

Collections Policy

1. Introduction
2. Scope and Definition
3. Mandate
4. Strategic Context
5. Related Policies
6. National Library Clients
7. Ownership of the Collections
8. Collections Principles
9. Explanatory Guidelines Supporting the Collections Principles - general guidelines
10. Explanatory Guidelines Supporting the Collections Principles -Alexander Turnbull Library Collections
11. Explanatory Guidelines Supporting the Collections Principles - General Collections
12. Explanatory Guidelines Supporting the Collections Principles - Schools Collections
13. Compliance
14. Comments
15. Review

Appendix 1:

- Principles for the care and preservation of Māori materials
- Te Mauri o Te Mātauranga: Purihia, Tiakina!

Appendix 2:

- Alexander Turnbull Library - Collecting scheme

Appendix 3

- General Collections - Collecting scheme

Appendix 4

- Definition

1. Introduction

The National Library is committed to working cooperatively with other key information providers to facilitate access to the full range of information for all New Zealanders, taking into account all the opportunities opened up by the electronic environment.

Māori, as tangata whenua, have a special relationship to much of the material held by the National Library, especially that held in the Alexander Turnbull Collection. The National Library confirms its commitment to maintaining the Māori material collections as pre-eminent in the world.

The National Library's Collections Policy is intended to inform other information providers of the direction that the National Library is committed to, so that both may collaborate in the cooperative development of New Zealanders' access to information.

2. Scope and Definition

The Collections Policy covers the Alexander Turnbull Library's Collections, and the National Library's General and Schools Collections.

The Alexander Turnbull Library, a library within the National Library, contains the Crown owned heritage and research collections.

The National Library will regard as part of its collections any electronic resources selected according to the Collections Policy, regardless of whether the resource is added to its own collections or accessed as a service to clients.

3. Mandate

The mandate for the Collections Policy is established by the *National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003*, in the following clauses:

❖ Purpose of National Library

The purpose of the National Library is to enrich the cultural and economic life of New Zealand and its interchanges with other nations by, as appropriate, -

(a) collecting, preserving and protecting documents, particularly those relating to New Zealand, and making them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga;

(b) supplementing and furthering the work of other libraries in New Zealand; and

(c) working collaboratively with other institutions having similar purposes, including those forming part of the international library community.

and

❖ Functions and powers of National Librarian

(1) The functions of the National Librarian, in achieving the purpose of the National Library, are -

(a) to develop and maintain national collections of documents, including a comprehensive collection of documents relating to New Zealand the people of New Zealand; and

(b) to make the collections and resources of the National Library accessible in a manner and subject to conditions that the Minister determines, in order to provide for the most advantageous use of those collections and resources; and

(c) to provide other services, including access to information resources, and bibliographical and school services, as the Minister thinks fit

(d) to promote co-operation in library matters with authorities and other persons in New Zealand and elsewhere

and

❖ Purposes of Alexander Turnbull Library

The purposes of the Alexander Turnbull Library are -

(a) to preserve, protect, develop and make accessible for all the people of New Zealand the collections of that Library in perpetuity and in a manner consistent with their status as documentary heritage and taonga; and

(b) to develop the research collections and the services of the Alexander Turnbull Library, particularly in the fields of New Zealand and Pacific studies and rare books; and

(c) to develop and maintain a comprehensive collection of documents relating to New Zealand and the people of New Zealand

4. Strategic Context

The National Library Act 2003 affirmed the status of the Library's collections in general, and the Alexander Turnbull Library in particular, by referring to them in the Act as taonga for all the people of New Zealand. This is a significant step for the National Library to take, acknowledging as it does the power and symbolism of a word such as 'taonga' when applied to the entirety of its collections (and specific material held within them).

The National Library's *Statement of Intent 2004-2005* outcome describes the desired impact of the Library's activities on the community:

New Zealanders connected with information important to all aspects of their lives
The Library has identified a number of intermediate outcomes and interventions to achieve the outcome for 2004/2005. Each year the Collections Policy will be reviewed to ensure alignment with the Statement of Intent.

