

# Central Hawke's Bay District Libraries

## Collection Profile

The following are considerations that are made by the Central Hawke's Bay District Libraries when selecting items for the collection:

- Prioritise items that break down barriers to accessing content that will enhance recreation, knowledge, learning and enjoyment;
- Prioritise content produced by local authors and topics;
- Strong focus towards New Zealand and Te Ao Maori Collection;
- The age and condition of the item;
- The relevancy of the content – does it fit with our community;
- The value of the item.

We do not generally hold text books or educational texts in the collection. These are available through the interloan process.

### **Collection Characteristics and Key Drivers**

Central Hawke's Bay is rich in rural amenity, offers lower living costs than the large urban centres, has less traffic congestion and a strong sense of community. These attributes, coupled with the increasing availability of remote work opportunities and improvements in public transport routes, contribute to the district's appeal to young professionals looking for a desirable and affordable work-life balance.

There are two main towns in Central Hawke's Bay - Waipukurau and Waipawa - with a number of smaller communities including Otane, Takapau, Tikokino, Porangahau and Ongaonga; as well as several beach communities including Kairakau, Pouterere, Aramoana, Blackhead, Mangakuri, Whangaehu and Te Paerahi.

Future demands for the Central Hawke's Bay District suggest that we will see significant growth over the next decade, with an influx of 5,000 new residents and demand for 1,500 more housing units. Central Hawke's Bay has an ageing population with 21% being over 65, and a further 15% being within ten years of this age therefore the percentage of the population over 65 will increase from 21% currently to 25% in 2033. 25% of Central Hawke's Bays population are Maori, there is a small multi-cultural population with most being RSE workers who work in the orchards.

Waipukurau and Waipawa are the homes of our 2 libraries which are both community hubs. Waipawa is also the library for the Waipawa Primary School.

Our two small Libraries have popular generalist expectations eg. When our community read or hear reviews and recommendations, the expectation is that the library will hold this material but there is not a call for very obscure subjects.

The predominant readership is women, children and mature citizens.

Teens and men are catered for, with their readership growing.

## Selection Criteria

### Overall/general criteria

- Newly-published – current
- Older material that will add value to the collection. (Adding value is characterised by author popularity and subject matter gaps and trends within the library community)
- Provision of a collection which reflects New Zealand's culture and heritage
- Non-fiction must be accurate and up to date, relevant for when it is written
- The purpose of the adult non-fiction section is to provide introductory, informative, pictorial, educational and entertaining content – this can be a balance across all of these
- Self-published material is considered, particularly local material
- Local history material and publications.
- Relevant material that reflects the diverse culture of Central Hawke's Bay.

We currently order 2-3 months in advance of publication

- Children's 0-12 years
- Teens – 12+ - but also includes children's and adult books
- Adults

Price limits:

- Non-fiction – standard Trade Paperback (TP) or Hard Back (HB) non-fiction pricing. Preferred is TP and hardbacks are to be considered when under \$80.00, anything over this price is to be discussed prior to ordering.
- Fiction – going price- avoid indent publications if at all possible. Popular author hardbacks can be ordered if there are no other formats available.
- Childrens – going price
- If there was a sudden increase in pricing, we would expect to be consulted regarding this.

### Statement on Formats

- Adult material - ANZ Trade paperback particularly fiction
- When is B-format acceptable? When that is the only format available
- When is A-format acceptable? When that is the only format available

### Other possible inclusions/exclusions

- For children's material exclusions: novelty, pop-ups, die-cuts, gatefolds, sound books, flimsy productions etc. (The exception would be some NZ material)
- For adult fiction exclusions, graphic novels, novellas, Bookshots series; (include erotic fiction within boundaries)

- For adult nonfiction exclude, textbooks, workbooks, ESL language courses, anthologies,(unless poetry) essays, manuals, conference papers, multi-volume works.
- Other:
  - Binding - exclude spiral bound or other formats unless popular NZ material
  - Size Limitations – no books under 15cm’s high.

**4. Overall Budget and Budget Breakdown** Overall budget and allocation to be monitored and monthly by the Collections Lead and Community and Library Services Manager.

## **5. Description of Collection Categories**

### **Adult Collections**

These collections include Lending Collections and the Archive Collection (Non-Lending) which features New Zealand books.

### **Non-fiction Collection**

The Non-fiction Collection is intended to enrich the cultural and recreational life of the community by providing easy access to resources for lifelong learning, personal and career development, and recreational interests.

