H.B. Williams Memorial Library
Collection Development Policy



Updated November 2026

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Mission Statement

The Library supports and leads equal access and informed context, to information, knowledge and leisure for all our people to read, learn, connect and belong.

1. Purpose

This policy will guide the acquisition, development and management of collections held by HB Williams Memorial Library to:

- Improve the quality and relevance of the collections for all customers
- Maximise value with all purchases
- Define the library's legal requirements and responsibilities

Treaty of Waitangi/Te Tiriti o Waitangi

HB Williams Memorial Library acknowledges the special position of Māori as tangata whenua and partners under the Treaty of Waitangi. The Collection Development Policy ensures that:

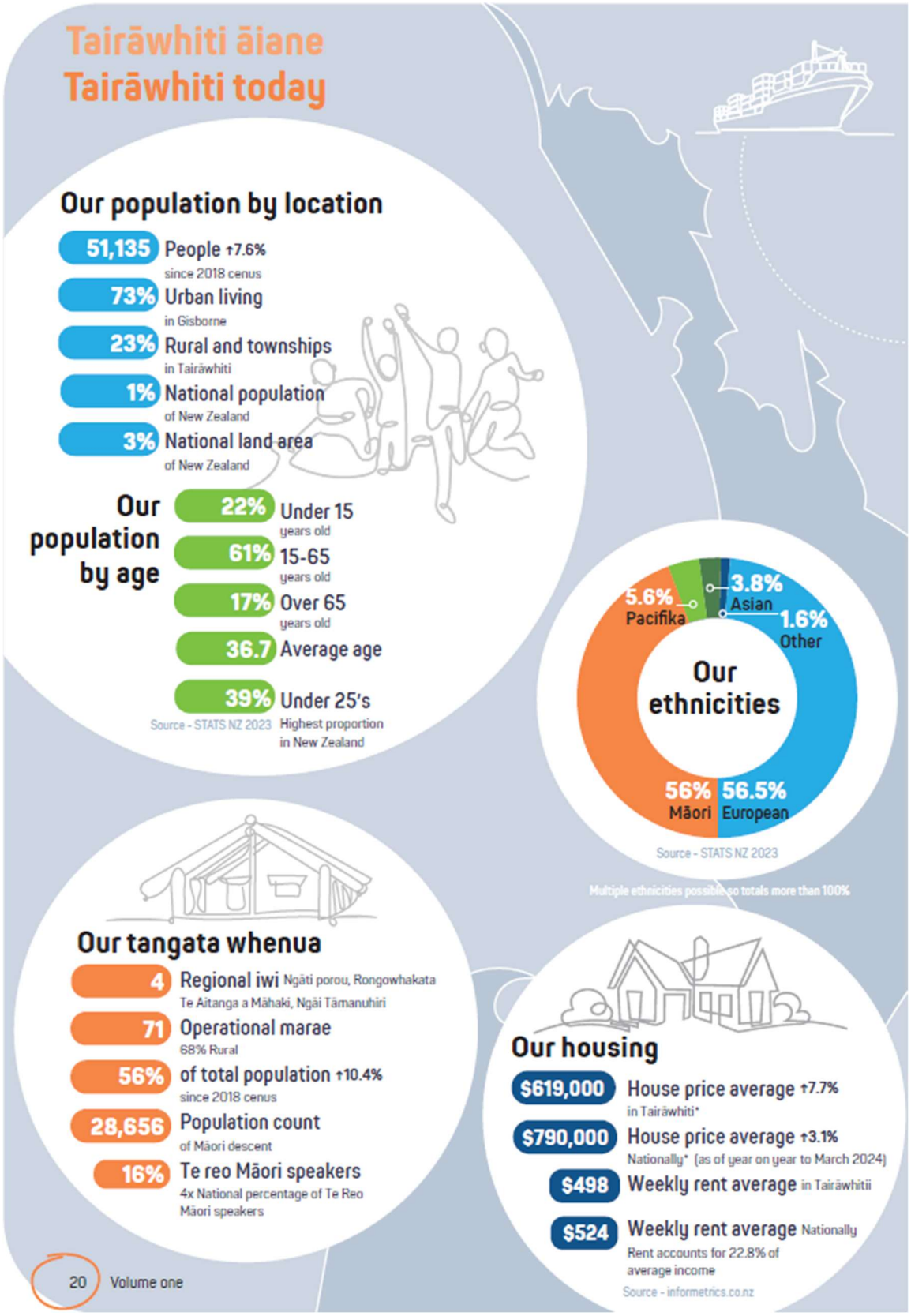
- It reflects a spirit of partnership and consultation with Māori
- Library collections meet the needs of Māori within the community and are adaptable as those needs change
- Follow the Gisborne District Council's Te Tiriti principles
- As part of the Gisborne District Council's framework ensure that we deliver for and with Māori

History

Gisborne has had a public library service since 1869, when the Tūranganui Public Library opened in a room in the Courthouse. From 1934 the library was in the upstairs section of the Albion Building at the river end of Gladstone Road. Gisborne Borough and Cook County councils took over its' management from 1961, after the Tūranganui Library Committee ceased in December 1960. The family of H.B. Williams gave a substantial donation in 1962 towards a new library to commemorate their father. The Library moved to Peel Street in 1967 to a purpose-built building and was named the H.B. Williams Memorial Library. The building won the New Zealand Institute of Architect's 25-year award for enduring architecture.[1] The Library was extended and refurbished in 2018.

