Selwyn Libraries

Content Development Guidelines

Date Created: July 2022
To be reviewed: July 2025

Section 1: Selwyn Libraries Content Development Guidelines: Principles

1. Vision

Outstanding customer and community experiences.

2. Purpose

Selwyn Libraries selects, acquires, processes, makes available and deselects resources which support the Community Services Strategic Business Plan and works within the framework of the current Long Term Plan.

This Content Development Guidelines documents the philosophy and strategies for developing and managing the collection held by Selwyn Libraries in order to:

- Provide outstanding customer experiences.
- Promote and deliver a broad range of lifelong learning programmes and experiences within and outside of the library setting.
- Increase access to an extensive range of physical and digital resources.

Associated with these Guidelines are Section 2 guidelines for the practice and procedures for the application of these Guidelines and Section 3 detailing defined collections.

These guidelines will be reviewed in 2025 but minor amendments may be made on an annual basis.

3. Principles
3.1 Meets Community Needs

Selwyn Libraries aims to serve our diverse communities by providing appropriate content to meet their needs.

3.2 Accessibility

Content is available to customers when, how and where they want it. A variety of technologies, formats and services are provided to give customers easy and effective access to the resources they may require.

3.3 Freedom of Information

Selwyn Libraries commits to the concepts of intellectual freedom and access to information within the parameters set by statute. For further information see Appendix I –
LIANZA Statement on Freedom of Information 2020.

3.4 Community Memory

Selwyn Libraries is committed to preserving and providing access to the stories of Selwyn through both the collection and Selwyn Stories digital repository.

3.5 Barrier Free

Content is available as barrier free as possible. Selwyn Libraries is committed to equity of access and, wherever possible, content will be free of charges.

4. Context

Selwyn Libraries currently provides public library services at Library/ Service Centres in Lincoln, Leeston, Darfield, and at Te Ara Ātea in Rolleston.

Selwyn Libraries also offers the Edge Connector Service which provides library resources, programmes and outreach services to communities, schools, preschools, and community that are not within easy reach of a physical library.

There is also 24-hour digital library access through Selwyn Libraries website.

5. Trends

The increase in provision of digital content often means some items may be duplicated across print and digital formats to provide customer choice.

The increased availability of digital content is both growing and meeting demand for 24/7 access to library resources.

The trend for physical libraries accommodating a greater range of services tends to reduce the space available for book collections and has encouraged the move to a more retail-like display model. This requires a focus on the provision of multiple copies of popular items to match customer demand rather than holding large quantities of stock as a storehouse for possible customer demand. There is also a focus on offering borrowable items that may not always have been associated with traditional library collection, such as jigsaw puzzles, tech kits and board games.

Evidence based data is used to support collection management decisions.

6. Priorities

Building digital content across three elements:
- Provision of borrowable and/or downloadable content, such as eBooks, eAudiobooks, eMagazines.
- Provision of access to eResources, such as Ancestry, Kanopy, Press Reader.

- Provision of digitised heritage content and associated digital curation through the Kā Kōrero o Waikirikiri Selwyn Stories site.

Enhancing the use of performance measurement tools and reports to improve collection agility to meet customer demand for popular items.

7. Scope

Selwyn Libraries content includes what is selected, acquired, or created for customers' use.

These guidelines are format neutral. Selwyn Libraries provides access to whichever format best meets customer needs. In many instances this means providing multiple formats of an item, in others the item may only be available in one format.

8. Compliance

8.1 Compliance with legislation…

Copyright Act 1994
Films, Videos, and Publications Classifications Act 1993
Local Government Act 2002
Privacy Act 1993
The Treaty of Waitangi

8.2 Conform to Standards and Statements…

Code of Professional Conduct
LIANZA Statement on Freedom of Information 2020

8.3 Cognisant of…

Public Libraries of New Zealand: A strategic framework 2012-2017
Te huri mohiotanga hei uara – Nga tohutohu rautaki ki 2030: Turning knowledge into value – Strategic directions to 2030
IFLA Strategy 2019-2024
IFLA/UNESCO Public Library Manifesto

9. Appendix I: Intellectual freedom and access to information

LIANZ A
Library and Information Association
of New Zealand Aotearoa
Te Rau Herenga O Aotearoa

LIANZA Statement on Freedom of Information 2020

LIANZA endorses the *Universal Declaration of Human Rights (1948) Article 19* which states:
"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers".