5. Related Policies

It is assumed that:

5.1 the development of the collections will be consistent with the Library's *Access Policy* (dated May 2003);

5.2 access to resources in the collections of the National Library and the Alexander Turnbull Library will be consistent with the provisions of the Library's *Preservation Policy* (dated May 1999);

5.3 the application of charges for resources in the collections will be consistent with the *Charging Policy* (dated October 2001) developed by the National Library;

5.4 the development of the collections will be consistent with the Library's *Te Kaupapa Mahi Tahī* (Pipiri /June 2001) and the strategy to implement it.

6. National Library Clients

The functions of the National Librarian in the *National Library of New Zealand Act 2003* state that the Library will develop and maintain national collections of documents including a comprehensive collection of documents relating to New Zealand and the people of New Zealand.

This Collections Policy covers collections provided to all of the Library's clients. The National Library has identified that the collections serve the following user groups:

- Individuals
- Libraries
- Māori
- Researchers
- Reference users
- Schools, home educators and teachers

Access to the Collections is outlined in the Access Policy

7. Ownership of the Collections

The ownership of the National Library's Collections varies, resulting in variant retention policies:

7.1 The collections of the Alexander Turnbull Library are owned by the Crown in perpetuity;

7.2 The Dorothy Neal White Collection and the Susan Price Collection are owned by the Crown

7.3 The General Collections and the Schools Collection are owned by the National Library. With the approval of the Minister the National Librarian may transfer ownership, custody or use of documents

8. Collections Principles

The following principles underpin the Library's *Collections Policy*:

8.1 The National Library acknowledges the existence of other collections of both national and local significance and recognises that the continuing needs of researchers will best be served by institutions continuing to cooperate in the collection of these resources.

8.2 The National Library's heritage collections - that is, the Alexander Turnbull Library Collections, the Dorothy Neal White Collection and the Susan Price Collection - are built for long-term preservation and permanent retention.

8.3 Electronic information resources are considered formats and do not change the criteria for the collection and retention for each of the Library's collections.

8.4 The National Library, recognising the fundamental importance to Māori of resources in Māori and the uniqueness of these resources, will:

- Actively collect all published resources relevant to Māori
- Be pre-eminent in the collection, care and preservation of, and access to, Māori material. The National Library will be a trusted guardian of Māori materials.

8.5 The Alexander Turnbull Library Collections are based on the original 1918 bequest from Alexander Horsburgh Turnbull and the collections continue to be built on that basis.

8.6 The Alexander Turnbull Library Collections are built to enrich public understanding of the present and past of the land and people of New Zealand through the comprehensive collection of recorded information.

8.7 The Alexander Turnbull Library, in collecting unpublished resources, will concentrate as far as practical on resources of national significance.

8.8 The Alexander Turnbull Library Pacific published collections will be comprehensive for those nations which have traditional associations with New Zealand, and representative for those with fewer historical associations (see Appendix 4)

8.9 Pacific unpublished records will be acquired after consultation with appropriate collecting agencies in the nation of origin.

8.10 The National Library's General Collections are built across all subject areas for the current use of New Zealanders nationwide and to support the reference services provided to individuals, libraries and to schools.

8.11 Where there is known client demand and existing collections of strength, the National Library will, from time to time, designate collecting areas within its General Collections. Currently these are: business information, children's literature, family history, library and information science, music and print disabilities.

8.12 The policy for the Schools Collection is to collect and make accessible published resources in English, the Māori language and Pacific Island languages to support all areas and levels of the English and Māori New Zealand national curricula- currently these are: Language and languages, Mathematics, Science, Technology, Social Sciences, the Arts and Health and Physical Education. Māori educational achievement will be enhanced by the provision of such resources and services to Māori in schools.

9. Explanatory Guidelines Supporting the Collections Principles - general guidelines

These guidelines are provided to amplify some aspects of the collections principles discussed in section 8 above.

9.1 The rationale for the duplication of titles between the Alexander Turnbull Library and the General Collections is the different purpose for which each of the collections is built. The Alexander Turnbull Library Collections are built to ensure the long-term retention and preservation of the documentary record of the New Zealand experience.

9.2 The General Collections are built for the current use of New Zealanders nationwide

9.3 Where overseas resources are available in both electronic and print formats, in general only one format will be collected.