The Library strives to offer a wide range of non-fiction material that caters for the diverse needs and reading levels of its customers, while recognising declining usage in some subject areas as more people use the internet as their information source.

Priority is given to topic areas where circulation is high. The Library aims to respond to changes in readership interest levels and to trending interests that fit with other areas of the Library’s collection.

The Adult Non-fiction Collection is aimed at a general readership level. While there are some volumes that are for the specialist/enthusiast, this is only the case where there is a clear demand.

The Library aims to select materials that represent a range of viewpoints, and endeavours to exercise impartiality in selection decisions. The collection aims to represent as many sides of controversial issues as budget, space and availability of materials allow.

Emphasis and priority are given to material with a New Zealand content, perspective, or author.

## Māori Collections

This collection brings together in one place all adult lending material relating to Māori. It includes:

- Material relating to Māori history, language and culture including Te Tiriti o Waitangi - The Treaty of Waitangi and claims to the Waitangi Tribunal
- Material with predominantly Māori content and / or approach
- Books written in Te Reo including fiction.

## Fiction

The fiction collection is made up of both Free Books and Rental Books. It covers a wide range including classics, works by established and modern authors, genre fiction (adventure, mystery, romance, science fiction etc.) and New Zealand fiction.

### Genre Definitions

**Rental Fiction** – This includes light fiction, historical fiction, thrillers (not covered in the crime genre), family sagas, horror, chic lit, adventure, war, romance not in small format.

**Free Fiction** – More literary fiction eg award winners and translated fiction, Christian fiction.

**Fiction New Zealand** – Written by New Zealand authors and these are free to borrow.

**Crime** – Works where the main character usually is a detective or police officer is involved in solving a crime, often a murder. Includes historical crime, cosy mysteries.

**Fantasy** – Works set in real or imaginary worlds, featuring imaginary beings, magic, enchantment, mythical quests.

**Science Fiction** – Works set in space/other planets as well as books on artificial intelligence/robots in the future.

**Romance** – Small paperback fiction similar to Mills & Boon

**Western** – Cowboy stories – not romantic cowboy stories.

### Large Print

Central Hawke's Bay District Libraries are members of The Combined Hawke's Bay & East Coast Regional Large Print Collection. Each district contributes \$1000 annually which is used to purchase Large Print Books with purchasing responsibility rotating between districts. The collection rotates in an 8-monthly cycle between Gisborne, Wairoa, Napier, Taradale, Havelock North, Hastings, Central Hawke's Bay and Tararua District.

Large Print books are floated between the two libraries.

We also purchase LP from Ulverscroft which includes both fiction and non-fiction titles

## **Teen Collections**

These collections are intended as intermediary collections, bridging the gap between the Children's and Adults' sections. They are aimed at teenagers aged from 13 to 17 whose reading interests are no longer fully satisfied by material held in the Children's Collections, but who are not yet ready to make full use of the Adults' Collections.

Access to the collections is not restricted to any particular age group; adults also use this area.

Teen Collections are free of charge.

This collection is floated between the two libraries.

## **Childrens Collections**

These collections are bought for children aged zero to 12. However, the age categories are only a guide in helping library users choose from the large number and variety of materials available. Borrowers also include adults, teens, parents, teachers, literacy tutors.

All materials in the Children's Collections may be borrowed free of charge.

Objectives:

- Encourage children to read for pleasure and to foster life-long learning
- Develop a child's knowledge of language and engage their imagination
- Enable children to expand their knowledge by providing materials of interest to them and on subjects relevant to them.

As part of the Library's commitment to, and obligations under Te Tiriti o Waitangi, as much Te Reo quality material as possible is collected and made available.

**Maori Language Readers** – A collection of material in Te Reo including Picture books, Junior non-fiction and Junior fiction

**Pacific Island Readers** – A collection of material in Pacific Island languages including Samoan and Tongan. This is based on population stats in CHB.

## **Non-Fiction**

This is a collection of information books concentrated in subject areas of particular interest to children, aimed at supporting the individual child's curiosity and catering for children of all ages and abilities.

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## Picture Books

A picture book is one in which the pictures and the text complement and extend each other. This collection is aimed at the 0–7-years and includes board books for younger children.

This collection can also include books without text.

The diversity of this collection allows children to be introduced to a wide range of experiences, settings, themes, feelings, situations, characters, art and language. Picture books are particularly suitable for:

- Pre-schoolers and new entrants
- Reading aloud to groups
- Sharing on a one-to-one basis

## 6. Replacements, Gap-filling and Borrower requests

If it is a popular new series and we do not have part one, order part one at the same time as placing the order for the second in series.

