

**‘The Selection Tools used for the Acquisition of New Zealand Materials in  
New Zealand Public Libraries.’**

**By**

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## **Acknowledgements**

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## **Abstract**

This research project used a mixed method survey to rank the preference of selection tools used by New Zealand Public Library acquisition librarians for selecting New Zealand subject and New Zealand published material for their library collection and the reasons for their preferences.

This research found that for the majority of the research participants, 25-50% of the library collection materials were of New Zealand subject and New Zealand published material. The main selection tools used for sourcing these materials were supplier and publisher catalogues and websites, mainly because they were up to date and the materials were available in New Zealand. The New Zealand National Bibliographic Reports, which the libraries considered authoritative, were their third choice, followed by recommendations by patrons and third party selection of materials through standing orders.

The findings in this research may lead publishers and suppliers to collaborate more closely with the National Library to make publisher and supplier websites and catalogues more user friendly and more bibliographically detailed to aid public libraries in their selection of New Zealand publications and New Zealand subject materials.

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## 1. Introduction

### a. Rationale for Study

Libraries hold published materials for their patrons to peruse refer and borrow. Libraries provide a community service to cater to the learning and development of its users. Each library will have a structure for its collection material, usually formally documented as a collection development policy, with a specialist acquisition librarian tasked with procuring material for the library's collection.

A collection development policy will guide what materials are suitable for the library collections and how they should be selected (McAmero, 2009). As most libraries face the limitations of budget and space in their library, the importance of a good collection development policy is very high.

Acquisition librarians select and procure material for their library using several selection tools to ensure that the correct and suitable materials for their collection are being chosen. The most common selection tools are publisher catalogues and websites, the New Zealand National Bibliography (NZNB) Reports references in journals, newspapers, book reviews, suggestions from borrowers and (as many libraries would find useful) standing orders whereby a third party selects the libraries incoming materials (usually a supplier) .

These selection tools provide varying degrees for further information of the contents of the materials. The selection of materials is difficult for a librarian, when the contents of the material are unknown. To reach a well informed decision on the suitability of their purchase acquisition librarians glean information on the contents of material from several sources. Librarians often order materials based only on the little information that they can gather through the selection tools such as a publisher website or catalogue, a book review or a recommendation from a user, not fully confident that their purchases would be suitable for their collection, until they receipt the material and are able make a fully informed decision on keeping the new material.

The risk of the content of materials procured through standing orders being unsuitable is higher than with the other methods noted above. With the supply business being the middle person or the go between the publisher and the library, the materials are not sighted until after they had been ordered and shipped to the library. The contents of material are likely to be more appropriate when the librarians worked closely with the book supply staff to develop standards for the standing order lists.

Legal deposit is the legal requirement for publishers in New Zealand to provide up to two copies of their publications to the New Zealand Heritage Collection at the National Library<sup>1</sup> (Legal Deposit, 2011). From these legal deposits, the National Library adds the publication information to the National Library database, which generates the recent publications that have been deposited into the National Library into a monthly list. This monthly list is known as the New Zealand National Bibliographic (NZNB) Reports. The NZNB Reports also provides free publicity for small publishers and unknown authors and artists, and serves as an aide to librarians and suppliers looking for new material published in New Zealand.

I hope that the results from my research will provide useful information on the range of selection tools available to acquisition librarians, and it will provide useful guidance to book suppliers on their customers' selection decisions.

For this study, I focused my research on the selection tools for the New Zealand subject materials and New Zealand published materials used by acquisition librarians in public libraries.

## b. Definitions

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<sup>1</sup> Where a New Zealand publisher does a print run over 100 copies for a new publication, at least two copies of that publication must be deposited in the National Library. Where a New Zealand publisher does a print run less than 100 copies for a new publication, at least one copy of that publication must be deposited in the National Library of New Zealand. (Legal Deposit, 2011)

**New Zealand subject material** are publications that include books, subscriptions, CDs, CD Roms, DVDs, and other media types that have ‘New Zealand’ as one of the subject headings.