9.4 The National Library will provide links to appropriate online resources via Te Puna and the National Library's website

9.5 Electronic formats for overseas information resources will be preferred where enhanced searching capability or information currency is a major benefit or access to information is enhanced (for example, by full text document delivery direct to the client).

9.6 The National Library will accept donated resources into its collections only if they are in line with the Collections Policy.

9.7 The National Library does not view exchanges as a significant method for acquiring resources for its collections.

9.8 Digital objects specifically acquired for inclusion in an electronic publication will be added to the National Library's digital repository

9.9 Any material not owned by National Library, but where surrogates have been acquired, will be managed according to the permissions granted by the owner.

10. Explanatory Guidelines Supporting the Collections Principles -Alexander Turnbull Library Collections

10.1 New Zealand and Pacific resources will be collected comprehensively in all published formats and, in unpublished formats selected to be representative of time place and culture, to provide research level resources;

10.2 Where New Zealand publications are produced in more than one format, all formats will be collected.

10.3 In the short term special emphasis will be given to the collection of New Zealand electronic information published solely in electronic formats.

10.4 The Alexander Turnbull Library is essentially a single copy collection. i.e. it does not hold multiple copies of titles to support lending etc.

11. Explanatory Guidelines Supporting the Collections Principles - General Collections

11.1 The National Library's collections are increasingly focused on New Zealand and Pacific resources, with overseas' published titles increasingly being available in electronic format.

11.2 Where New Zealand publications are produced in more than one format, all formats will be collected

11.3 Most New Zealand published material is included in the National Library's General Collections to meet the access needs of all New Zealanders.

11.4 The National Library has assumed an obligation to retain New Zealand material in the General Collections including material published for schools and children.

11.5 The General Collection is essentially a single copy collection.

11.6 When another copy in better condition is available to be substituted for an existing title in the Dorothy Neal White and Susan Price Collections, the Minister has agreed that the National Librarian may transfer ownership of the existing title.

11.7 In relation to the General Collections the Minister has agreed that the National Librarian may transfer ownership of:

- Duplicate copies of overseas and New Zealand published items already held in one of the General Collections;
- Superseded editions or issues of reference works published overseas;
- Fragments (i.e. less than 20%) of the entire run of an overseas serial.

11.8 The Minister has agreed that resources in the General Collections that are damaged, or whose physical condition has deteriorated to an unacceptable level may be removed.

12. Explanatory Guidelines Supporting the Collections Principles - Schools Collections

12.1 The Schools Collection supports the National Library's strategic direction by providing resources for registered New Zealand primary and secondary schools and home educators to support the New Zealand Curriculum

12.2 For the Schools Collection National Library will continue to acquire fiction and non-fiction in book, video and electronic formats to support the changing literacy and information needs of New Zealand students.

12.3 While the Schools Collection extends school library resources, it is provided on the assumption that schools will develop and resource their own libraries and that teachers will access their school libraries first.

12.4 Duplication of resources, particularly at the emergent reader level, will continue, enabling a number of schools to obtain items on the same topic and at the same time.

12.5 The Schools Collection will also target the needs of specific client groups for example Māori and Pasifika students) to better support the teaching of the New Zealand curriculum.

12.6 In relation to the Schools Collection the Minister has agreed that the National Librarian may transfer ownership or remove resources that meet at least one of the following criteria:

- The subject of the resource is not relevant to the New Zealand curriculum
- The information content of the resource is no longer appropriate in terms of content, attitudes and or presentation
- The level of usage does not justify the overhead costs of retaining the resource or its level of duplication
- The resource is damaged, or its physical condition has deteriorated to an unacceptable level

13. Compliance

13.1 The provision of products and services that support building National Library's Collections will comply with the requirements of the Copyright Act 1994 and other intellectual property legislation.

14. Comments

Comments and questions on the application of the policy are welcome and should be directed to the Director, Collection Services.

15. Review

The policy will be reviewed annually.