LIANZA holds that all human beings have the fundamental right to have access to all expressions of knowledge, creativity, and intellectual activity and to express their thoughts in public.

LIANZA holds that:
- A commitment to intellectual freedom is a core responsibility for the library and information profession
- Libraries should be a vital force for intellectual freedom in their communities
- Libraries should be a dynamic part of community life, throwing a spotlight on topical issues to stimulate learning and the exchange of information
- Libraries and library staff should adhere to the principles of intellectual freedom; uninhibited access to information; freedom of expression; and, the protection of their users' privacy

Libraries, when delivering services (in person or online), should:
1) Avoid censorship and promote non-discrimination
   a) Acquire, preserve, and make available the widest variety of materials, reflecting the plurality and diversity of their communities.
   b) Ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral, or religious views.
   c) Where relevant in their library service, make space available for and arrange displays and talks to stimulate learning and the exchange of information, while ensuring all in the community feel welcomed and safe.
   d) Make materials, facilities, and services equally accessible to all lawful users, not discriminating due to ethnicity, religious affiliation, age, sexual orientation, gender identity, physical, sensory, or intellectual disability[1] or for any other reason.
   e) Adhere to the law regarding restricted and objectionable materials[2], including online, but also engage with appropriate processes to challenge such restrictions when they believe freedom of expression is being unduly constrained.
2) Promote information literacy and critical thinking, and protect privacy
   a) Support their users to effectively access and evaluate information and to protect their online identity.
   b) Protect the personal information of their users and the confidentiality of their use of the library.

https://lianza.org.nz/wp-content/uploads/2020/11/LIANZA-Statement-on-Freedom-of-Information-2020.pdf

Selwyn Libraries aims to uphold the principles outlined in the IFLA/UNESCO Public Library Manifesto:

> Freedom, prosperity, and the development of society and of individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

> The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision- making and cultural development of the individual and social groups.

This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture, and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

The public library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political, or religious censorship, nor commercial pressures.

Section 2: Selwyn Libraries Content Development Policy:

Practice & Procedures

1. Financial management

1.1 Financial Accountability

Selwyn Libraries provides materials in the most efficient and cost-effective manner possible. Content is added and managed responsibly to ensure the best use is made of available funds.

1.2 Funding

Selwyn Libraries is funded by the Selwyn District Council through a targeted rate. Membership is free to all ratepayers and residents of Selwyn.

1.2.1 Allocation of funds

Collections budgets are allocated and managed by the Culture, Content & Learning Manager in consultation with the Head of Arts, Culture & Lifelong Learning and the Heritage and Content Team.

Allocation is based on:
- Customer demand
- Obligation to the community
- Identified collection priorities.

1.2.2 Library charges

The bulk of Selwyn Libraries collections can be freely accessed. A small number of collections have cost associated, these include:
- Areas of the collection which provide a value-added service eg. Hot Picks
- Interloans
- Fines / overdue charges only apply to the charged for collections above for adult borrower profiles

Current library charges are detailed on Selwyn Libraries website.

2. Sustainability

The Selwyn District Council is committed to sustainable development approaches in the Council's activities. Selwyn Libraries incorporates this commitment into its collection development and management practices.

While Selwyn Libraries raison d'etre of "buying once and using many times" is in itself a sustainable practice, additional measures are taken wherever possible, for example:
- Reusable covers/containers for some collections
- Biodegradable book cover and packaging
- Maximizing resources use across the district through free holds
- Decisions around item deselection and development of new collections

3. Content development and management

3.1 Selection

Content is acquired through a range of sources and the selection of material is overseen by specialist selectors either within the Heritage and Content Team or from contractual suppliers. The aim is to ensure a well-balanced collection that meets the overall aims expressed in the Policy.

