Clutha District Libraries Content Development Policy 2024

Table of Contents

Content Development Policy

Section 1 – WHY – Policy & Principles

1   Mission Statement

Clutha District's five Community Libraries place people at the heart of all activities, through the provision of welcoming spaces, extensive resources, delivery of lifelong learning programmes and a range of services, to enable people to:

- Build and maintain social and digital connectivity with others.
- Celebrate creativity and local heritage.
- Access and actively use information and services from a range of sources including council, community groups, businesses, and other organisations.

2   Purpose

Clutha District Libraries select, acquire, process, make available and deselect resources which support Clutha District Council's strategic outcomes and works within the framework of the current Long Term Plan: https://www.cluthadc.govt.nz/council/plans-and-strategies/long-term-plan.
This Content Development Policy documents the philosophy and strategies for developing and managing the collection held by Clutha District Libraries in order to:

- Provide overall direction for the selection, creation and management of content for Clutha District Libraries.
- Define the parameters of the libraries' content.
- Provide a basis for the most effective use of the available funds and as an aid to decision making when funding constraints require choices to be made.
- Provide measures for collection evaluation and performance to ensure the needs of current and future customers are met.
- Assist customers' understanding of the libraries' content development and management practices.
- This policy will be reviewed in 2026 but minor amendments may be made on an annual basis.

3   Principles

3.1   Reflect Our Communities

Clutha District Libraries aim to serve our diverse communities by providing appropriate content to meet their needs and aspirations.
This means, within current financial and spatial constraints, the libraries endeavour to provide content that:

- Is accessible, understandable, and appealing.
- Provides access to a broad range of library materials.
- Includes digital formats, maximising technological advances.
- Are district-wide, but also reflect the history and interest of local communities.
- Engages children and young people in reading, learning and discovery.
- Includes resources that are accessible to a wide range of customers, including people with disabilities.

Content Development Policy

3.2   Accessibility

The libraries endeavour to provide a variety of technologies, formats, and services to give customers easy and effective access to the resources they may require.

3.3   Freedom of Information

The libraries commit to the concepts of intellectual freedom and access to information within the parameters set by statute and as expressed through the Library and Information Association of New Zealand Aotearoa's Statement on Freedom of Information: 2020_LIANZA-Statement-on-Freedom-of-Information-2020.pdf.

- Material will not be removed or suppressed, simply because it gives offence.
- Childrens and teen collections are purchased with age appropriateness in mind. However, the libraries recommend that caregivers monitor their children's reading; especially when a child's reading ability improves to the extent that they begin to seek material from other collections, such as adults.

3.4   Comprehensive and Relevant Resources

The libraries collect and manage resources to meet the information, recreation, cultural and lifelong learning needs of our present and future communities.

3.5   Community Memory

The library is committed to collecting, preserving, and providing access to documentary heritage pertaining to the Clutha District through its Clutha Heritage digital repository and its local history collections.

4   Context

4.1   History

Clutha District Libraries is the collective name given to our five community libraries located in Balclutha, Lawrence, Milton, Owaka, and Tapanui.

BALCLUTHA COMMUNITY LIBRARY

Built in 1914, the Balclutha Library was one of 18 libraries in New Zealand granted funding by Andrew Carnegie. It is one of only two remaining New Zealand Carnegie libraries still operating in the original building today. In addition to providing a comprehensive range of programmes and services for the local Balclutha area, the library also acts as a "district library" through the provision of content and systems management for the Clutha District Community Libraries network.

LAWRENCE COMMUNITY LIBRARY

Mayor L.K. Fyall opened the Lawrence Community Library on April 30th in 1993. Initially created primarily as a council service centre after the local government amalgamation of 1989, this (originally) small lending library has since developed into a valued community library for the Lawrence/Tuapeka communities.

Milton Community Library

The first Milton library opened in 1870, in a newly built Athenaeum building. The library remained there until the 1970s, when it was relocated to 84 Union Street (now Provincial Antiques as of 2024). When the Milton Borough Council and Bruce County Council became part of the Clutha District Council in 1989, the library was moved to the current site - the former Bruce County Council building at 124 Union Street, Milton where it now provides a range of community library programmes and services for the Bruce and other Northern communities.