Appendix 1:

Principles for the care and preservation of Māori materials

Background

The following set of principles have been designed to give effect to the National Library's commitment to the Treaty of Waitangi as well as to inform operational policies relating to preservation and intellectual and cultural property. It is acknowledged that these same principles apply to the care and preservation of non-Māori materials. The principles are intended to comply with copyright regimes but also to provide a framework to develop the guardianship and partnership roles of the Library. The spirit of knowledge: protect it and take care of it!

Guardianship

The National Library is a guardian of New Zealand's documentary heritage, of taonga or treasures, which have been collected through purchase, donation or deposit. The Library acknowledges that taonga have mauri, a living spirit, that connects a physical object to the kinship group involved in its creation. The mauri is instilled in an item on its creation. It remains an active part of it and links tīpuna or ancestors to descent groups.

This concept of guardianship is held parallel to, and in addition to, conventional legislation and intellectual property systems. Guardians take on the responsibility to protect and preserve the physical objects as well as their integrity and significance for future, present and past generations.

Relationships

The National Library seeks collaborative relationships with families and descent groups connected to taonga in its collections. These relationships are drawn on to make decisions about all aspects of the management of these items, including conservation, exhibition and attribution regardless of whether the Library is legally the owner or guardian of the item in the collection.

Attribution

Contextual information and descriptive attributions, which acknowledge the mauri of taonga and their connections to iwi and hapū will be explored and recorded as fully as possible. When the National Library makes agreements about the use of taonga, it will require appropriate acknowledgement and attribution of taonga. Where such information is not available the Library's commitment and desire to increase knowledge about taonga will be stated. When agreement is given for works to be modified or incorporated into the development of a new work, the Library will require appropriate acknowledgement of source material.

Cultural development

Staff, particularly those with responsibilities for decision making in the areas of conservation and intellectual property, will have access to kaumātua and or Māori staff with the ability to promote effective relationships with iwi and hapū.

Consultation with Māori staff shall not be an acceptable substitute for the development of collaborative relationships with iwi and hapū.

Professional development opportunities, aimed at deepening the cultural understanding of Library staff, will be developed and maintained

Appendix 2:

Alexander Turnbull Library - Collecting scheme

The Alexander Turnbull Library is "a library within a library", established in 1920 from the 1918 bequest by Alexander Horsburgh Turnbull. The Library became part of the National Library of New Zealand upon its establishment in 1966. The Alexander Turnbull Library houses the Crown's documentary heritage collections, the world's pre-eminent research collection of New Zealand resources, major collections of Pacific Island nations' resources, and research collections for the study of John Milton, and the history of the book.

The objective is to continue to build national research collections, comprehensive in their coverage, capable of sustaining advanced research in the areas detailed above. Special attention is given to the collecting of materials in the Māori language, or relating to Māori.

The collections are built by legal deposit, bequest, donation, purchase, and contain electronic and digital resources.

Working details

Published Research Collections:

New Zealand and Pacific Collection

Monographs

Included here are all publications published in New Zealand and the Pacific; created by New Zealanders or Pacific Islanders; and monographs about New Zealand and the Pacific wherever published.

The scope extends to all publications where there is a creative contribution by a New Zealander, e.g. an essay in an overseas monograph, a musician playing on a published CD.

New Zealand Serials/Magazine Collection

The aim is to collect:

- All serial titles published in New Zealand and the Pacific, as well as those published overseas with content relevant to New Zealand and the Pacific.
- serial titles that support study in the Library's areas of specialisation (e.g. history of the book, Milton).
- books and sales catalogues that provide provenance and identify material for acquisition.
-

New Zealand Newspaper Collection

The aim is to collect:

- All New Zealand and Pacific titles, and selected Australian titles where these are the newspaper of record for NZ in the early 19th century.
-

New Zealand Music, Sound, audio-visual

The aim is to collect:

- items that include a creative contribution by New Zealanders, and/or are published in New Zealand.
-

General Collection

The aim is to collect:

- monographs that support other specialist areas (e.g. selected critical works on Milton). Gifts of monographs are accepted to augment Alexander Turnbull's collection of English literary works of the 19th century and early 20th century, first or significant editions, illustrated limited editions, and other examples of book craft from that period.