3.1.1 Criteria for selection

- Quality and accuracy of information
- Relevance within the scope of the collection
- Currency – focus on recently published material
- Community demand – present or anticipated
- Quality of the physical item or format and suitability for public library use
- Availability – whether it is in print, other formats available
- Price – always a consideration but is not an isolated or overriding one
- Material which reflects the Selwyn region and communities
- Respond to customer suggestions for purchase

3.1.2 Selection tools

These include:
- Websites
- Trade and library magazines
- Publishers' catalogues
- Reviews in specialised and general interest publications
- Suggestions to purchase form customers, vendors and library staff
- Profiles created and managed by the Heritage and Content Team
- Standing orders created and managed by the Heritage and Content Team

3.1.3 Formats

Collection and content is offered in a variety of formats, including physical such as books or tech kits, digital, video and audio.

New formats are considered and evaluated as they emerge; this includes looking at factors such as:
- Community demand
- Potential impact / sustainability issues
- Ease and durability of use

- Reliability of access

3.2 Acquisitions and purchasing

Library content is acquired through a variety of suppliers; the bulk of the items are delivered as "shelf ready" or already covered, labelled, and sometimes catalogued.

3.2.1 Donations

In general Selwyn Libraries accepts very few donations of materials. We consider:

- Materials of particular uniqueness or special significance to Selwyn District or the wider Canterbury area.
- Titles donated by the author.

Donated materials that are added to the collection will be located according to community demand and may be deselected where appropriate.

Any donations that are accepted are done so on the understanding that the donor has read and understood these guidelines.

3.2.2 Unsolicited Materials

Generally, Selwyn Libraries does not accept unsolicited materials; notwithstanding some exceptions, purchases are made through selected library suppliers only. Items for our collections are chosen on the basis of their meeting the criteria outlined in our Content Development Policy.

Unsolicited materials sent to Selwyn Libraries will be held for three months before being disposed of. A letter is sent advising the sender of our policy and asking them to send a postage paid, self-addressed envelope should they wish their item/s to be returned.

3.2.3 Suggestions to Buy

Selwyn Libraries will consider suggestions from library members if they adhere to the Content Development Policy principles and are no older than two years old.

3.3 Access provision

Cataloguing standards ensure Selwyn Libraries catalogue provides the best possible quality access to print, audio-visual collections and eCollections. Selwyn Libraries is part of the Kōtui consortium which can influence the item record quality.

Items in Selwyn Libraries are processed with RFID tags and spine labels in a consistent matter to ensure they are accessible.

3.4 Content Management

Continuous content management results in a current, relevant, and attractive collection. This takes into account the need to relocate resources throughout their lifecycle and recognizes that Selwyn Libraries collection space is finite.

Content management includes:

- Complying with the provisions of the Content Development Policy
- Using collection tools and reports to manage collections
- Maintaining an awareness of the use of the collection in order to build or weed an area more accurately to satisfy need
- Managing the collection on a day-to-day basis, ensuring it is tidy, attractive and well displayed
- Repairing/recovering stock as required
- Deselecting stock objectively, and according to guidelines, in order to maintain an attractive, well-balanced collection, at a size that maintains a steady state within the constraints of the building in which it is housed.

3.4.1 Content Analysis

Content use and scope is monitored regularly to ensure Selwyn Libraries continues to provide the content customers require. Current methods include:
- Circulation statistics compiled from the Library Management System
- In-library use – may be measured periodically
- Holds placed, interloans and suggestions to buy may give an indication of areas of collection need
- Electronic statistics compiled to gauge eResource use
- Formal customer satisfaction surveys to measure satisfaction with collection and performance
- An ongoing culture of encouraging feedback from customers and staff
- Awareness of strengths/weaknesses in terms of content and formats available
- Measuring performance against Content Development Policy principles

3.4.2 Content Location

Physical collections are held in libraries across the Selwyn District, and many library items "float" across Selwyn Libraries locations rather than being "owned" by a specific location.

Some reference material may only be used in the library space; this can be relocated to the most appropriate library for the customer.

Digital collections are stored using Selwyn District Council servers or vendor platforms.

3.4.3 Content maintenance – lifecycle

Content is reviewed regularly to ensure:
      The best stock to meet customer needs is selected and maintained
      A balanced collection is provided within budget allocation
      A network perspective is taken towards the collection
      Materials are suitable for library use
      Collections are responsive to library needs

All collections are assessed regularly for material that may be retained in storage, withdrawn or replaced.

