for loan

Not for loan items are those items that Kāpiti Coast District Libraries has decided will not be available for the community to borrow or remove from the library, which means they are not part of the lending collections.

Preservation

The term preservation covers all matters, including preventive measures, storage, disaster planning and accommodation provisions, policies, reformatting, and treatments that are involved in extending the physical life of an item or the information contained in it.

Primary and secondary material

Primary source materials are original documents such as manuscripts, photographs, maps, letters, and first-hand accounts. These materials provide first-hand evidence of historical events. Secondary source materials are a summary, interpretation, or analysis of the primary source.

Selection

The process of deciding which materials should be added to a library collection.

Transfer

Movement of items from one collection to another, as prescribed by a set of guidelines. For example, the movement of a book from the general current use lending collections to the heritage collections.

Appendix 2 – IFLA Statement on Privacy in the Library Environment

Statement endorsed by the IFLA Governing Board on 14 August 2015.

Introduction

The rapid advancement of technology has resulted in increasing privacy implications for library and information services, their users, and society. Commercial Internet services, including those used to deliver library and information services, collect extensive data on users and their behaviour. They may also sell data about their users to third parties who then act on the data to deliver, monitor, or withhold services. Using identification and location technology, governments and third parties can analyse a library user's communication and activities for surveillance purposes or to control access to spaces, devices, and services.

Excessive data collection and use threatens individual users' privacy and has other social and legal consequences. When Internet users are aware of large-scale data collection and surveillance, they may self-censor their behavior due to the fear of unexpected consequences.

Excessive data collection can then have a chilling effect on society, narrowing an individual's right to freedom of speech and freedom of expression as a result of this perceived threat. Limiting freedom of speech and expression has the potential to compromise democracy and civil engagement.

Privacy as a right

Freedom of access to information and freedom of expression, as expressed in Article 19 of the Universal Declaration of Human Rights, are essential concepts for the library and information profession. Privacy is integral to ensuring these rights.

Privacy is defined as a human right in Article 12 of the Universal Declaration that states, "No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation." Privacy is essential to enable access and use of information without fear of consequences. Electronic surveillance, interception of digital communications and mass collection of personal data negatively impact on freedom of expression and freedom of information. In recognition of this, the United Nations General Assembly in 2013 and 2014 adopted resolutions on the "Right to privacy in the digital age," calling all countries to "respect and protect the right to privacy, including in the context of digital communication."

Privacy in libraries

Individual library and information service policies traditionally value privacy and confidentiality for users. These principles are reflected in the IFLA Internet Manifesto as a specific statement: "Library and information services ...have a responsibility to... strive to ensure the privacy of their users, and that the resources and services that they use remain confidential." The IFLA Code of Ethics identifies respect for personal privacy, protection of personal data, and confidentiality in the relationship between the user and library or information service as core principles.

Users' privacy in libraries has become widely challenged. Commercial content and service providers used by library and information services may collect data on users' activities, communications, and transactions or require that libraries collect data as a condition of providing their content or services. Cloud-based library systems may transfer and store users' data outside of the library or information service. When library and information services offer services on mobile devices, the services may collect identity and location data, track the use of the library or information service, and share the data with third parties.

Library and information services have the opportunity to make independent decisions about local system and data management. Library and information services can decide what kind of personal data they will collect on users and consider principles of data security, management, storage, sharing and retention. They can negotiate with commercial service providers to ensure the protection of users' privacy, refuse to acquire services that collect excessive data, or limit the use of technologies that could compromise users' privacy. However, library and information services' opportunities to influence, regulate or gain reliable knowledge of the data collection practices of commercial vendors or government institutions may be limited.

Recommendations

- Library and information services should respect and advance privacy both at the level of practices and as a principle.
- Library and information services should support national, regional and international level advocacy efforts (e.g. by human rights and digital rights organisations) to protect individuals' privacy and their digital rights and encourage library professionals to reflect on these issues.
- Library and information services should reject electronic surveillance and any type of illegitimate monitoring or collection of users' personal data or information behaviour that would compromise their privacy and affect their rights to seek, receive and impart information. They should take measures to limit collection of personal information about their users and the services that they use.
- While government access to users' data and data surveillance cannot be completely avoided, library and information services should ensure that intrusion in users' information or communications by government is based on legitimate principles for such practices and necessary and proportionate to legitimate aims (e.g. described in "International Principles on the Application of Human Rights to Communications Surveillance").
- When library and information services provide access to resources, services or technology that may compromise users' privacy, libraries should encourage users to be aware of the implications and provide guidance in data protection and privacy protection.
- Library and information services should support their users' ability to make informed choices, take legitimate actions and weigh risks and benefits in their communications and use of services on the Internet.
- Data protection and privacy protection should be included as a part of the media and information literacy training for library and information service users. This should include training on tools to use to protect their privacy.
- The education of library and information professionals should include data and privacy protection principles and practices in a networked environment.