Special Printed Collections

The aim is to collect:

- material, including selective purchase of support works, which maintains or adds to the following international collections which were included in the Alexander Horsburgh Turnbull bequest, i.e.
 - ❖ a comprehensive collection of 17th and 18th century printed materials relating to John Milton (1608-1674).
 - ❖ A research level collection of accounts of **voyages and travels** throughout the world, concentrating on Pacific voyages [19th century material relating to the South Pacific and Antarctic regions].
 - ❖ A research level collection of first and special editions of **English literature and history** from the 16th to the 21st centuries.
 - ❖ A study level collection demonstrating the **history and arts of the book**, including: incunabula; rare and early printed books in all the principal European languages; fine printing including rare and early periodicals and newspapers; religious material including bibles; astronomical and scientific works; legal works; music scores; rare, early and valuable books in other subject areas.
 - ❖ A representative level collection of supporting works for the above areas, both monographs and serials, in all formats whether printed, digital or microform, including comprehensive microform editions of incunabula, publications in English from 1475 to 1800, and related material.

Cartographic Collection

The aim is to collect:

- New Zealand and Pacific cartographic resources comprehensively
- Other resources selectively according to the following criteria:
 - ❖ Cartographic material of those parts of the world that enable New Zealanders to trace their ethnic origins
 - ❖ Cartographic material of those parts of the world where New Zealanders have fought or been involved in peace-keeping missions
 - ❖ Cartographic material that enables New Zealanders to research the history of cartography. The Cartographic Collection contains a range of maps, charts and

atlases in manuscript, printed and digital form, dating from the 16th century to present.

Ephemera Collection

Material may be physically insubstantial, but should include a significant amount of factual or descriptive information, or be notable for its graphic design elements, and for its contribution to the history of print culture in New Zealand.

The aim is to collect:

- material forming a documentary record of aspects of New Zealand social life and customs, arts and popular culture.
day life, religious and ethnic groups, advertising and performing arts.
- material of national importance
- regional material published prior to 1950

Locally produced regional ephemera is collected by some local public libraries / museums / historical societies. Attempts are made to collect representative ephemera across New Zealand; given the Library's location in Wellington, material from the Wellington region is collected as fully as possible.

Unpublished Research Collections:

The objective is to build nationally significant collections of unpublished materials comprehensive in their coverage of New Zealand and the people of New Zealand and capable of sustaining advanced research in New Zealand studies. Specific attention is given to collection of materials relating to Māori.

Selected collection is also undertaken of materials relating to the island nations of the Pacific (concentrating on those nations which have close association with New Zealand), and relating to Antarctica, concentrating particularly on New Zealand's involvement in Antarctic exploration and administration.

These collections are built primarily by bequest, donation, purchase, and selectively by copy and return or commissioned works.

Manuscripts and Archives

The aim is to collect:

- the textual records of individuals (such as correspondence and diaries) and organizations (such as minute books), whose activities have had national and international significance in all aspects of New Zealand life.
- the records of individuals whose papers record evidence of nationally significant experiences.
- copies (mainly in microform) of major groups of New Zealand and Pacific-related papers and records held in other institutions
- because of the location of the library archives of some Wellington based organisations have been collected in the past. Collecting of Wellington based organisations' papers will continue in consultation with other Wellington archives, museums and libraries.

Archive of New Zealand Music

The aim is to collect:

- papers of musicians and composers e.g. correspondence, diaries, and scrapbooks
- unpublished sound recordings of New Zealand music
- the archives of national music organizations

Photographic Archive

The aim is to collect:

- photographic representations of New Zealand, the Pacific and Antarctica, and of significant activity by New Zealanders in other parts of the world, from the beginnings of photography in the 1840s to the present day.

The policy excludes:

- non-representational or abstract photographs
- purchase of gallery prints by currently active photographers
- photographs of other parts of the world, unless they form part of a collection that predominantly covers New Zealand, or document significant activity by New Zealanders.

The Collection is built for informational content rather than artistic merit.

Drawings and prints

The aim is to collect:

- Documentary pictorial records, in all media and formats, of the landscape and people of New Zealand, the Pacific and Antarctica.
- Editorial cartoons published in New Zealand.

