

L1 Libraries

L1/1 Mission Statement and Policy

MISSION STATEMENT

The purpose of the Hurunui District Libraries is to provide a service that will support and encourage the residents of the community to meet and extend their educational, recreational, cultural and information needs

ROLE OF THE DISTRICT LIBRARIES

- Popular resource library - providing current titles to read for pleasure, information, career support, interests and lifelong learning
- Education and learning library - to assist the learning of individuals from early childhood to adult
- Community information centre - acting as a central point for all information on the community

GOALS

- A district library network which responds to community needs, is accessible, and offers the best possible library service
- Sufficient staff with skills reflecting the range and level of services and resources offered
- Co-operative networking within the district with schools and other information sources
- Libraries which are welcoming, accessible to all and easily identified
- Hours of opening which reflect the communities needs
- Collections meeting most recreational, educational, cultural and information needs of the community
- Contribution to the preservation of the District's history and stories
- Technology that provides easy access to the collection and supports the information needs of the community
- A collection that reflects our bicultural and multi-cultural heritage
- A centre of community information

POLICIES

Biculturalism

The Hurunui District Libraries is committed to developing a process of consultation and a collection that reflects our bicultural heritage and our acknowledgement of the Treaty of Waitangi.

Collection Development

The Hurunui District Libraries has a collection development policy that ensures the collection provides for the current needs of the district and anticipates future directions.

Promotion

The Hurunui District Libraries will be actively promoted as a community resource and information centre for the district.

Resources

The Hurunui District Libraries will adopt the New Zealand Public Libraries Standards as the minimum level of library resources in the district.

Schools

Where the District and School libraries are not co-located, Hurunui District Libraries will encourage close liaison in areas of technology, collection development, information services and sharing of library resources with the schools.

Standards of Library Service

The Hurunui District Libraries will adhere to professional New Zealand library standards and will actively pursue ongoing contacts and reciprocal links with other libraries throughout the country.

Technology

The Hurunui District Libraries is committed to maintaining a high standard of information technology.

Training

Hurunui District Libraries is committed to the ongoing training of library staff through attendance at training courses and conferences at both a local and national level.

Volunteers

The Hurunui District Council recognises the value of the library volunteers throughout the district and acknowledges that present standards of library service could not be maintained without them.

WORKING POLICIES

Community Services Committee

The Hurunui District Libraries are responsible to the Community Services Committee.

The Committee consists of 4 elected members and up to 4 community representatives. There is a 3 monthly meeting cycle for this committee.

Asset Register

All items purchased are to be recognised as financial assets of the Hurunui District Council.

Book Buying

The Collection Development fund is allocated by the District Librarian to each library on an annual basis. This sum is based on the previous year's circulation and usage statistics.

All district purchases shall be identified.

Collection Support

Items shall be rotated around the Hurunui District Libraries in order to supplement and refresh the library collections at each location.

Donations

Donations are accepted subject to the following conditions:

The Library is granted unconditional ownership of the gift or donation

The Library makes the final decision on its own use or other disposition of the gift or donation

The Library reserves the right to decide on any conditions of display, housing or access

Fines

Fines will be charged for overdue items at the rate determined by the Council.

Interloans (Libraries outside Hurunui District)

Hurunui District Library will request items from other libraries on behalf of HDC Library borrowers. An interloan charge will apply.

Insurance

All books on the asset register will be insured by the Council. This includes cover on books in transit between libraries (excess applies).

Loan Period

The standard loan period for the district is three weeks. Special loans may apply.

Lost Books

The replacement cost for books will be based on the purchase price of the book, with a minimum book charge as determined by Council. Invoices will be issued eight weeks after the due date or as required by the Hurunui District Council and will also contain an administration charge. Fines will continue to accrue to a maximum charge per item as determined by the Council.

Membership

Membership is free to all people living within the Hurunui District or paying property rates to the Hurunui District Council. A subscription fee may be charged for those living outside the Hurunui

District. Adult membership is from 16 years of age. The membership card will entitle borrowing from any library in the district.

Renewals

Items can be renewed twice if not reserved.

Statistics

Monthly library statistics are required from each library, including volunteer libraries.