**New Zealand published material** are publications that include books, subscriptions, CDs, CD Roms, DVDs and other media types that have been published (or produced) in New Zealand.

c. Problem Statement

What are the acquisition librarians’ preferred sources for selecting New Zealand subject and New Zealand publications?

d. Objectives

- i. To identify the selection tools used by acquisition librarians in New Zealand for procuring New Zealand subject material and New Zealand publications.
- ii. To determine the estimated composition of New Zealand subject materials in New Zealand public libraries.
- iii. To determine the use of the NZNB Reports by acquisition librarians for selecting material for their library collection.

e. Audience

This project focuses on the selection tools that are being used by acquisition librarians for the selection of New Zealand subject materials and New Zealand published materials.

The natural audience for this report would be acquisition librarians, book suppliers and publishers, library science students, and researchers who are interested in collection development. This audience would gain an understanding of why librarians select specific materials for their collections and how they undertake their selection, and could use this information to amend their own internal business practices and processes to their advantage.

## 2. Review of the Literature

### a. Introduction:

- i. This literature review has examined literature relevant to this study. The themes that came out of this study included the use of selection tools, the publisher–library relationship, collection management, book policy and library user influence, and libraries as a promotional asset for publishers. The emerging problems that have not been adequately addressed in recent literature is the legal deposit and its relationship to the publishing industry and to libraries.

### b. Assessment of the Sources

- i. The majority of materials and sources that I have used to conduct this literature review were written within the last twenty years. The literature about collection development covered most of the selections tools that are used for selection processes, except legal deposit which is not referred too much in recent literature. As the legal requirements for legal deposit have not changed for more than a hundred years, older resources were used for this literature review.
- ii. I gathered information from my research of recent literature to understand the current selection processes in libraries and the rationale for the reasoning behind the use of specific selection tools.

### c. Themes

#### i. Collection Development Policy

The acquisition librarian assesses the value of any material by the use that it will receive within the library. Due to budget and space constraints, any new material that are brought will need to be more valuable and useful than the old material that are taken out to make room for them (Wren Estes, 2002; Howard, 2011). Many libraries have a collection development policy and selection criteria which include the relevance, real time value of the information, and recommendations on the publication selection.



Collection development policies are usually private and few libraries publish their selection methods or collection development policy online or make them available to the public. Of the collection development policies I found online the selection tools did not include the NZNB Reports, instead a few merely referred to Te Puna – the National Library of New Zealand database. This suggests that the NZNB Reports are not well used by acquisition librarians.

ii. Selection Tools

Howard (2011) writes that in recent years the importance of keeping to a strict budget for library acquisition has increased and that the requirement for relevancy of the collection has tightened. The selection process itself is complex, requiring the librarian to be knowledgeable about the information needs of the library patrons, to be knowledgeable about the collection policy, and to know the library budget. These factors feed into a detailed collection development policy to steer the nature of the publications a library holds (Howard 2011). Howard (2011), Stephens (2006), Wren-Estes (2004), Wren Estes (2002) and Robinson (1989) agree that the selection must be done with the users in mind. Choosing the correct selection tools is important for the selection process (Stephens, 2006). Selection tools that include book reviews and recommendations provide valuable insight into the relevancy of the contents (Wren Estes, 2004).

iii. Administration of Standing Orders

Evans (1970) found that acquisition librarians in academic libraries spent little time on their selection processes, leaving the selection to suppliers or publishers through automated standing orders that meet predefined selection criteria rather than through a title by title selection.

Most of the time standing orders work well. Occasionally the unsuitability of materials ordered by the supplier is not recognised until the goods are viewed after they have been receipted into the supplier's warehouse while being prepared for shipment to the customer. If a

material does not meet the selection criteria as outlined in the agreed standing order, the onus of returning the material to the publisher falls onto the supplier. On occasion the supplier might overlook the inadequacies of the material and the materials will be sent through to the library; in such a case the acquisition librarian will need to reject the material and return it back to the supplier for return to the publisher, making the process wasteful in terms of time and money, especially with items that have a short currency such as periodicals.

iv. Library User Influence

Libraries are influenced by their patrons' interests in materials (Evans, 1970). Patrons are given the opportunity to make suggestions for purchase. The ultimate deciding factor may be the usefulness of the materials in the library and whether there will be enough demand from other patrons for that publication for it to be worth acquiring.

