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42.10 LIBRARY COLLECTION PLAN

Source: District Librarian, Council 9/2/95.

RATIFIED BY COUNCIL ON 22 NOVEMBER 2001

The Buller District Council will continue to develop its existing library collections and services. Books will be purchased which are well produced, factually accurate, have lasting appeal and are good value for money. The adult collection will contain titles to meet the general needs of users who have varying ranges of interests, education and preferences. Children using the Buller District Council's library facilities will receive service equal to that its adult users.

Periodicals will be purchased in response to user and staff recommendations, taking into consideration subscription costs, possible usage, duplication of existing material and quality of the product.

The development of the libraries and the purchase of stock will be done in accordance with the principles set out in the Buller District Library Collection Plan which is an attachment to and an integral part of this policy manual.

The budget for purchase of books stock will be allocated as follows:

| | |
|-----------------------|-----------|
| Adult Collection | 50 to 60% |
| Large Print | 7 to 10% |
| Children's Collection | 20 to 25% |
| Reference Collection | 3 to 5% |

42.11 DISPLAYS IN PUBLIC LIBRARIES

Source: Operations 12/5/94, item 4.12, page 12 (R5/5)

That the New Zealand Library Association's statement on displays be adopted by Council with the following amendments:

- (a) That priority be given to non-profit making organisations and local clubs and organisations.

42.12 ARCHIVES

Source: Council Meeting 26/6/03

Scope and Purpose

This Policy establishes the framework within which the Archives and Records of the Buller District Council will function. All practices and procedures shall be in accordance with the Local Government Act 1974 Sec 256 and Sec 257, under which a Local Authority is required to take steps to protect its archives and provide access to them.

Pursuant to Section 259(1) of the Act concerned with the destruction of certain archives, the Chief Archivist of the National Archives may issue a gazette notice listing those classes of records that cannot be destroyed without approval from the Chief Archivist, see

www.archives.govt.nz/statutoryregulatory/schedules/localgovernment/schedule.html

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In practice, the gazette notice listing is used as specifying core holdings for a Local Authority Archive.

1 Authority

The Buller District Council Archives was established as a result of the amalgamation of the Westport Borough Council, Buller County Council and Inangahua County Council on 1 November 1989. These records date back to 1873.

This policy has effect throughout all departments, sections, business units, trading enterprises, trusts and other organisations of, or closely associated with, the Buller District Council. The person responsible for the supervision of the archives and records sections is the District Librarian who is appointed within the Corporate and Community Services Department.

For the purposes of this policy "Records" are defined as those documents currently held in the filing system and "Archives" is the information currently held off site in the current Archives section of the Buller District Council.

This policy statement should be reviewed every five years.

2 Role of the Records/Archives

To identify, preserve records/archives, provide access to records/archives created by the Buller District Council, where applicable, in accordance with provisions of the Local Government Act 1974 which relates to records and archives.

The Buller District Council will not actively acquire community archives except in extraordinary circumstances and only on an interim basis.

To make the archives available where applicable to councillors, staff, and general public in accordance with the Local Government Official Information and Meetings Act 1987. To make records available unless they contain personal information subject to the Privacy Act 1993 and/or specific restrictions are placed on them eg records pertaining to staff, commercial information, and information from meetings held in committee.

3 Role of the District Librarian

The District Librarian is responsible to the Manager Corporate and Community Services and liaises with all Council staff as necessary especially those responsible for records.

Will keep up to date with trends in the profession and will belong

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to any professional organisations as applicable.

Will ensure ongoing funding through the annual budget.

Will develop an information disposal policy, by the creation of retention and disposal schedules, agreed mutually with Departments.

Preserve all records appraised as archives, created by any of the former local authorities that now comprise the present Buller District Council.

Develop and implement preservation and conservation policies that are an integral part of other policies eg storage.

4 Obligations of Council Staff

Council staff will co-operate with the District Librarian to ensure:

- That there is no unauthorised destruction, loss or gifts of any records of the organisation, or of records deposited with the Buller District Council unless by formal agreement.
- That there will be no alterations made to documents once they have been placed in the council records section or archives.
- That the use of the records/archive is consistent with the access policy.

- That all records no longer required for day-to-day business will be considered for their value by the District Librarian before the records are destroyed.

- That any loans for exhibit will be by formal agreement with the District Librarian.

5 Access

- All records/archives held are available for use by Council Staff.

- Access to the general public will be in accordance with the Local Government Official Information Meetings Act 1987 and in accordance with approved Council procedures.

- Access to the records/archives may be restricted or withheld to prevent physical damage to original records or to protect confidential information. Photocopying of material will be possible subject to condition of the original document, and possible copyright restrictions.

- Where a record is deemed to be confidential, the relevant Manager must give written notice to the District Librarian requesting restricted access and stating the reasons for restricting access.

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- Access may also be restricted where records are deemed to be particularly fragile or damaged.
- Researchers will be able to access archival material details through a computer database (currently in the Library) or by reading a hard copy version of the computer catalogue. An Archives request form will need to be filled in by the Researcher and these forms will be kept by the District Librarian.
- The Archives will be available to view Monday - Friday from 10.00 am until 4.30 pm.
- Charges for access will be imposed as follows:

Initial charge - \$15.00 for first 15 minutes
Search fee - \$60.00 per hour

Exemption to charges will be at the discretion of the District Librarian.

6 Appraisal

Appraisal is the process of determining the value, and therefore the disposition, of records. All records transferred to the archives are subject to appraisal by the District Librarian. In determining whether records are worthy of continuing preservation, the District Librarian must consider.

1. Evidential value, to both the council and the general public.
2. Administrative value
3. Legal value (in particular in relation to the 1990 schedule to the Local Government Act 1974 and any subsequent Acts).
4. Financial value
5. Historical value
6. Intrinsic value
7. Artefactual value

All local material created prior to 1945 will be retained.

Material considered not worthy of continuing retention will be destroyed and should be carried out with the approval of the Departmental Manager. If the records fall into one of the categories of the 1990 Schedule to the Local Government Act, the approval of the Chief Archivist is also required before destruction.

7 Accessioning

Following appraisal, material considered worthy of continuing preservation, is accessioned into Council archives. From this time on it is inadmissible for papers or notes to be added to

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or removed from a record, or for any alteration to be made to the contents.

8 Preservation

The Buller District Council will provide and maintain proper facilities and resources necessary to protect and preserve the records/archives. These include:

- a) Suitable physical storage areas, which are secure and safe, have a stable environment with protection from moisture, humidity, light, vermin and provides adequate space. Fumigation against pests to be undertaken four times per year.
- b) Appropriate storage equipment such as suitable shelving and boxes. Shelving should be metal as the lignin in wood damages the paper and the bottom shelf at least 10cm off the floor.
- c) There should be adequate fire protection. Fire/smoke detectors should be installed along with fire extinguishers.