Owaka Community Library

The Catlins Women's Institute opened the current Owaka library after the Second World War in 1945. In 1968 the library shifted into the Owaka Community Centre and was operated by volunteers using the Country Library Service. The current multi-facility, which includes the Owaka Museum, Art Gallery, Owaka Community Library, and Catlins Information Centre, opened in 2007. This facility provides multiple services for both Catlins residents and visitors and is the only library within the network currently open seven days a week.

Tapanui Community Library

The Tapanui library opened in 1867 with 200 books in the then newly-built Town Hall. Over the years the library has been run by multiple organisations and has been located in various locations around the town. The current location was built in 1966. In 1994 this building was redeveloped into its current state and, in common with the other community libraries, now provides a range of programmes and services for its Tapanui and other West Otago communities.

4.2   Trends

The increase in provision of digital content is resulting in the substitution of physical reference material (both books and magazines) by databases.

The ready availability of digital content is both fuelling and satisfying demand for 24/7 access to library resources.

The trend for physical libraries needing to accommodate a greater range of services tends to reduce the space available for physical collections. This is resulting in a move to the more retail display model, which requires a greater focus on the ability to deliver refreshed collections to match customer demand 'just in time', rather than hold large quantities of stock as a storehouse 'just in case' there might be customer demand, with evidence-based data used to support collection management decisions.

4.3   Priorities

A major component of the libraries' content management is to continue to improve and adapt processes by:
- Provision of downloadable content.
- Provision of access to eResources.
- Provision of digitised heritage content and associated digital curation.

Enhancing the use of performance measurement tools and reports to improve collection agility to meet customer demand and 'just in time' delivery.

Broadening the scope of promotional activities to make it easier for our communities to understand the wide range of content available; and improve its accessibility.

Content Development Policy

5   Scope

The libraries content includes what is selected, acquired, or created, for customers' use.
This policy is format neutral. The library selects and acquires or provides access to whichever format best meets customers' needs. In many instances this may mean providing both print and digital formats to meet customers' needs and expectations; in others, the resource may only be available in one format.
As a largely rural district library service, the specific needs of the various communities are a key consideration in the libraries' collection development and management practices. Areas of relevance include capturing local resources and providing easy access to collections held across the district.

6   Compliance

COMPLIANT WITH LEGISLATION:
Copyright Act 1994
Films, Videos, and Publications Classification Act 1993
Local Government Act 2002
Privacy Act 2020

CONFORM TO LIBRARY AND INFORMATION ASSOCIATION OF NEW ZEALAND AOTEAROA
STANDARDS AND STATEMENTS:
LIANZA Code of Professional Conduct
LIANZA Statement on Freedom of Information 2020

COGNISANT OF:
Public libraries: strategic framework 2012 to 2017
National Library of New Zealand - Te huri mōhiotanga hei uara | Turning knowledge into value – strategic directions to 2030
IFLA/UNESCO Public Library Manifesto 2022
IFLA standards

Section 2 – HOW – Applying the Content Development Policy

7 Financial Management

7.1 Financial Accountability

Efficient, effective and responsible management of funds received by the libraries is necessary to implement the goals of the Content Development Policy and to maintain public accountability. Processes are regularly reviewed to achieve this aim.

The libraries provide materials in the most efficient and cost-effective manner possible. Content is added and managed responsibly to ensure the best use is made of available funds.

7.2 Funding

Clutha District Libraries is a network of five Community Libraries in Balclutha, Milton, Tapanui, Owaka and Lawrence funded by the Clutha District Council to provide an extensive range of resources, services and programmes that directly support council's strategic priorities as expressed through its Living and Working in Clutha Strategy:

- Clutha has vibrant rural towns and communities.
- Clutha is connected and collaborative.
- Clutha has a healthy and sustainable environment.

The following key focus areas, which are directly aligned to these priorities, provide the fundamental foundation for all library activities:

- Welcoming and inclusive spaces.
- A customer centric approach.
- A wide range of content that provides sources of inspiration, knowledge, and access to information.
- Programmes to support life-long learning through digital inclusion, social connectivity, creativity, and literacy.
- Collaborative community and customer engagement, partnerships, and the provision of access to a wide range of internal and external services.
- The collection, curation and celebration of local heritage.