In the case of educational material, the library may take into consideration the educational curriculum for its school age patrons. Although the public library is not obliged to provide educational materials, they are considered to be a community service that benefits the learning and development of people of all ages.

v. Publisher and Catalogues and Websites

According to Graham (1997), publishers are dependent on libraries to promote their non-bestseller publications. Although publishers are interested in making a profit, their secondary objective is to promote the authors that they publish. Booksellers may help boost the profits of the publishers, but they will focus on selling or promoting the bestsellers as they generate immediate income (Cornish, 1998; Peters, 1982; Bakewell, 1990; Budd and Harloe, 1997). Libraries on the other hand have an obligation to the public to provide access to books and information resources that are not only in high demand in bookshops but also in low demand; in addition to this, librarians have a duty of

care to ensure that the materials that are in their collection meet the wider information needs of the library patrons.

Librarians select material for the library collection by searching through different sources to determine whether the content is suitable for the collection. Publishers and suppliers can aid the selection process by ensuring that there is an adequate description of the materials that they promote on their catalogues and websites to assist librarians make informed decisions about their purchases. In return the publishers and suppliers make a sale because they promoted their publications in such a way that it gained them business. There may be further sales to library users who become attracted by publications available in libraries and decide to purchase these for private possession.

Thus the survival and prosperity of the book industry and that of libraries are co-dependent. The need for survival of libraries as much as the survival of book suppliers has become even more imperative over the last ten years, especially with the development e-books, and the information available on the internet (Hill, 2009).

d. Conclusions

The findings from the literature review were that:

- i. Collection development policies help to guide the selection process, ensuring that suitable materials are selected to meet the user's needs. Using the right selection tools and adhering to the collection development policy during the selection process helps ensure that the materials chosen will meet the needs of the library community.
- ii. There exists a mutual dependency between publishers and libraries. Publishers rely on libraries to display their publications on the library shelves, helping to promote awareness of publications to the members of the public. Libraries rely on publishers to continue provide popular materials that their users enjoy.

- iii. Librarians use various sources as selection tools which help them make an informed decision on potential purchases. These tools may include the NZNB Reports, book reviews, publisher and supplier websites, catalogues, standing orders and user suggestions.
  
- iv. Standing orders are administered by suppliers, a third party, who save librarians the time in material selection, though the selection criteria for the standing orders are written by acquisition librarians.

### 3. Research Paradigm

Following on from the literature review I conducted a survey targeted at public libraries on the selection tools they used to manage their collection material and the New Zealand material content of their collection. In this research I used deductive theory. (Bryman, 2004) which allowed me to draw conclusions from my research method.

Following the HEC approval, I commenced my survey. I collected data from web surveys using a mixture of quantitative and qualitative methods. The questions in my survey were made up of five questions.

I employed the mixed methods approach (that is both qualitative and quantitative research) using surveys made up of four quantitative questions and one qualitative question, to gather information on the selection tools are used by public library acquisition librarians. The focus was on selection tools used for the acquisition of New Zealand subject materials and materials that are published in New Zealand<sup>2</sup>.

This approach enabled me to collect statistics as well as the background information behind the statistical data.

#### a. Research Sample

From acquisition librarians in libraries around New Zealand, for my research sample I targeted acquisition librarians involved in the acquisition of the New Zealand subject materials and New Zealand published materials in public libraries. I requested one acquisition librarian to respond from each library. I sent participation requests to public library acquisition librarians in each of the main city public libraries, knowing that not all of them were likely to participate. Out of the nineteen libraries that I sent requests to, I received nine positive responses from willing participants. The response rate was 47% so the conclusions that I draw from this research is true for the nine libraries that responded, and is not necessarily representative of the ten that did not respond.