[1] Gundry, S. A splendid isolation Gisborne: East Coast 1950-2012, p. 121-122.

Community Profile



From: 2024-2027 Three Year Plan – Gisborne District Council, vol. 1, page 30

Scope

The policy is format neutral. The library selects and acquires, or provides access to the format which best meets customers' needs within our budgetary constraints.

2. Legislative context

HB Williams Memorial Library abides by the relevant legislation and recognised industry standards:

- Copyright Act 1994
- Films, Videos, and Publications Classification Act 1993
- Local Government Act 2002
- National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003
- Privacy Act 1993

3. Guiding Principles

3.1 We provide collections that reflect Tairawhiti's diverse communities

This means collections that:

- support people in their lifelong learning and development of skills and knowledge
- are accessible, understandable and appealing.
- Prioritise New Zealand and Māori materials, including those in Te Reo.
- Engage children and young people in reading, learning and discovery.

3.2 We are committed to Matāuranga Māori (Māori knowledge)

This means HB Williams Memorial Library:

- Recognises the unique place of Māori as tangata whenua.
- Purchases resources to promote te reo Māori and to provide access to Māori knowledge, heritage, and identity.
- Honours our Treaty obligations and is committed to a treaty-based partnership with Māori.

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

This means HB Williams Memorial Library:

- Will not supress or remove material simply because it gives offence.
- Will not remove, restrict, relocate, or relabel material solely because of objections to an author's personal views, statements, conduct, affiliations, or reputation.
- The inclusion of material in the Library's collection does not constitute endorsement of the actions or beliefs of its creator.

- Collection decisions will be based on the content, relevance, value, and contribution of a work to the collection and will be considered through the Library's established reconsideration process.
- Assesses and places material into age-appropriate collections. Parents and caregivers are responsible for their child's selection and viewing of library materials.
- Endorses the International Federation of Library Associations and Institutions (IFLA) statements on Privacy in the Library Environment and Libraries and Intellectual Freedom.
- Endorses the UNESCO Public Library Manifesto.
- Complies with the Films, Videos and Publications Act 1993.
- Complies with the Copyright Act 1994 and subsequent amendments.

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

This means HB Williams Memorial Library:

- Exercises fiscal responsibility in all aspects of collection development.
- Maximises use and access by making library materials available for loan wherever possible.
- Reserves the right to make final judgement on collection development decisions.

4. Library Collections

Budget

H.B. Williams Memorial Library is funded by the Gisborne District Council.

Additional funding may be provided by the H.B. Williams Memorial Book Trust.

Stock Selection

The Principal Librarian: Collection Services is responsible for selection with the assistance of the Collection Services team

Selection criteria

The following selection criteria are used across all collections:

- Level of public demand
- Currency
- Quality of content, authoritative
- Relevance within the scope of the collection
- Collection strengths or identified gaps
- Quality of physical item
- Suitability of format for public library use
- Value for money
- Reputation of author and publisher
- Availability in Te Reo Māori
- Emphasis on a current lending collection rather than the retention of items just in case of future demand
- Part of a fiction series (which is currently in high demand)

- To ensure a collection that reflects New Zealand's culture and heritage with an emphasis on the Tairāwhiti region
- At times items may be purchased which do not meet the usual selection criteria. This may be to meet customer demand or to fill a gap in the collection
- Availability from contracted suppliers, and reliable supply to New Zealand markets

In general, items will not be added to the collection if they:

- are substantially generated by artificial intelligence (AI), excluding transcription and narration tools.Are specialist/academic publications unless there is demonstrated broad public appeal
- Are books designed to be written in
- Spiral-bound

Suggestions for Purchase

Customers can suggest items for purchase, and all suggestions are considered in accordance with this policy and the relevant collection profile. Priority is given to recent material, of broad appeal, in a durable format. The Library cannot guarantee that all suggestions will be purchased.