7.3 Allocation of Funds

Collection budgets are allocated to collection areas based on:

- Customer demand.
- Obligations to the community.
- Priorities within the network's collections such as refreshing a specific area of the collection, and/or developing a new area within the collection.

Responsibility for the budget allocation and the general oversight of collection development lies with the Libraries Manager. Fund allocations are determined on an annual basis.

8   Sustainability

The Clutha District Council is committed to sustainable development approaches in the Council's activities. Clutha District Libraries incorporates this commitment into its collection development and management practices.

While the library business of 'buying once, using many times' is, in itself, a sustainable practice, additional measures are taken wherever possible such as floating collections. This includes regularly relocating physical resources around the libraries to maximize their usage by customers.

Clutha District Libraries is also committed to working with supplier partners to develop new mechanisms and processes to meet an ever-changing operating environment.

8.1   Financial sustainability

The development and maintenance of the libraries' collection/content in a financially sustainable way is also a priority. Applications of this include:

- Selection of content and content format.
- Decisions around de-selection and development of new collections.
- Ensuring that new collections are sustainable long-term.
- Being aware early of changing trends to avoid purchasing multiple copies of stock no longer in high demand.
- Ensuring core areas of spending are identified so that these collections can be maintained despite variations in available finance.

9   Content Development and Management

9.1   Selection

Material for the libraries is intended to build a well-balanced collection that meets the overall aims expressed in the policy. Material is acquired through a range of sources, ensuring the libraries are positioned to best meet customer needs and collection requirements.

9.1.1   Selection Criteria

Within the spatial and financial constraints of the district's libraries, selection criteria is based upon resources:

- Being provided to cover subjects to support the community's information, educational, recreational, and cultural needs.
- Being provided in any medium appropriate to the community being served. Print, audio-visual, and electronic formats may be represented. The focus is on providing the best possible information in the most appropriate format.
- Including standard works, recent publications and representing divergent viewpoints.

Specific selection criteria and issues considered include:

- Quality of content, authoritative (authored by a recognised subject expert/s).
- Accuracy of information.
- Currency.
- Relevance within the scope of the collection.
- Community demand – present or anticipated.
- Consideration of which formats will best meet customer need.

Content Development Policy

- Quality of the format and suitability for public library use.
- Collection strengths or identified gaps.
- Price. While this is always a major consideration, it is just one factor. Expensive acquisitions in line with collection scope and library responsibilities may be purchased where there is sufficient community demand and available budget.
- Availability for purchase.
- Numbers of items required to satisfy anticipated customer demand for both popular and heritage items.

Customers are encouraged to make use of the libraries inter-loan service to source specific items that may not be available for purchase, nor meet the libraries selection criteria.

9.1.2   Selection Responsibilities

In line with the LIANZA Code of Practice, the Libraries Manager has a responsibility to ensure that selection is undertaken by suitably qualified and experienced staff with expert knowledge of the kinds of library materials for which they are responsible.

The provision of selection services may be through a mix of internal and contracted external providers, the level of which will be dependent on provision of cost effective content supply that best meets the needs of Clutha's communities.

Customer suggestions consistent with the Content Development Policy and recommendations from community library teams also play an important role in determining the content selection.

Although the purchasing of content is managed as a district function of the Balclutha Library, each community library branch develops and manages its own collection profile to reflect the individual spatial constraints and local community need.

Final accountability for selection lies with the Libraries Manager.

9.1.3   Selection Tools

These include:
- Supplier websites.
- Media reviews.
- Suggestions to purchase from customers and library staff.
- Community Library profiles.

9.1.4   Formats

Collections and content are offered in a variety of formats. These include physical, digital, and audio. Additional selection criteria may apply to specific formats:

PHYSICAL RESOURCES (BOOKS AND JIGSAWS)
- Item and/or font size.
- Illustrations.
- Durability.

SERIALS (MAGAZINES AND NEWSPAPERS)
- Number of issues a year.
- Availability in alternative formats.
- Customer interest in subject matter.