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<sup>2</sup> Please see appendices 1 and 2 for my e-mails to the participants.

b. Data Collection

The data was collected using Qualtrics web survey software as a platform. I e-mailed a link to the nine positive respondents from the targeted survey population.

The personal information about the acquisition librarians and their libraries were not collected for this research; rather it gathered information purely on the selection tools used by public libraries, and the estimated percentage make-up of the New Zealand subject materials and New Zealand published materials held in their collections.

I focused my research on New Zealand published materials and New Zealand heritage materials.

Bryman (2004) advises that a survey with too many questions is not taken seriously by participants; I therefore limited the questions to five in all and created a survey that was made up of matrix, multiple choice, and ranking and text questions. I developed questions in a format that made it easy for the respondents to answer, and the response format easy and unambiguous to facilitate consolidation and analysis.

I collected data through the Qualtrics web survey software so that I could easily gather and transfers the quantitative data information into excel to create graphs and draw conclusions.

These questions sought information on the selection tools that the participants used for the selection of their materials, where they obtained bibliographic information, and how they sought information on the existence of the publications.

Since much of the data provided quantitative information I was be able to undertake quantitative analysis and draw quantitative conclusions.

The surveys were directed at New Zealand subject acquisition librarians from public libraries around New Zealand. I e-mailed requests to 19 of the main public libraries in New Zealand; these were located at Auckland, Hamilton,

Napier, Wellington, Porirua, Upper Hutt, Whangarei, Hamilton, Invercargill, Christchurch, Taupo, Rotorua, Palmerston North, Dunedin Nelson, Far North, Gisborne, Taranaki and Tauranga. Some libraries were unwilling to participate in my research, while others did not respond. I had hoped that this would not have been the case, as it would have been useful to have had information from all the New Zealand public libraries across the country.

Participants completed the survey online and their responses were routed to me anonymously through Qualtrics software.

c. Pilot study

A pilot e-mail survey was created and tested on my acquisition librarian contacts in Australia, as the actual research was targeted at New Zealand public library acquisition librarians. The pilot survey helped me to gain an idea of how practical my survey would be, and used the feedback and results to make alterations to the survey used for my actual research.

## **2. Results**

### **Gathering Data**

Using Qualtrics software, I created a web survey that consisted of five questions and I e-mailed a link and a password to each of the nine positive respondents.

### **Analysis**

I employed mixed research analysis.

a. Preparing data for analysis

I tabulated the results data in excel to facilitate further analysis and the development of graphs.

b. Processing numbers

Qualtrics software provided statistical analysis for the mean, min, and max values of data. From this I used the mean that was calculated by Qualtrics for question one.

I also reviewed the situations where the respondents had abstained from answering to glean a reason for abstinence.

c. Analysing the results

I used pie charts and bar graphs to gain an understanding of where material selection tools varied and where they tended to be similar.

The final results helped me to see what the most valued sources are for acquisition librarians in public libraries and what the least used selection tools were and which selection tools fell in the mid-range.

d. Additional information

In the surveys I asked a question that collected comments by the participants on what their other preferred selection tools were. I looked at these answers as well, for the significance of additional information on the influences on the acquisition librarians in New Zealand public libraries.



## Results and Analysis

**Question 1:** Rank these resources (1-5) in order of preference for selecting New Zealand Publications and New Zealand Subject Materials as part of your material selection for the library you work in.