Special emphasis is given to:

- Māori life from the time of European contact, discovery and exploration, immigration and settlement, missionary activities, the changing landscape, domestic life, portraits of New Zealanders and Pacific Island people, including caricatures and cartoons.
- Architectural plans are collected very selectively.

The policy excludes:

- Material from Australia and the rest of the world unless it forms part of a collection that predominantly covers New Zealand and the Pacific; or depicts New Zealanders at war.
- Comic-strip cartoons.
- Museum objects, apart from small objects associated with notable New Zealanders.
- Sculpture, apart from portrait busts of notable New Zealanders.
- Non-representational (abstract) works of art.

Oral History

The aim is to collect:

- Records of language, eyewitness accounts and insights into New Zealand society and its changing values and attitudes, identifying key issues and recording them.

Appendix 3

General Collections - Collecting scheme

Please note: The Collecting scheme is to be read in conjunction with the Collections Policy and the Definitions in Appendix 4.

A: General Collecting scheme applicable to all collections

The National Library aims to collect and make accessible for inter-library lending and on-site use:

- Most New Zealand published resources
 - ❖ at basic study support level* in English and Māori languages
- Selective published resources relating to the island nations of the Pacific
 - ❖ at basic study support level* in English and Pacific Island languages
- Overseas published resources
 - ❖ in any subject area at a basic study support level*
 - ❖ to support the National Library's Reference services
 - ❖ with greater emphasis on subjects that are currently designated as collecting areas
 - ❖ that generally do not duplicate expensive or specialised titles already held by other libraries without good reason
 - ❖ with preference given to English language material
- A range of standard reference works and bibliographic resources e.g.
 - ❖ Directories, indexes, bibliographies, manuals, finding aids, guides
 - ❖ Statistical and official information* including information from intergovernmental organisations.
 - ❖ Across all subject areas and balanced in subject coverage
 - ❖ With increasing use of online options

* refer to Appendix 4: Definitions

B: Collecting schemes for the current Designated Collecting Areas

Designated collecting areas are built at study support level*

* refer to Appendix 4: Definitions

Business information

In addition to the General Collecting scheme the Business collecting area includes:

- Company, industry and trade information
- Country information
 - ❖ significance to New Zealand business, namely the Pacific, Asia, Australia, Europe and the United States of America
- Management information, including
 - ❖ accounting, quality management, marketing, personnel, industrial relations, planning and training

- ❖ a selection of current publications with an emphasis on new developments in business and management practices

Children's Literature

The three collections forming the Children's Literature collecting area are:

- Dorothy Neal White Collection

New Zealand and overseas children's books published before 1940

- National Children's Collection

Children's books collected from 1942 -1993 and selectively added to since

- Susan Price Collection

A private collection donated to the National Library comprising Susan's selection of the best English Language books written for children from 1930 to the present day

In addition to the General Collecting scheme the Children's Literature collecting area covers:

- ❖ Award winning titles
- ❖ A selection of titles that were rated "highly recommended" or given "starred" reviews from each country's main reviewing journals
- ❖ Controversial titles
- ❖ The complete output of selected notable, influential or controversial authors and illustrators

Family History

In addition to the General Collecting scheme the Family History collecting area includes the following resources:

- Specialist family history tools, including birth, death and marriage indexes, census indexes, probate indexes, monumental transcriptions, shipping passenger lists
- Major genealogical serials
- Very limited selection of monographs, specifically to support the reference resources

Note: Resources from countries other than New Zealand and the Pacific Island nations are collected to reflect the composition of the New Zealand population.