Content Development Policy

ELECTRONIC SUBSCRIPTION RESOURCES

- Customer feedback.
- Gaps in physical collections.
- Number of possible concurrent users.
- Stability of product.
- Functionality and usability.
- Availability through subscription or purchasing an archive of content.

ELECTRONIC EBOOKS & AUDIOBOOKS

- Consortium (partnering with other public libraries) purchasing is based on popularity of titles for a general audience.
- Customer requests can be sent as and when required.
- Participation in regular SouthLib consortium meetings (driven by vendor).
- Percentage of purchasing allocated by agreement between high holds and demographic.

New formats are considered and evaluated as they emerge.

Considerations include:

- Community demand.
- Potential impact of any new format on equipment, staff, storage and space.
- Ease of use.
- Reliability of access.
- Durability and sustainability for library use.
- Suitability for direct customer use.
- Availability of initial and ongoing funding.
- Capability for downloading information.
- Any consequent reduction or replacement of print or other format materials.

9.2   Acquisition and Purchasing

Library content is acquired through a variety of suppliers, with those providing a broad range of content and added value services (such as cataloguing and processing) being given preference.

9.2.1   Donations

Some donations are added to the libraries' collection. Items are assessed to see if they meet usual selection criteria and are of a good condition (and suitable for processing). Exceptions may be made on a case-by-case basis for local history material that can't be sourced in an 'as new' condition. The donor accepts the following conditions:

- Donated items that are not considered acceptable for the collection will be put in the libraries book sale.
- If a donated item is of a specialised or valuable nature, and the donor has requested its return if it is not accepted for inclusion in the collection the donor will be advised and invited to collect it.

9.3   Access Provision

The libraries' endeavour to apply a customer centric approach to the facilitation of access to all content with several methods being used, including:

- Use of the Dewey Decimal system for nonfiction cataloguing.
- The shelving of some similar themed content together.

- Signage
- Spine labels denoting genre or shelf location.
- Regular displays of content.
- Social media promotion of content.
- Engaging customers with a variety of content through the delivery of library programmes.

9.4 Content Management

Continuous content management results in current, relevant and attractive collections. This considers the need to relocate resources throughout their lifecycle and recognises that the libraries' collection spaces are limited.

Content management includes:

- Complying with the provisions of the Content Development Policy.
- Using collection tools and a variety of reports to manage collections.
- Maintaining an awareness of the use patterns of the collection to build an area or weed (deselect) it to more accurately meet customer needs.
- Managing the collection on a day to day basis, ensuring it is tidy, attractive and well displayed.
- Ensuring stock is physically appealing to maximise use as a network resource by using book covers and plastication on some items.
- Making items non-lending collections for collections that are fragile or irreplaceable and need to be retained long term.
- Repairing and re-recovering stock as required, dependent on extent of damage.
- Deselecting stock objectively, and according to guidelines, to maintain an attractive, well-balanced collection, that fits.

9.4.1 Content Analysis

The libraries' collections are regularly and effectively evaluated to ensure that the goals of collection development are being met and that emerging gaps are identified.

Collections are monitored to ensure that they contain high-quality, up-to-date resources, reflecting current trends and local needs and preferences, and conform to current selection and deselection policies.

Ongoing collection performance is assessed in a variety of ways:

- Collection size meets the needs of the community as defined by sizes stated in the collection profiles.
- Use of the national Public Library Statistics to compare performance with comparable public libraries.
- Content use and scope is monitored regularly, to ensure the libraries continue to provide the content customers require.

Current methods include:

- Circulation statistics compiled from the Library Management System
- Holds placed, interloan requests, and "suggestions to buy" give an indication of areas of collection needs.
- Electronic statistics in terms of page views, loans, site visits and eResource use.
- An ongoing culture of encouraging customer feedback.
- Awareness of strengths and weaknesses in terms of content and formats available.
- Measuring performance against Content Development Policy principles.

Content Development Policy

9.4.2   Content Location

Physical collections are held in libraries throughout the Clutha District Libraries' network, and the reservation process may be used at no charge for borrowers requesting specific items to be sent to their local community library branch.

The libraries' use the floating collection method to continually refresh stock at community library locations, and to ensure individual items get maximum network use. This allows the collections to 'float' freely across the libraries network, rather than being "owned" by a specific library. Thus, the item stays at the location it is returned to rather than being sent back to a 'home' location.