### Tabulation of Responses to Question 1:

Answer	1	2	3	4	5	Total Responses
National Bibliography Reports	2	1	2	2	1	8
Book Supplier or Publisher Website	3	3	0	2	1	9
Supplier/Publisher Catalogues	3	3	2	1	0	9
Suggestions from Borrowers/Users	1	1	4	1	2	9
Standing Orders	0	1	1	2	3	7
Total	9	9	9	8	7	-

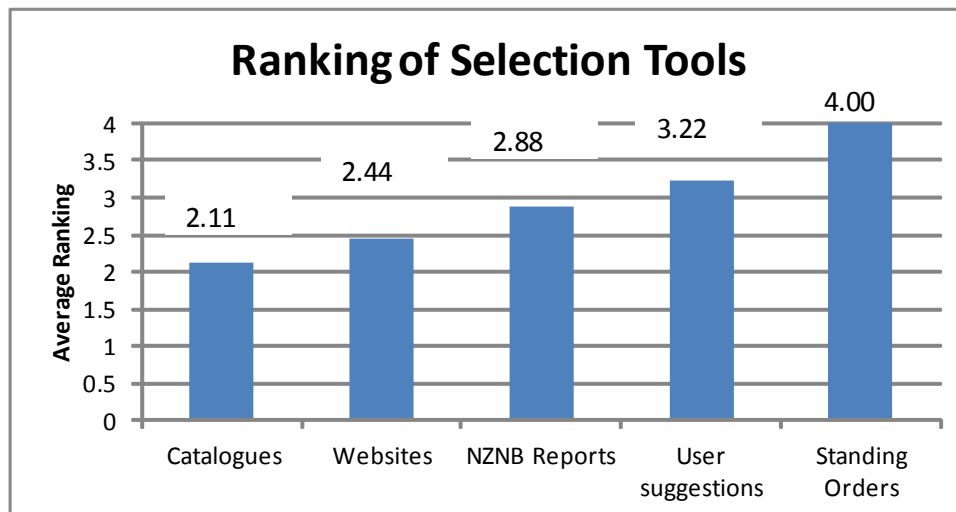
### Analysis and Discussion of Responses to Question 1:

The question asks the respondent to rank the selection tools in order of preference, where 1 is the most preferred and 5 is the least preferred.

As can be seen from these results, two of the selection tools did not have responses by all the participants. These were the NZNB Reports and standing orders.

When I sent out requests for participation, one of the participants advised me that their library had their materials on standing order with a supplier, which may explain why the NZNB Reports only had eight responses rather than the total of nine.

I developed a graph using the mean for each of the selection tools, so that I could analyze the data. The mean was automatically calculated by the Qualtrics survey software using the results from my survey.



The preferred ranking of selection tools is the supplier and publisher catalogues, followed by the supplier and publisher website, with NZNB Reports ranking third, suggestions from borrowers fourth and standing orders fifth.

The supplier and publisher catalogues list recently published materials that describe the publications including the genre and some (if not all) subject headings.

The supplier and publisher websites are more up to date than catalogues, but they require the user to look for a specific title or author, and it is generally difficult to navigate these websites to find publications based on content or other selection criteria.

Suggestions from borrowers was ranked 4<sup>th</sup>, since user or borrower suggestions do not necessarily include materials that are still in print or suitable for the collection, probably because they have heard of the publication but do not necessary think about the relevancy or recency of the publication as a librarian might do. The likely reason for the low ranking is that the information about the publications may not be reliable; the bibliographic information may be incorrect such as the spelling of the title or the author, or incorrect author or title.

Also the user/borrower suggestion may not align with the library's collection development policy

While standing orders are ranked 5<sup>th</sup>, in this sample I am mindful that it is still a valued selection tool since there were two libraries that did not partake in this survey because they had their materials on standing orders with their suppliers. Should the libraries that preferred standing orders participated, the ranking would have been different.

These statistics indicate that the majority of participants have a preference for the publisher and supplier catalogues followed closely by the publisher supplier websites. The NZNB Reports is ranked as the third preferred selection tool. The borrower and user suggestions (the 4<sup>th</sup> preferred selection tool), and standing orders (the least preferred selection tool) are preferred less for selecting materials and publications for the library collections.