Library and Information Science

In addition to the General Collecting scheme the Library and Information Science collecting area includes resources:

- In most formats with an increasing move to electronic formats
- That build on collection strengths
- That focus on subjects at the forefront of the discipline and across all types of libraries and library activities with particular emphasis on national libraries and their activities
- That provide information to support the operation and ongoing development of New Zealand libraries

Music

In addition to the General Collecting scheme the Music collecting area includes:

- Specialist reference works building on strengths in discographies, repertoire guides, bibliographies and thematic catalogues, encyclopaedias and dictionaries
- Printed music, building on strengths in chamber music with performing parts, songs, opera vocal scores, musicals
- A limited selection, building on existing collection strengths, of
 - ❖ Monographs
 - ❖ Serials
 - ❖ Collected editions
 - ❖ Choral and orchestral sets (for choirs and performance parts for orchestras)
 - ❖ Album length sound recordings
 - ❖ Video recordings of performances

Print Disabilities

In addition to the General Collecting scheme the Print Disabilities collecting area includes:

- building a selective collection of quality fiction and non-fiction audio books for both adults and children to supplement other libraries' services to people with print disabilities

C: Out of scope

In the following areas the National Library will retain the existing collections but will not resume purchasing new material:

- Fiction
- Motor Manuals

Appendix 4

Definitions

Collecting levels

Collecting levels have been used in the policy to describe the depth at which collections will be built and maintained.

A collection built and maintained at the **basic information level**:

- Includes limited collections of introductory monographs and reference tools
- Has defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals etc.
- Is sufficient to support the inquiries of clients and students attempting to locate general information about a subject

A collection built and maintained at the **study support collecting level**:

- Is adequate to impart and maintain knowledge about a subject in a systematic way, includes resources in pertinent languages other than English, and provides access to owned and remotely accessed electronic bibliographic tools

- Is systematically reviewed for currency of information to assure that essential and significant information is retained, including significant numbers of classic and retrospective materials
- Is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and beginning graduate instruction.

A collection built and maintained at the **research collecting level**:

- Includes the major published source materials required for dissertation and independent research
- Contains actively preserved older material for historical research
- Supports doctoral and other original research.

A collection built and maintained at the **comprehensive collecting level**:

- Is a collection in a specially defined field of knowledge that strives to be exhaustive as far as is reasonably possible, in all applicable languages and includes
- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in other pertinent formats
-

These explanations have been adapted from revised collection levels for *Conspectus*. (*Using the Conspectus method: a collection assessment handbook* by Mary Bushing, Burns Davis and Nancy Powell. WLN, 1997).

Local Resources

Local resources: some categories of resources published principally for local consumption or information are not collected proactively, for example, newsletters of local organisations or printed ephemera. Currently Wellington regional published resources are acquired for the Alexander Turnbull Library Collections as representative of this type of resource. All local resources received on Legal Deposit are retained in the collections.

Māori Term

`Taonga': Highly prized possessions or holdings; treasures; valued property; physical items of value and the intangible values that lie within and beyond such objects.

Footnote: *this a general explanation of `taonga', it is not a definition as such, as the term has multiple meanings depending on the context.*

New Zealand

New Zealand's **geographical coverage** is defined as including the Antipodes, the Auckland, Bounty, Campbell, Chatham, Kermadec and Snares Islands, and the Ross Dependency in Antarctica.

New Zealand resources are resources by New Zealanders, about New Zealand and New Zealanders, irrespective of place of publication, or published in New Zealand. New Zealand resources include material in the Māori language, written by Māori, or relating to Māori culture, history, and society.

Official publications

The following definition of an official publication for use internationally was prepared by the International Federation of Library Associations and Institutions, Official Publications Section and adopted in 1983.

An **official publication** is any item produced by reprographic or other method [including electronic formats], issued by an organisation that is an official body and available to an audience wider than that body.

An **official body** (provided it is considered to be official in the country concerned) is:

- Any legislature of a state, or federation of states; or of a province (state) or regional, local or other administrative sub-division;
- Any executive agency of the central government of such a state or federation of states or of a province (state) or regional, local or other administrative sub-division;
- Or any court or judicial organ;
- Any other organisation which was set up by an official body as in the three conditions above, and maintains continuing links with that body whether through direct funding or through its reporting mechanism or its accountability;
- Any organisation of which the members belong to any of the above four categories, including intergovernmental organisations [that is, one with members from two or more governments].

Pacific Island Nations

All the island nations of the Pacific are listed below. The National Library's priorities for collecting resources relating to each of these nations take into account:

- Current collecting by other institutions both in New Zealand and in the region
- Historical relationships and current close links
- Pacific Island communities in New Zealand

Proximity to New Zealand.