Digital collections are stored using vendor products or community created content platforms such as Clutha Heritage.

Access to content is facilitated by consistent signage including both print and digital content which enables customers to easily find their way around any library in the network.

9.4.3   Content Maintenance – Lifecycle

Content is reviewed regularly to ensure that:
- The best stock to match customer needs is selected and maintained.
- Collections are provided within budget allocation.
- A network perspective is taken towards the collection.
- Materials are suitable for library use.
- Collections are responsive to customer needs.
- Collection management tools and guidelines are promoted and used confidently by staff members. This includes analysing data compiled from the Library Management System; and the use of the Deselection guidelines.

All general collections are assessed regularly for material that may be withdrawn or replaced.

9.5   Content Removal

9.5.1   Deselection and Withdrawal

Deselection is an essential activity to:
- Have space to add new content.
- To ensure what is retained still meets customer needs.

The MUSTIE criteria is used for assessing items for withdrawal:

Misleading - and/or factually inaccurate.

Ugly - worn and beyond mending.

Superseded - by a truly new edition or by a much better book on the subject.

Trivial - of no discernible literary or scientific merit.

Irrelevant - irrelevant to the needs and interest of the community.

Elsewhere - material or information that may be obtained elsewhere.

Other considerations include:
- Currency and format.
- Lack of use.
- Age of content to maintain storage capacity.

Content Development Policy

9.5.2   Disposal

The libraries' follow sustainable practices and consider sustainability implications wherever possible. These include:

- Consideration when deciding whether to repair or replace.
- Recycling packaging and other relevant library related materials.
- Ensuring best use is made of stock before deselection.
- Holding public book sales.
- Valuable items, no longer appropriate for the libraries' collection, may be sold at commercial value.
- Offering unwanted items to other institutions where content more appropriately matches their collection scope.
- Donations of suitable material to rest homes, schools, early childhood centres and community groups.

The libraries do not put aside withdrawn items for customers to buy.

Content Development Policy

Section 3 – WHAT – Definition of collections

This section provides information about the collections offered within the Clutha District Libraries' network – the purpose of each collection and what it comprises.

The libraries' endeavour to provide collections that reflect the needs of our local communities. A strong emphasis is placed on widely popular content and that with a local flavour reflecting the rural and heritage aspects of Clutha's communities.

Selection and retention practices are used in a consistent manner across all formats as outlined under Selection in Section 2 Practice and Procedures, unless otherwise specified.

The balance in formats offered in some collections, for example physical versus digital, may change depending on availability and usage. This is more apparent in some collections than others.

PHYSICAL FORMATS INCLUDE:

- Books
- Magazines
- Jigsaws

AUDIOVISUAL:

With the move towards more digital content, libraries are reducing expenditure on physical audiovisual material:

- DVDs are no longer purchased, but popular titles in good condition with wide appeal may be accepted by donation.
- Adult audiobooks (talking books) are no longer purchased but are refreshed through the regular National Library bulk loan,
- Children's book and CD sets may be purchased depending upon availability and customer demand.

DIGITAL FORMATS INCLUDE:

Databases, e.g. Creativebug.

Downloadable, e.g. eBooks, eMagazines, eAudiobooks.

Digitised content – Clutha Heritage.

Streaming media, e.g. Hoopla, Beamafilm.

10 General Collections

10.1   Adult Collections

10.1.1   Fiction

To provide access to a broad range of titles to satisfy customer recreation, entertainment and learning needs. This collection aims to include a wide range of bestselling and popular fiction, as well as some literary classics, works by new and local authors and award-winning titles. Available in both print and digital formats, the fiction collections include entire series where there is a continuous main storyline. Other series featuring the same character/s or numbered titles will be held in line with the general selection criteria.

10.1.1.1 Genres

To assist readers to locate their preferred fiction interests, identification labels are used for the following categories and genres:

FANTASY:

Stories set in a magical world, often involving traditional myths and magical creatures, and sometimes ideas or events from the real world, especially from the medieval period of history. With fantasy, the magical or supernatural elements serve as the foundation of the plot, setting, characterisation, or storyline in general.