**Question 2:** *Please list the other resources that you use for locating New Zealand materials.*

**Tabulation of Responses to Question 2:**

Text Response
regular visiting reps, newspaper advertising of titles
Local newspaper
newspaper reviews; word of mouth (for local history material); appros
Appros from New Zealand material supplier; suggestions from staff who specialise in the New Zealand/Maori subjects
Authors (especially self published authors!). N.Z. websites (for publishers, organisations, interest groups, etc).
local newspapers, magazines eg genealogy, selection contractors (eg Wheelers), authors themselves approaching us directly
book reps (ie Random House, South Pacific Books): Recommendations and information from TRW members (Maori librarians' organisation)

**Analysis and Discussion of Responses to Question 2:**

From these responses, I found it useful to learn of other tools used by the participants for their purchase selection. Of the nine participants, seven respondents answered this question.

A number of libraries used newspapers as a source for materials, received suggestions from visiting representatives, authors and staff members who specialised in those subject areas.

‘Appros’ is a new terminology for me, on searching the internet; I found that Appros could be an iphone or android or smart phone application that is used to provide games and websites. These libraries could be looking into moving forward with technology.

There were some references to the local newspapers and self-published authors, which suggests that the public acquisition librarians are interested in having material from local publications and writers for their collections. This suggests that the smaller publishers

including the self-published authors rely on the local library to stock their published works and thereby introduce them to the local community.

The possible reason for one of the respondents not answering this question was due to this library using standing orders with suppliers to maintain their library collection, so this question was not applicable. The other non-respondent probably does not use other selection tools.

**Question 3:** *Why do you find the following useful?*

**Tabulation of Responses to Question 3:**

Question	A	B	C	D	E	F	G	H
<b>NZNB Reports</b>	4	1	0	5	5	7	5	0
<b>Supplier/Publisher Websites</b>	7	1	0	3	3	2	4	2
<b>Supplier/Publisher Catalogues</b>	6	1	1	5	2	4	6	1
<b>Borrower/User Suggestions</b>	2	5	0	3	0	0	1	2
<b>Standing Orders</b>	1	0	0	1	2	0	2	2

Key:

<b>A</b>	<b>Up to date</b>
<b>B</b>	<b>Recommended</b>
<b>C</b>	<b>Peer reviewed content</b>
<b>D</b>	<b>Relevant Content</b>
<b>E</b>	<b>Reliability</b>
<b>F</b>	<b>Authority</b>
<b>G</b>	<b>Editions available in New Zealand</b>
<b>H</b>	<b>Other</b>

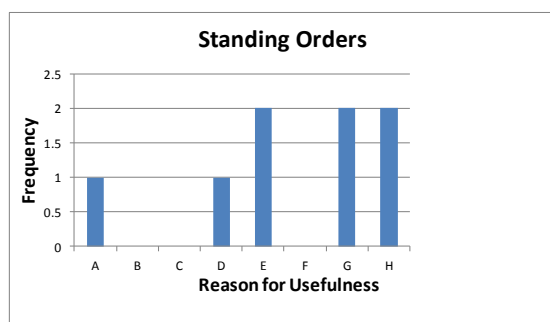
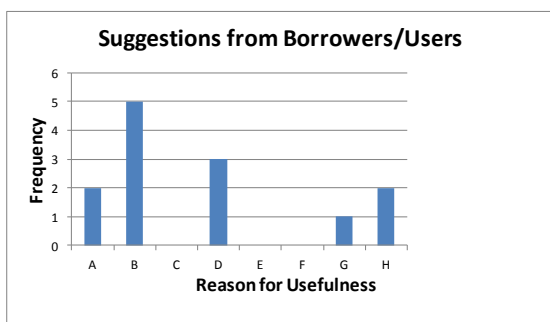
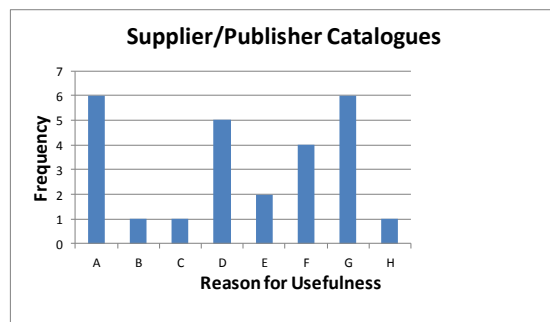
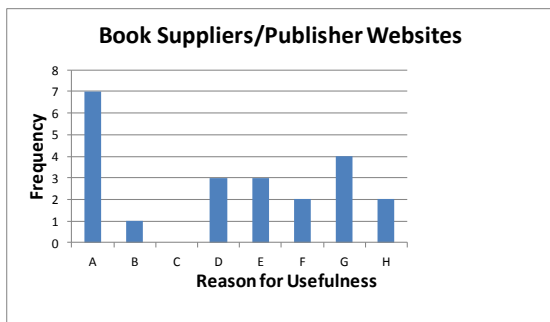
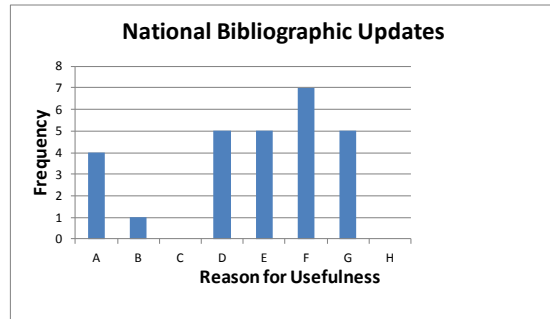
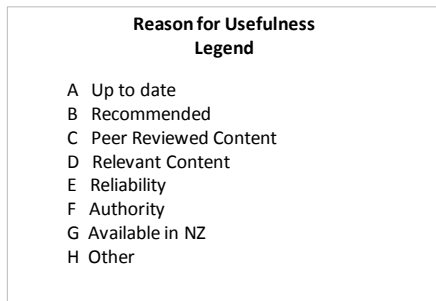
**Analysis and Discussion of Responses to Question 3:**