Donations

- Donated materials may be accepted for addition to the collection provided they fall within the collection selection criteria
- Donated material is accepted on the basis that it will be sold or disposed of if not required
- Donations, once added to the collection, are managed like all other material and are subject to the same conditions of loan, use and retention
- A donation form should be completed
- Collections staff have the delegated authority to decline a donation

Unsolicited Items

Any unsolicited material which arrives with an invoice, which has not been ordered will rarely be accepted unless it fills a genuine need in the collection and meet the selection criteria as applied to other resources

Deselection and Disposal

Collections staff have the authority to dispose of library collection items. Deselection of items is carried out to keep collections up to date, prevent shelf crowding, and to ensure that the contents of shelves look fresh and attractive. Deselection is based on the following criteria:

- Age of book
- Is it damaged or in poor condition? Item no longer in demand
- Is the content available digitally
- Is there lack of ongoing customer usage? Is it superseded by a more recent work on the subject? Is it no longer relevant to the needs and interests of local communities?
- The format is no longer viable to retain e.g. VHS or cassette tapes

The retention of items, that are not on local or relevant New Zealand topics, is not a priority

Deselected collection items will generally be:

- Sold to the public
- Recycled

5. Collections

The general selection criteria is applied to all these collections with some additional criteria

Adult Collection

Art collection

This collection is focused on original artwork by Gisborne artists.

The main criteria is that works must be original, on paper and the artist must hail from or live in Tairawhiti. Items must be of reasonable size, and must be able to be carried easily under the arm

Fiction

- Provides a broad selection of popular, literary and contemporary fiction, by both New Zealand and contemporary writers across a wide range of genres in English or Te Reo.

Non-fiction

The purpose of this collection is to:

- Support life-long education
- Maintain a popular, up-to-date and well used collection.
- Ensure New Zealand material is available, particularly Tairawhiti content

Newspapers

- A small collection of hard copy newspapers is kept. This is supplemented by digital resources

Magazines & Journals

- A collection of popular magazines and journals.
- Provides a broad selection of popular, literary and contemporary fiction, by both New Zealand and contemporary writers across a wide range of genres in English or Te Reo.
- Generally, only recently published titles are purchased i.e. published in the last three years.

Large Print

Provides reading material in a larger typeface for customers who have difficulty reading regular print. It consists primarily of fiction titles selected from a wide range of genres to meet customer demand.

East Coast regional large print collection

The Library participates in the East Coast regional large print collection, which supplements the Library's collection and helps ensure access to new titles. Collections are exchanged every eight months. These items are not owned by the HB Williams Memorial Library, but by the collective.

Talking books/Audio books

This supplements our print collections.

Fiction and non-fiction titles are held

The Library participates in the National Library print disability scheme, which supplements the Library's collection and helps ensure access to new titles.

Additional digital talking books are provided through Overdrive's Libby platform.

DVDs

- Popular fiction and non-fiction DVDs are purchased
-

Young Adult

Non-fiction

This is a small collection, with the expectation that the adult non-fiction collection will provide the main source of information. Books in this area are mainly centered on information on social, personal issues and entertainment topics.

Fiction

A range of popular books which appeal to young adults. Fiction is collected across all genres, and includes abridged classics, short stories.

Graphic novels/Manga

- A collection that blends words and images to tell a story. Content selection is guided by popularity and age appropriateness

Movie DVDs

- A collection of popular DVD movies suitable for Young Adults
-

Children's collection

The Library defines children as being between that ages of zero to twelve. This collection includes both fiction and non-fiction materials in a variety of formats such as fiction and non-fiction books, DVDs, picture books, audio books, magazines and graphic novels.

Non-fiction

As per the general criteria, along with accuracy, currency, attractive illustrations, and popularity.

Talking books/Audio books

Physical format CD audio books focusing on the latest popular fiction titles available.

Read Along collection

A small collection of Vox audio books and WonderBooks is held. These books have a permanently attached reader that transforms print books into an all-in-one read-along.

Magazines

Must be focused on topics that are of interest to children

DVDs

- Fiction and non-fiction titles
- Must have a NZ classification rating and be G or PG rated

6. Research Collection

Purpose

To provide a record of the culture and history of Gisborne and the Tairāwhiti region for current and future generations.

Scope

The collections consist mainly of published material. The focus is on Gisborne and the Tairāwhiti region. Material from other areas of New Zealand may be also collected, but at a lower level.

Raumoana Balneavis Memorial Library (Balneavis Collection)

Raumoana Balneavis (1880-1940) of Nga Tamanuhiri and Whakatohea descent, was secretary to Sir Apirana Ngata from 1909 to 1934. When Apirana Ngata became a Cabinet Minister in 1909, Balneavis was appointed his private secretary. After Ngata's resignation in 1934 he became private secretary to the Native Minister and then Prime Minister George Forbes. The collection was started by Raumoana Balneavis during a distinguished career in the public service. It was built up "with care and imagination" by Judge Carr and his Māori Land Court colleagues.