Borrowers requests will be managed in house as will replacement books. Borrower requests are added to a spreadsheet and considered at the time of ordering. Not all requests will be purchased, unless they meet the above criteria.

## 7. Guide to number of copies

Non-fiction - No duplication

Fiction – Two copies of high demand authors –e.g. Lee Child

Junior and Teen – No duplication

Junior Picture Books -2 copies of high demand New Zealand titles

## 8. Distribution criteria

All copies to be allocated to Waipawa Library and the staff will change this when they arrive in the library

## 9. Fund codes, collection codes, location codes etc.

Lists of fund codes, collection codes, location codes etc. by collection with any notes on application. **WPK –Waipukurau Library**

**WPA – Waipawa Library**

C	Adult crime fiction – detective not thrillers
FAN	Adult fiction fantasy
FF	Free fiction – books of more literary scope – award winners eg Ockham
FL	Family living – Family support books includes picture books
FNZ	Fiction written by NZ authors
LP	Large Print
NF	Adult non-fiction
AFM	Adult fiction in Te Reo
NFM	Adult non-fiction with a focus on Māori
NFNZ	Adult non-fiction written by a New Zealand author or about New Zealand
BB	Board books
PB	Childrens picture books
R	Adult romance – often small paperbacks
RF	Adult fiction with a rental – lighter reading for pleasure
SF	Adult fiction science fiction
W	Adult westerns
JCL	Junior fiction classics eg Dickens, C S Lewis
JF	Junior fiction
JGN	Junior graphic novels – no violent content
JNF	Junior non-fiction
LC	Lions collection – early readers funded by our local Lions
MLR	Childrens material written in Te Reo
PIR	Pacific Island Readers
TN	Teen fiction 13years+
TNF	Teen non-fiction 13 years+
TGN	Teen graphic novels 13 years+

## eBook/eAudioBook Collection Development

eBooks and eAudiobooks are currently supplied to our patrons via the Libby App. Content is provided through our participation in the ePukapuka Consortium.

We also have an Advantage account, which allows us to purchase content for our own digital collection. Content is purchased according to its lending model. Lending models determine the number of users who can have the book at any one time, and when the item will expire from the collection.

### Comparing lending models

This table compares lending models based on how many users can borrow the title at a time and how expiration from your collection is determined.

Lending model	Number of users at a time	Expiration from collection
One Copy/One User (OC/OU)	One	Never
Metered Access (MA) by time	One	After a set period of time
Metered Access (MA) by checkout (one user)	One	After a set number of checkouts
Metered Access (MA) by checkout (concurrent users)	Multiple (up to the number of allotted checkouts)	After a set number of checkouts
Metered Access (MA) by time and checkout	One	After a set period of time or number of checkouts (whichever comes first)
Simultaneous Use (SU)	Unlimited	After a set period of time
Cost Per Circ (CPC)	Unlimited (until monthly budget runs out)	Never (but can be manually or automatically revoked)
Class Set	As many as designated	End of Class Set period
On-Demand Class Set (ODCS)	Multiple (up to the number of copies owned)	End of lending period (once checked out)

See the sections below for more information about each lending model.

eBooks and eAudiobooks are currently purchased on a case-by-case basis. When ordering we consider:

- The popularity of the author, title, and/or series,
- The number of holds the consortium has on requested titles vs the number of copies available
- The number of holds CHB District Libraries patrons have on the titles, and their placement on the waiting list

We also consider:

- Pricing
- Lending model (see table below)
- If we already hold the title(s) in other formats.

Once an item is purchased, we have the option to share it with the ePukapuka consortium at any time. CHB District Libraries patrons will automatically have priority for any titles that we purchase and share, regardless of their place in the consortium hold queue.

It is recommended that titles are shared once the initial hold queue for CHB District Library patrons is satisfied. This will build goodwill within the consortium, as well as allowing the maximum possible issues/checkouts for our titles.



While we can set up a profile that will automatically share after a specific timeframe, at present our advantage catalogue is small enough that it is better to manage this manually. This will allow us to decide based on lending model and our holds list what is best for our patrons.

For example, if we purchased a title with a Metered Access lending model of 36 checkouts, and we had 8 patrons with holds, we could decide after those holds were met if we would get best ROI by sharing the title with the consortium, or keeping access for our patrons only, until all 36 checkouts were fulfilled and the title expired.