For this question the respondents were able to respond to any or all of the individual selection tools and about which ones were useful for the reasons of being up to date, reliable, recommended, peer reviewed et cetera. The number of respondents for each selection tool is therefore unknown.

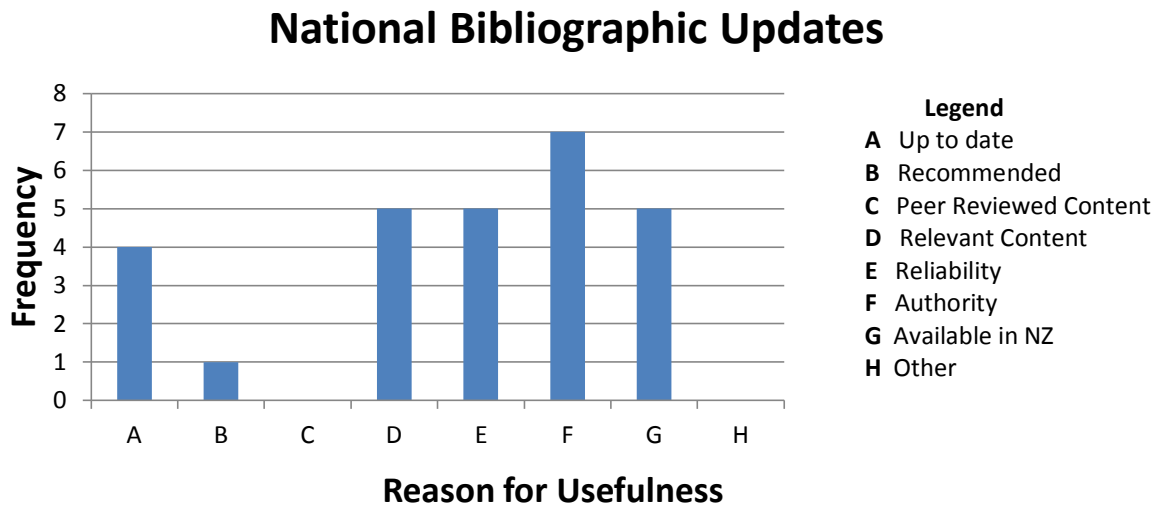
The original question was presented as a matrix chart, as can be seen in Appendix 3.