In 1947 the Tairāwhiti District Māori Land Board (a branch of the then Department of Māori Affairs) bought the Balneavis collection for £119. Balneavis' own books formed the nucleus of this, supplemented by purchases funded by the Māori Purposes Fund Board. Apirana Ngata, who promoted the idea of setting up a memorial library, sent his son Henare K. Ngata a list of books for which he was to bid at Bethune's in Wellington. Further purchases to the value of £86.10s were made from the estate of a Mr Cato in August 1947. Together the two collections became known as the Balneavis Library. Subsequent purchases over the next two years resulted in a collection that by 1952 was valued at £717.2.1d. The Tairāwhiti District Māori Land Board was dissolved in 1952 and the library placed in the care of the Māori Trustee. The collection was housed at the Department of Māori Affairs in Gisborne, and in 1958 was gifted to the Gisborne Public Library.

Items added are restricted to Māori material, with a focus on Māori history and ethnology. One copy only will be added.

Conditions apply to the original collection as gifted in 1958:

- The collection is to be kept intact
- The name Raumoana Balneavis Memorial Library is to be retained
- The name of the donor i.e. the Department of Māori Affairs is to be shown in the library
- The Gisborne Library is not to sell or otherwise dispose of or remove the collection from Gisborne

- The "Department" has the right to requisition books under the normal lending rules

Glass case collection

The collection includes books of local interest and significance. The collection is intended to reflect and preserve a balanced view of local resources, both current and retrospective. Material added to the collection is guided by:

- Author has lived in the Tairāwhiti region for a significant amount of time or has a strong connection to the region
- Geographic coverage i.e. relating to the Gisborne or the Tairāwhiti region
- The significance or value of the material
- Fiction is generally not added into this collection

Reference

This collection includes current print reference materials, with a focus on New Zealand related material. These supplement electronic resources and are for use in the library only.

Research room

This is a temperature controlled locked room which holds local material, or material which requires a temperature-controlled environment, or which a copy may be held to prevent theft. Overflow from the Glass Case and Balneavis collections and the stack may also be located here.

Government documents

The Library retains historic government documents which are not available online. For instance, the New Zealand Gazette. If these become freely available online in the future, then the hard copy will be deselected. These are held in the Stack or in the Research Room

7. Digital resources

The Library strives to provide access for material which fulfil the criteria below:

Digital resources should be accessible through the Library's website. The Library will not subscribe to digital resources which require a standalone computer. The Library Leadership team will be consulted when reviewing potential databases.

eBooks

These may be subscribed to or purchased. The Library can only select eBooks for which its vendors hold rights. When an eBook collection is subscribed to, access to particular titles may change through the subscription year.

Appendix: Intellectual freedom and access to information

H.B. Williams Memorial Library aims to uphold the principles outlined in the:

IFLA -- IFLA/UNESCO Public Library Manifesto 1994

IFLA -- IFLA Statement on Indigenous Traditional Knowledge

IFLA Guidelines for Library Services to Children aged 0-18

LIANZA-Statement-on-Freedom-of-Information-2020.pdf

References

Auckland Libraries collection development policy (2020) https://www.aucklandlibraries.govt.nz/Documents/Auckland%20Libraries%20Collection%20Development%20Policy%202020.pdf

Christchurch City Libraries: Content development policy https://my.christchurchcitylibraries.com/content-development-policy/

Gisborne District Council 2024-2027 Three Year Plan https://www.gdc.govt.nz/reo/council/2024-2027-three-year-plan

Gundry, Sheridan. (2012). A splendid isolation : Gisborne, East Coast, 1950-2012. Gisborne, New Zealand : H. B. Williams Memorial Library Book Trust.

Hamilton Public Libraries Collection management policy https://hamiltonlibraries.co.nz/about/library-policies-and-guidelines/collection-management-policy/

Invercargill City Libraries collection development policy https://ilibrary.co.nz/wp-content/uploads/2019/05/Collection-Development-Policy-2017-.pdf

Lianza Freedom-to-Read Toolkit https://www.lianza.org.nz/resources/freedom-to-read-toolkit/

Napier Libraries Content development policy https://www.napierlibrary.co.nz/assets/2013-Collection-Development-Policy.pdf

Nelson Public Libraries collection management policy http://www.ncc.govt.nz/assets/Library/Downloads/Collection-Management-Policy-2009.pdf

Selwyn Libraries content development guidelines (2022) https://www.selwynlibraries.co.nz/__data/assets/pdf_file/0006/2129127/Content-Development-Guidelines-Sept-2023.pdf

Tasman District Libraries collection development policy (2025) https://www.tasmanlibraries.govt.nz/about-us/policies/collection-development-policy/

Wairarapa Library Service: Collection Development and Management Policy https://www.wls.org.nz/_files/ugd/52983e_ec77a408dc044fd5bfa1587659fb18e5.pdf