SCIENCE FICTION:

Stories blending authors imaginative creations with inventive technologies, futurism, space travel and exploration, and other science-based components. While the storylines and elements of science fiction stories are imaginary, they are usually possible according to science—or at least plausible.

HORROR:

Stories intended to create feelings of fear, dread, repulsion, and terror in the audience. Horror feeds on audience's deepest terrors by putting life's most frightening and perplexing things—death, evil, supernatural powers or creatures, the afterlife, witchcraft—at the centre of attention.

CRIME:

Stories to captivate readers with tales of intrigue, suspense, and the pursuit of justice. It's where readers become detectives, unravelling mysteries alongside unforgettable characters; or be enthralled by a page turning thriller. From gritty noir, psychological thrillers, detective novels and courtroom dramas to cozy whodunits, crime fiction explores the darker side of human nature and society's underbelly.

ROMANCE:

Stories where the plot centres around a strong love element that has the reader wanting to care about the central characters and what happens to them. Although the characters may face many challenges with their relationships, the story will end positively. Taking a broad view of the romance definition, this genre within Clutha District Libraries includes formulaic publications, such as those published by Mills and Boon and 'heroines' from historic eras or rural settings; along with modern romantic fiction, saga's and 'chick lit', also known as 'romcom'.

WESTERNS:

Stories set in the American Old West frontier and typically set from the late eighteenth to the late nineteenth century. The genre peaked around the early 1960s, largely due to the popularity of televised Westerns and has been in decline since the mid-late 1970s. However, Clutha District Libraries continues to maintain a small collection of western titles for local dedicated readers of traditional westerns.

NEW ZEALAND:

Stories by New Zealand authors, including those known to be born and/or resident in New Zealand; or those born in New Zealand but not resident in NZ, who are recognised as New Zealanders in reference sources and/or who claim this nationality. Stories with a New Zealand setting written by non-New Zealanders are also included.

Content Development Policy

Māori:

Stories written in Te Reo and/or pertaining to Te Ao Māori. These also include works written by a Māori author (either self-identified or widely recognised as Māori).

Short Stories:

Titles containing a selection of self-contained stories distinguished by briefness, generally between 3,000 and 7,000 words long.

10.1.2 Graphic novels

To provide reading material that blends words and image to tell a story. This collection includes popular themes and characters with appealing visual images. Consistent with other fiction collections, entire series will be held where there is a continuous main storyline, other series featuring the same character/s or numbered titles will be held in line with the general selection criteria.

10.1.3 Adult Literacy

To provide content to support adult literacy learning. The collection is primarily focused on the provision of books suitable for adult emerging readers.

10.1.4 Non-fiction

To provide access to materials that contribute to lifelong learning, recreational and information needs of the community. This collection provides reliable information across a range of subjects and local interest levels.

It contains both current and historical material that reflect a range of views and is arranged in themes with corresponding graphic spine labels to provide easy access to books that may not be shelved together using only the formal Dewey decimal system.

Local history:

Content referring to people and places across Otago and Southland.
Overall content may primarily cover another area but will be considered for inclusion in the local history collection if the book contains any content of significance to our communities.

Māori:

All nonfiction items with content pertaining to Te Ao Māori.

History:

Content pertaining to places, events and people (excluding biographical, local history and Māori pre-2000).

Biographies:

All content (regardless of subject area), that pertains to an individual's life and/or significant experiences that provide the primary them of the book e.g. tales of exploration, true crime focussed on specific individual/s etc.

Wellbeing:

Content relating to the various aspects of Health, Self-improvement and the 'Books on Prescription' titles. This collection also contains jigsaws and other content aimed at supporting people with dementia.

Content Development Policy

LIFESTYLE AND RECREATION:
Farming, Cooking, Hobbies, Arts, Sport, Home Improvement, Pets and Environmental Sustainability at a personal level (excluding items with content primarily focussed on wellbeing).

THE NATURAL WORLD:
Natural sciences including Astronomy, Flora, Wild Animals, Oceanic, Geographic, Climate Change and Environmental Impact.

PARENTING:
Content from both adults and children's collections of interest to parents and caregivers, including Picture Books with social and/or wellbeing themes to share with children.

