

GOVERNANCE POLICY

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ISSUING AUTHORITY	TRUST BOARD	ISSUE DATE: 06/05/02	REFERENCE S1.3

1. Purpose

The purpose of this policy is to set out the role of Library and Information Services in underpinning the Museum's core role as a major national and international repository of cultural and scientific collections, providing resources for the diverse public of the Auckland region and elsewhere, and for the professional endeavours of the Museum staff.

2. Definitions

"Deaccessioning" means the formal process of removing a library collection item from the collection.

"Disposal" means exchange or gift with other institutions, sale, repatriation, destruction or transfer from the Library's permanent collection.

"Permanent Collection items" (also known as holdings or resources) include all items, in any format that have been accessioned or formally acquired by the Library through any means.

"Non-permanent collection items" (also known as holdings or resources) include all temporary and specific library material and loans formally acquired which will be of a specified term of use and holding in the library collection.

3. Policy

3.1 Principles of Library Services

To support the Museum's values in library collection management by maintaining collection management activities in accordance with the Museum Kaupapa and professional library practice and in reader services by providing reader services of the highest professional standard.

3.2 Service

The Library will maintain and conserve Library collections to support the reference and research needs of the diverse public of the Museum and of the Museum staff.

The Library will promote access to its collections.

The Library will develop strategic linkages with Libraries and other targeted institutions within Auckland, New Zealand, the Pacific, and the rest of the world.

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3.3 Hours of Opening

The Library will be open to readers each day including statutory holidays, but excluding ANZAC Day morning and Christmas Day.

The Library will only provide reading room browsing services for the first two weeks in December each year to allow staff to stock take and maintain collections.

3.4 Collection Management

The Library will acquire material by selective purchase, bequest and donation, in recognition of its major regional and New Zealand-wide research responsibility, and to build further upon existing resource strengths which support both the collection and interpretive focus of the Museum, as well as the professional needs of Museum staff.

Formats collected include published monographs and serials, maps, ephemera, manuscripts, audio and videotapes and electronic media.

Oral history is an area identified for development, with the intention that the Museum becomes the major regional resource and repository in this field.

The Library Acquisition Policy will align with the Museum's collection policies.

Criteria for Library acquisition will be continually renewed in accordance with approved strategies for collection and operational development.

3.5 Deaccessioning and Disposal

The Museum Library will undertake regular review of its permanent and non-permanent collection holdings – to identify collection relevancy and to ensure collection priorities of merit, validity, and usefulness are met.

Rationale for Deaccessioning and Disposal of any and all library collection items will align with Library planning needs and priorities, and will be conducted consultatively with Museum staff and Management. Significant deaccessions will be submitted to the Trust Board for approval.

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4.6 Maori-associated Library items and activities

To ensure Maori values associated with taonga retained in or by the Auckland Museum Library are upheld. The Board, will seek advice from the Taumata-a-Iwi before confirming any significant new Museum Library proposal that are likely to impact on Maori values.