

# Queenstown Lakes Libraries Collections Policy

## Kaupapa Here Kā Kohika

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## 1 PURPOSE | KAUPAPA

Queenstown Lakes Libraries' (QLL) vision is *Enriching minds and communities: Te whakapuāwai i kā hinengaro me kā hapori*.

Its purpose is to connect people with information, ideas, stories, and shared experiences. QLL promotes literacy, learning, personal growth, and community involvement, and serves as vibrant hub of creativity and innovation, fostering a sense of belonging and engagement within the community.

This policy outlines the guiding principles and strategies that underpin the development and management of QLL collections to meet our vision and purpose.

This policy is applied through operational guidelines and procedures that guide selecting, acquiring, processing, making available and deselecting resources in QLL collections.

## 2 STRATEGIC CONTEXT | HOROPAKI

This policy aligns with:

[Queenstown Lakes District Council Libraries Strategy 2020-2030 updated August 2020](#)

[Queenstown Lakes District Council's Diversity, Equity and Inclusion statement](#)

[Queenstown Lakes District Council Long Term Plan 2024-2034 | He Mahere Pae Tawhiti 2024-2034](#)

QLL primarily contribute to council goals through working towards the community outcomes of:

- Thriving people | Whakapuāwai hapori
- Living Te Ao Māori World | Whakatinana i te Ao Māori
- Breathtaking creativity | Whakaohoho auahataka

## 3 SCOPE | WHĀNUITANGA

This policy applies to QLL collections held across eight libraries in Queenstown Lakes District and digital offerings delivered online and available 24/7. Queenstown Lakes Libraries operates branches across a geographic spread of 8,719 square kilometres at the following locations:

- *Whakatipu branches*
  - Arrowtown
  - Frankton
  - Glenorchy
  - Kingston
  - Queenstown
- *Upper Clutha branches*

- Hāwea
- Makarora
- Wānaka

As well as collections available for lending, QLL holds specialised local history reference collections, including: the Malaghan Collection at Queenstown Library, the Pembroke Collection at Wānaka Library and historic collections at Frankton and Glenorchy Libraries.

QLL collections include material that is selected, acquired, donated or created for patron use.

This policy is format neutral. QLL provides access to material in print and/or digital format to best meet its patron's needs.

QLL operates a partnership with Central Otago District Libraries (CO Libraries), sharing resources and the library catalogue. QLL is a member of the Kōtui consortium of New Zealand public libraries offering a shared library management and resource discovery service. QLL is a member of the Southlib Consortia of southern libraries and two consortia alongside other South Island libraries to provide access to eBooks, eAudiobooks and eMagazines.

QLL provides access to other library collections in New Zealand via interlibrary loan. The collections of other New Zealand libraries, including Central Otago Libraries, are outside the scope of this policy.

This policy will be reviewed annually and as required.

## 4 PRINCIPLES | MĀTĀPONO

The guiding principles that underpin this policy are molded by QLL's vision and purpose.

### 4.1 Whakawhanaukataka

QLL strives for inclusiveness and aims to facilitate community connectedness. QLL collects and manages resources to meet the current and anticipated future needs of Queenstown Lakes District's diverse communities.

QLL collections:

- Include relevant content in appropriate formats to meet recreation, information, research, cultural and lifelong learning needs
- Include balanced, researched and peer reviewed material
- Reflect a diversity of opinions, values, voices and views
- Collect, preserve and share Queenstown Lakes District's unique stories
- Include materials in Te Reo Māori and other world languages

### 4.2 Equity of Access

QLL is committed to equity of access to information regardless of economic, cultural, educational, or social circumstances.

This means QLL:

- As much as possible, makes resources available to patrons when, how, and where they want it
- Provides content in a variety of formats and technologies to meet the accessibility needs of patrons
- Removes barriers to accessibility
- Assists patrons to access material through other sources if it is not available in QLL collections

#### 4.3 Freedom of Information

QLL is committed to the principle of freedom of access to information within the parameters set by statute.

This means QLL:

- Will not suppress, censor, restrict or remove material because of doctrinal disapproval, partisan pressure, or because it gives offence
- Endorses the [IFLA-UNESCO Public Library Manifesto 2022](#)
- Endorses the Library and Information Association of New Zealand Aotearoa | Te Rau Herenga O Aotearoa [LIANZA Statement on Freedom of Information 2020](#)
- Complies with the [Films, Videos, and Publications Classification Act 1993](#)
- Complies with the [Copyright Act 1994](#) and subsequent amendments

#### 4.4 Sustainability

QLL incorporates sustainable practices into its collection development and management practices.

This means QLL:

- Manages collections as a single district-wide resource reducing duplication and maximizing resource use
- Leverages partnership with CO Libraries and other consortium memberships to offer access to diverse resources
- Provides digital resources
- Aims to use eco-friendly and carbon neutral products
- Reuses and recycles packaging and other relevant materials

#### 4.5 Manaakitanga

QLL supports, cares for, values, and shows respect for people.

This means QLL:

- Respects and uplifts the mana of all members of our community. QLL will endeavour to provide a variety of information that upholds the values set out in this document, subject to the principles of Freedom of Expression set out 4.3 above, and in accordance with all of its statutory duties.
- Selects and places material into age-appropriate collections. Caregivers are responsible for their child's selection of material

#### 4.6 Mātauranga

QLL is committed to honouring Te Tiriti o Waitangi and to uplifting Matāuranga Māori (Māori knowledge).

This means QLL:

- Recognises the unique place of Māori as tangata whenua
- Develops collections to support te reo Māori and to promote learning about Te Ao Māori
- Works with iwi Māori to provide access to Māori knowledge and ensure collections reflect our local culture and heritage

#### 4.7 Kaitiakitanga

QLL care for collections and resources which are managed responsibly.

This means QLL:

- Makes fiscally responsible decisions about all aspects of managing collections
- Strategically manages collections as a district-wide resource
- Measures the performance of collections through data reporting and analysis to inform decisions about collection management

### 5 OBJECTIVE | WHĀINGA

The objective of this policy is to provide direction for the development and management of QLL collections.

### 6 RELEVANT LEGISLATION | TURE WHAI TAKE

[Copyright Act 1994](#)

[Films, Videos, and Publications Classification Act 1993](#)

[Local Government Act 2002](#)

[Privacy Act 2020](#)

[Te Tiriti o Waitangi](#)

### 7 RELATED DOCUMENTS | TUHINGA E PA ANA

QLL Collections Management Guidelines

QLL Summary of Collections

**8 ROLES AND RESPONSIBILITIES | TŪRANGA ME NGĀ KAWENGA**

POSITION	RESPONSIBILITIES
<b>District Collections Librarian</b>	To review this policy annually and when required
<b>Library Services Manager</b>	To review this policy annually and when required