GENERAL:
Content that clearly sits outside the other themed categories e.g., religion, languages (excluding Māori), encyclopaedic etc.

10.1.5   Large Print
To provide reading material in enlarged typeface for customers who have difficulty reading standard print-sized editions. This collection includes both fiction and nonfiction titles, with hardback and soft cover options to suit varying customer needs. As Large Print is substantially more expensive than standard print, selection priority is generally given to popular fiction and biographical nonfiction.
Also contains titles shared across libraries in Southland and Otago to maximise efficient use of funds. As these titles circulate these areas, they are changed regularly.

10.1.6   Graphic Novels
To provide reading material that blends words and images to tell a story. This collection includes popular themes and characters. They can be fiction or non-fiction and use sequential art to tell a story.

10.1.7   Jigsaws
To provide relaxing and mental stimulation. Most puzzles are sourced through donations, with a small level of purchasing to maintain the quality of the collection. All puzzles are available for loan and will be withdrawn when customers advise that there are missing pieces.

10.1.8   Reference Collections
To provide easy access to:
- Current Council plans, reports, meeting agendas and consultation documents.
- Electoral rolls.
- Previous local newspapers.
- Local history content that is unable to be replaced.

10.2   Children & Teens
To provide a wide selection of high-quality resources to assist the learning, development and recreation of children and teens, considering customer demand, interests and changing trends. These collections include both fiction and nonfiction materials, and graphic novels. A strong emphasis is placed on New Zealand authors and content to reflect New Zealand culture.

Content Development Policy

10.2.1   Picture books

To provide books primarily for younger children to introduce them to a wide range of experiences, settings, themes, characters, art and language. This collection includes material suitable for pre-schoolers and new entrants, for reading aloud to groups and for sharing on a one-to-one basis.

10.2.2   Board Books

To provide robust picture books suitable for very young children.

10.2.3   Novelty Books

To provide young children with opportunities to discover the joy of books, the libraries' hold a small collection for pop-up and other novelty books that can be enjoyed within the library. Due to their fragility, these books are not available for loan.

10.2.4   Beginning Readers

This collection includes both fiction and nonfiction books for emerging readers that have simple sentence structures, grammar, and font. Especially designed for newly independent readers, the early readers are designed to support a child's growing skills and plant the seed for a lifelong love of reading.

10.2.5   Children's Fiction

Often referred to as 'chapter' books, children's fiction holds a magical allure that captivates young minds and nurtures their imagination, curiosity, and emotional growth. This unique genre of literature, specifically tailored for young readers, is crafted with care and consideration to engage, inspire, and educate children.

For young readers, simple and repetitive language helps build their vocabulary and reading skills. As children progress, the language gradually becomes more complex, challenging them to expand their literary horizons. To support these shifts in children's development, the children's fiction collection is designated into two broad categories - 'Children's Fiction' for children aged 6-9 years and 'Children's Plus Fiction' for children aged 9-12 years.

As with adult books, children's fiction is primarily selected to include a wide range of bestselling and popular titles as well as some literary classics, works by new and local authors and award-winning titles. Entire series will be held where there is a continuous main storyline, other series featuring the same character/s or numbered titles will be held in line with the general selection criteria.

10.2.6   Children's Graphic Novels

To provide reading material that blends words and image to tell a story. This collection includes popular themes and characters with appealing visual images aimed at children of all ages. In addition to the "comic" format, the collection also includes "sophisticated" picture books that have large illustrated stories with text suitable for school age children. Consistent with other fiction collections, entire series will be held where there is a continuous main storyline, other series featuring the same character/s or numbered titles will be held in line with the general selection criteria.

10.2.7   Children's Non-fiction

To provide access to materials to support the recreational and lifelong learning needs of children. This collection includes materials across a range of subjects and interest levels to reflect a diversity of interests. Whilst the collection does contribute to curriculum requirements, this collection is not intended to meet classroom needs, or support class sets.

Content Development Policy

10.2.8   Children's Māori Collection

To provide children's books which connect to Te Ao Māori including both in Te Reo Māori and bilingual across fiction and non-fiction

10.2.9   Children's Local History

To provide fiction and non-fiction material that connects to Otago and Southland, with importance placed on material specific to the Clutha District. This can be in various ways including but not limited to; set in or written about places within this area, authored by local people/s, illustrated by local people/s, or about people/s who connect to the area. These are identified by an LH spine label.