Appendix 3 – IFLA Statement on Libraries and Intellectual Freedom

Statement prepared by IFLA/FAIFE and approved by The IFLA Executive Board on 25 March 1999, The Hague, Netherlands

IFLA (The International Federation of Library Associations and Institutions) supports, defends and promotes intellectual freedom as defined in the United Nations Universal Declaration of Human Rights.

IFLA declares that human beings have a fundamental right to access to expressions of knowledge, creative thought, and intellectual activity, and to express their views publicly.

IFLA believes that the right to know and freedom of expression are two aspects of the same principle. The right to know is a requirement for freedom of thought and conscience; freedom of thought and freedom of expression are necessary conditions for freedom of access to information.

IFLA asserts that a commitment to intellectual freedom is a core responsibility for the library and information profession.

IFLA therefore calls upon libraries and library staff to adhere to the principles of intellectual freedom, uninhibited access to information and freedom of expression and to recognize the privacy of library user.

IFLA urges its members actively to promote the acceptance and realization of these principles. In doing so, IFLA affirms that:

- Libraries provide access to information, ideas and works of imagination. They serve as gateways to knowledge, thought and culture.
- Libraries provide essential support for lifelong learning, independent decision-making and cultural development for both individuals and groups.
- Libraries contribute to the development and maintenance of intellectual freedom and help to safeguard basic democratic values and universal civil rights.
- Libraries have a responsibility both to guarantee and to facilitate access to expressions of knowledge and intellectual activity. To this end, libraries shall acquire, preserve and make available the widest variety of materials, reflecting the plurality and diversity of society.
- Libraries shall ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral and religious views.
- Libraries shall acquire, organize, and disseminate information freely and oppose any form of censorship.
- Libraries shall make materials, facilities, and services equally accessible to all users. There shall be no discrimination due to race, creed, gender, age or for any other reason.
- Library users shall have the right to personal privacy and anonymity. Librarians and other library staff shall not disclose the identity of users or the materials they use to a third party.
- Libraries funded from public sources and to which the public have access shall uphold the principles of intellectual freedom.
- Librarians and other employees in such libraries have a duty to uphold those principles.
- Librarians and other professional libraries staff shall fulfil their responsibilities both to their employer and to their users. In cases of conflict between those responsibilities, the duty towards the user shall take precedence.

Appendix 4 – UNESCO Public Library Manifesto

A gateway to knowledge

Freedom, Prosperity and the Development of society and individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making, and cultural development of the individual and social groups. This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture, and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The Public Library

The Public Library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political, or religious censorship, nor commercial pressure.

Missions of the Public Library

The following key missions which relate to information, literacy, education, and culture should be at the core of public library services:

1. creating and strengthening reading habits in children at an early age.
2. supporting both individual and self-conducted education as well as formal education at all
3. levels.
4. providing opportunities for personal creative development.
5. stimulating the imagination and creativity of children and young people.
6. promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations.
7. providing access to cultural expressions of all performing arts.
8. fostering inter-cultural dialogue and favouring cultural diversity.
9. supporting the oral tradition.
10. ensuring access for citizens to all sorts of community information.

11. providing adequate information services to local enterprises, associations, and interest groups.
12. facilitating the development of information and computer literacy skills.
13. supporting and participating in literacy activities and programmes for all age groups and initiating such activities if necessary.

Funding, legislation and networks

The Public Library shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service. The public network must be designed in relation to national, regional, research and specific libraries as well as libraries in schools, colleges and universities.

Operation and management

A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The public library has to be organized effectively and professional standards of operation must be maintained.

Cooperation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international level - has to be ensured.

Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.

The library services must be adapted to the different needs of communities in rural and urban areas.

The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.

Outreach and user education programmes have to be provided to help users benefit from all the resources.