3.4.4 Deselection and withdrawal

Deselection is an essential activity in order to have space to add new content and to ensure what is retained still meets customer needs.

The MUSTIE criteria is used for assessing items for withdrawal:
- Misleading – and/or factually inaccurate
- Ugly – worn and beyond mending
- Superseded – by a new edition or by a better book on the subject
- Trivial – of no discernible literary or scientific merit
- Irrelevant – to the needs/interests of the community
- Elsewhere – material/information that may be obtained elsewhere

Other considerations include:

- Currency and format
- Lack of use
- Material considered classic or part of a core list
- Material not likely to become outdated
- Material about a subject not found elsewhere, and where a replacement is not available
- Part of a series
- Other formats available

3.4.5 Disposal

Selwyn Libraries follows sustainable practices and considers sustainability implications wherever possible. These include:
- Consideration when deciding when to repair or replace
- Reusing and or recycling packaging and other relevant materials
- Ensuring best use is made of stock before deselection
- Public book sales
- Offering unwanted items to other institutions/community groups

3.4.6 Book Sales

Withdrawn material may be disposed of through community book sales across the district.

Community book sale displays are open to all members of the public; they may be larger scale events, or simply a sale stand within Selwyn Libraries.

Section 3: Selwyn Libraries Content Development Guidelines:

Definition of Collections

1. Physical Collections

1.1 Overview

This section provides information about the collections offered within Selwyn Libraries – the purpose of each collection and what it comprises.

Selwyn Libraries provides collections for all demographic groups and tailors them to reflect our local community and environment.

New items are added to most collections of a regular basis.

Physical formats include:
- Books
- Magazines
- Audiovisual – DVDs, audiobooks
- Technical kits
- Jigsaw puzzles
- Board games
- Bookclub packs

Digital formats include:
- Online resources eg. Mango Languages, Ancestry
- Streaming – eg. Kanopy, Beamafilm
- Downloadable – eBooks, eAudio, eMagazines
- Digitised content eg. Kā Kōrero o Waikirikiri Selwyn Stories

1.2 Adult Collections

1.2.1 Fiction

Provides a broad selection of popular, literary, and contemporary fiction, by both New Zealand and international writers. The collection will include a wide range of genres, short stories, best sellers, and other high demand titles. It is available in both print and digital formats.

1.2.2 Non-fiction

To support lifelong learning as well as appealing to a wide range of differing interests within our community. This collection contains both current and some historical material that reflect a wide range of views. It is available in both print and digital.

A focus on New Zealand, Canterbury and, particularly, Selwyn content.

1.2.3 Large print

To provide reading material in enlarged typeface for customers who have difficulty reading standard print. Consists predominately of fiction across a diverse range of popular, literary, and contemporary titles.

1.2.4 Hot Picks

A small, quickly changing, pay for collection to meet high demand for the most popular and topical items of the moment. It contains mainly fiction and is guided by bestseller lists and free-to-borrow holds numbers.

1.2.1 Graphic novels

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

1.2.2 Māori material

This includes both fiction and non-fiction titles, some of which are bilingual. The selection process for this material includes the following criteria:

- Material written by authors who identify as Māori
- Books on general subjects featuring predominantly Māori content
- Material about Māori people and culture, especially arts and crafts, moko, design, waiata, researching whakapapa, myths and legends, religious beliefs, karakia and protocol, issues that are relevant to Māori people today..
- Fiction by well-known authors where the content assists understanding Māori history and culture.
- Tend to focus on topics that have a local interest to Selwyn or the wider South Island iwi.
- Copies of particular significance to Selwyn area may also be held in the Selwyn Heritage Collection.
- Materials that develop and encourage the correct use of Te reo Māori.
- Materials about Te Tiriti o Waitangi.
- Māori content is held across all libraries with a deeper non-fiction Māori collection held at Te Ara Ātea.

1.2.3 ESOL – Adult Literacy

This includes abridged and/or retold readers to assist customers for whom English is a second language.