10.2.10   Puzzle Books

To support children's learning through the provision of visual puzzle books. Generally, in a picture book format, this material helps children to observe their surroundings and look for patterns in the world around them. Also includes flat puzzles and boxed multi-piece.

10.2.11   Children's Talking Books

A collection of CD's and CD and book sets in bags for children aged 0-12 years. Talking books enable children to read along to stories and enjoy a variety of songs, music and rhymes. With the increasing move of audio content moving to digital platforms, the libraries maintain the current children's talking book collection to meet popular demand.

10.2.12   Teen fiction

A range of books which appeals to a wide cross-section of young adult readers, primarily with teenage characters. The collection includes fiction of all genres, typically exploring a character's introduction and integration into an unfamiliar world, focusing on the protagonist's experiences and self-reflection as they come to find their place within it.

10.2.13   Teen Graphic Novels

To provide reading material that blends words and image to tell a story. This collection includes popular themes and characters with appealing visual images aimed at the interests of teens. Consistent with other fiction collections, entire series will be held where there is a continuous main storyline, other series featuring the same character/s or numbered titles will be held in line with the general selection criteria.

10.2.14   Teen Non-fiction

To provide access to materials that support the informational and recreational needs of youth. This collection is primarily focused on subjects of particular interest and relevance to youth culture, including personal and social issues.

11   Serials

To provide access to information to satisfy the recreational, informational, cultural and lifelong learning needs of the community. Serials are defined as publications that have a regular and known publication cycle. Included in the category are recreational magazines and newspapers. Broad access to serials is available through the libraries' digital platforms, but physical editions of popular titles are maintained.

Content Development Policy

11.1   Newspapers

To provide access to a selection of current local newspapers for library visitors, including the Otago Daily Times and community newspapers. These may be read within the libraries and small sections may be photocopied for personal use.

11.2   Magazines

To provide a range of current magazines on a range of popular topics including lifestyle, fashion, gardening, news, and more. Customer popularity and availability are key factors in the selection of titles.

12   Audiovisual Collections

To provide a range of non-print resources to supplement print collections to meet entertainment, information and customer needs. These collections contain a variety of formats such as DVDs, CDs, and streamed videos and music to provide greater access.

12.1   DVDs

As technological advances have reduced demand for DVDs, this format is no longer being purchased, although donations of DVDs with popular, family or children's content are still being accepted.

12.2   Talking Books

To provide an alternative form of media for customers, with the collection including both fiction and nonfiction titles in CD format. In line with the reduction in customer demand, talking books are no longer being purchased however the collection continues to be refreshed through the National Library's bulk loan service.

13   Digital

To provide access to engaging and entertaining online destinations and gateways which fulfil the informational, cultural and recreational needs of the community.
With continually increasing levels of content being created in digital formats, the libraries provide access to downloadable eBooks, e-audiobooks, magazines and newspapers, with movies, TV and music also available for streaming.

13.1   Databases

This collection enables the library to offer customer access to creative, educational, genealogical, recreational and informational content that would otherwise be behind paywalls.
The licensing agreements for the libraries' databases is negotiated internationally on an annual basis by the National Library who then make the resources available to New Zealand's public libraries on a subscription basis.

13.2   Downloadable Digital Content

To provide access to eBooks, e-Magazines and e-Audio to meet the informational, cultural and recreational needs of the community.
The libraries' membership of the South Island and the Otago/Southland public library consortiums enables access to an immense range of content.

13.3 Community Created Content

Clutha Heritage provides an online resource of community contributed images and stories that promote and support the creation and sharing of everyday cultural and heritage content from throughout the Clutha District. It offers local communities the opportunity to capture contemporary and heritage memories and stories, supports historical and local societies to share their material in an online forum, and is a community space to celebrate who we are, how we live, and what we do, through photographs, video, audio-visual content, and stories. Clutha Heritage brings together records of local events, people, places, and events - current and historical, by enabling individuals, families, community groups and institutions throughout the district to share their stories locally, nationally, and internationally.

Content Development Policy