1.3 Children and Young Adult Collections

Selwyn Libraries defines children and young adult as people aged between zero and eighteen. This collection includes both fiction and non-fiction materials in a variety of formats such as: books, DVDs, audio books, magazines, and graphic novels.

1.3.1 Picture and board books

To provide books for younger children to introduce them to a wide range of experiences, settings, themes, feelings, situations, art and language. Includes material suitable for preschoolers and new entrants, for reading aloud to groups and sharing on a one-to-one basis.

1.3.2 Emergent and Decodable Readers

This collection includes both fiction and non-fiction books designed to be used by early readers, and parents and children sharing a book together that have simple sentence structures, grammar, and font.

1.3.3 Children's fiction

This collection is aimed at primary school aged children and mainly made up of chapter books. Popular series are kept complete wherever possible, this may be across different formats.

1.3.4 Children's graphic novels

To provide reading material that blends words and image to tell a story. This collection includes popular themes, characters, and series.

1.3.5 Children's non-fiction

This collection contains titles that are current and topical with a view to appealing to young readers and which fulfill the informational, recreational, and cultural needs of children and contribute to lifelong learning.

The collection is not intended to meet all school curriculum requirements, nor is it designed to support class sets.

1.3.6 Special situations

A special situations collection contains selective titles to assist children and parents in understanding and discussing special situations; these include first experiences such as going to school, or hospital; feelings such as anger or grief; blended families etc.

1.3.7 Young adults

The Young Adult collection aims to encourage enjoyment of reading and lifelong learning amongst teenagers. It is recognized there is a high level of crossover with adult readers.

The non-fiction collection is a small, select one and contains topics of interest to this age group, as well as NCEA study guides.

2. Audio Visual collections

2.1 Talking books

Selwyn Libraries collects physical format CD audio books in children's and adult collections which focus on the latest popular titles available and are generally predominantly fiction titles.

2.2 Vox books and kits

Selwyn Libraries holds a small collection of vox audio books and children's kits across the district. Vox books have a permanently attached reader that transforms print books into an all-in-one read-along. Kits are defined as books with an accompanying CD.

2.3 DVDs

These collections are held as a discrete Junior collection, and an Adult/Family collection.

Emphasis for the Junior collection is on current popular titles all G or PG rated.

The Adult collection of film titles is popular titles, blockbuster movies, films based on books, and TV series including those only available on pay-to-view TV. Selwyn Libraries does hold a range of non-fiction DVD titles.

In accordance with the Office of Film and Literature Classification regulations, R-rated items are restricted for all Junior and Concession borrower profile types.

3. Jigsaw puzzles

Selwyn Libraries holds a range of different types of jigsaw puzzles in its collections:
- A select range of borrowable items themed around everyday life, therapy puzzles aimed for people suffering from memory loss, dementia, or where cognitive function is impaired.
- A select range of borrowable jigsaw puzzles suitable for young preschoolers.
- A select range of borrowable general interest jigsaw puzzles aimed for, older

children, adult, or family use. This may include larger piece puzzles for those with fine motor skills impairment.

4. Board games

Selwyn Libraries holds a range of borrowable board games. These will focus on family games that have a learning and/or literacy component (eg. Bananagrams), and/or games where the purchase cost may be a barrier for use.

5. Magazines

Magazines are collected across a broad range of subjects and typically include cooking, crafts, fitness, gardening, health, interior design, parenting, pets, photography and sport.

Magazines are selected and distributed to reflect the demographics and population numbers of the various libraries of the Selwyn District. This includes specific titles selected to appeal to children and young adult borrowers.

Selwyn Libraries does not collect academic journals as part of this collection. Subscriptions are reviewed annually but may change during the year due to disestablishment and/or addition of titles. Some titles are also held as Reference.

6. Reference material

The reference collection comprises of:
    Dictionaries, Thesauri, Atlases, selected manuals e.g., Community Law
    Selected titles that are fragile or out of print, particularly New Zealand related
    Selwyn Heritage Collection items
    Electoral roles
    Selected magazine titles

Selwyn Libraries does not commit to hold these titles in perpetuity.

6.1 Selwyn Heritage Collection

This is a permanent collection which is made up of items reflecting the history, places, and people of the Selwyn area. Where possible lending copies are also kept.

6.2 Electoral rolls

All our libraries hold one copy of each of the Selwyn general electoral rolls, plus Te Tai Tonga (Māori) electoral roll and one copy of the local body rolls for the Selwyn District.

Te Ara Ātea holds one copy of all the New Zealand general electoral rolls, plus Te Tai Tonga (Māori) electoral roll and one copy of the local body rolls for the Selwyn District.

7. World Language collection

Plans for a Selwyn held physical World Language collection are not currently under development.

To meet the needs of those customers who enjoy materials in non-English language, Selwyn Libraries has partnered with another institution to provide this service on demand.

8. Tech Kits

Selwyn Libraries offers a range of technical kits for borrowing. These include items that will build on literacy and learning across STEAM as well as to allow borrowers a chance to play and explore items they may not otherwise have access to.

Technical kits are available in two formats:
        Standard kits – borrowable by all user profiles, lower $ value kits
        Advanced kits – borrowable by Adult profiles only, higher $ value kits

9. Digital Collections

Digital resources are a core part of Selwyn Libraries collection and will increasingly replace some physical formats. Selwyn Libraries may choose to supply some items only in digital form.

9.1 Online Databases

Selwyn Libraries subscribes to a number of databases/e-resources through the Electronic Purchasing in Consortia (EPIC), as well as some private subscriptions.

These subscriptions are reviewed annually.

9.2 Electronic books

Selwyn Libraries offers access to an eBook collection that includes holdings across all genres and age ranges.

Selection criteria includes:

- Focus on popular, current authors and genres
- Regular additions to the collection
- While focus is on popular fiction, some classics will be added
- Widest appeal

- Suitable for format e.g., "coffee table" items general purchased in print only
- Subscription as well as ownership terms will be acceptable
- Where possible, suggestions from library customers will be acted on

Selwyn Libraries may choose to supply some items only in electronic form.

9.3 Electronic serials

Selwyn Libraries provides access to eMagazines. Content is selected across a variety of genres, with a focus on popularity, and a range New Zealand titles where possible – subscriptions are reviewed annually.

9.4 Digital audiobooks

Selwyn Libraries currently provides access to a range of eAudiobooks. To maximise content offering, purchasing may be undertaken in collaboration with other libraries.

10.   Community Publications

10.1 Definitions

In general, Community Publications are defined as free local publications produced and distributed in the Selwyn District.
- The exception to this is subscription to The Press. Copies are delivered to each library and retained for no longer than three months. This is funded from the book budget.

Selwyn Libraries shall display physical copies of these publications using the following guidelines:

- Copies of relevant publications shall be supplied to Selwyn Libraries.
- Publications to be retained should contain content of significant interest to the community that the library serves.
- Publications retained shall be made available for public viewing for a period of up to three months from the date of publication, though Selwyn Libraries reserves the right to decline or remove any publication.
- Currently Selwyn Libraries does not retain any local publications in digital format.

11.   Local History / Heritage Content

11.1 Digital

11.1.1 Kā Kōrero o Waikirikiri Selwyn Stories

Selwyn Libraries subscribes to an online digital heritage Recollect platform called Kā Kōrero o Waikirikiri Selwyn Stories.

- Selwyn Libraries administers, coordinates, maintains, and develops content on the site.
- Local History/Heritage and community groups are encouraged to have editorial access to a space on the site and share content. The terms of this partnership are agreed through a Memorandum of Understanding.
- Community contribution is also encouraged to enrich the stories on the site.
- Content developed outside the Libraries Team is mediated before being made live.

11.1.2 Township Trails app

Selwyn Libraries subscribes to a heritage app: Township Trails.

- Selwyn Libraries administers, coordinates, maintains, and adds curated trail content to the app.
- Local History/Heritage and community groups are encouraged to develop curated trail content to showcase the features of their local area. This includes relevant images etc.

11.2 Physical items

Selwyn Libraries has a residual legacy collection of physical items that are yet to be appraised and either:

- added to a relevant collection such as the Selwyn Heritage collection
- digitised and added to Kā Kōrero o Waikirikiri Selwyn Stories
- disposed of, which may include:
    - this may include returning to the rights holder
    - donating to a relevant community group