To make the analysis of this data easier, I used bar graphs, for each selective tool and analysed their strengths and weaknesses.

### Overview of Result Tables for Question 3



## NZNB Reports



The strengths of the NZNB Reports, as identified by participants, are that they are considered to be authoritative (F), have relevant content (D), are reliable (E) and have editions listed that are available in New Zealand (G).

Although it was less than a majority who considered the NZNB Reports to be ‘up to date (A), there were still a significant proportion of the participants who considered it useful as an up to date selection tool. The NZNB Reports are produced once a month, while the information is not as up to date as the publisher or supplier websites, it is still lists all newly published materials in New Zealand, as well as the newly acquired materials (that were published overseas) for the New Zealand Heritage collection at the National Library of New Zealand.

Since the NZNB Reports are produced by the National Library of New Zealand, it seems natural that it would be considered to be an authoritative selection tool. The free service that the National Library provides is an unbiased service without commercial interests.



## Book Supplier and Publisher Websites

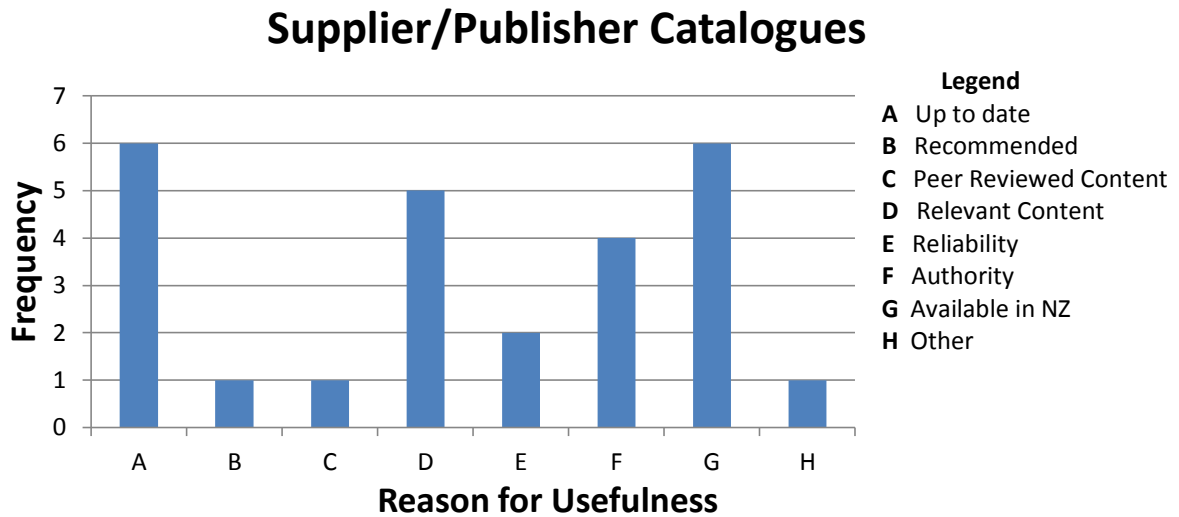


The seven of the nine participants considered book suppliers and publisher websites up to date (A). The additional strengths of book supplier and publisher websites were the availability of the products to be distributed in New Zealand (G), the relevancy (D) and reliability (E).

None of the participants considered that the materials listed on publisher or supplier websites were peer reviewed (C), I am not sure that the participants understood this question, unless their suppliers and publishers do not provide peer reviewed publications.

The supplier and publisher websites are updated on a regular basis with newly published materials, hence the reason why the majority of users considered the website to be up to date (A). The pricing and bibliographic information will be up to date, which will prove useful for librarians who wish to ensure that their materials are the latest editions. Publishers and suppliers may hold only the materials they publish or supply on their websites, and will not list all materials that an acquisition librarian is looking for. The acquisition librarian will have to search for information on a product with more than one publisher or supplier to locate the specific material being sought.

## Supplier/ Publisher Catalogues

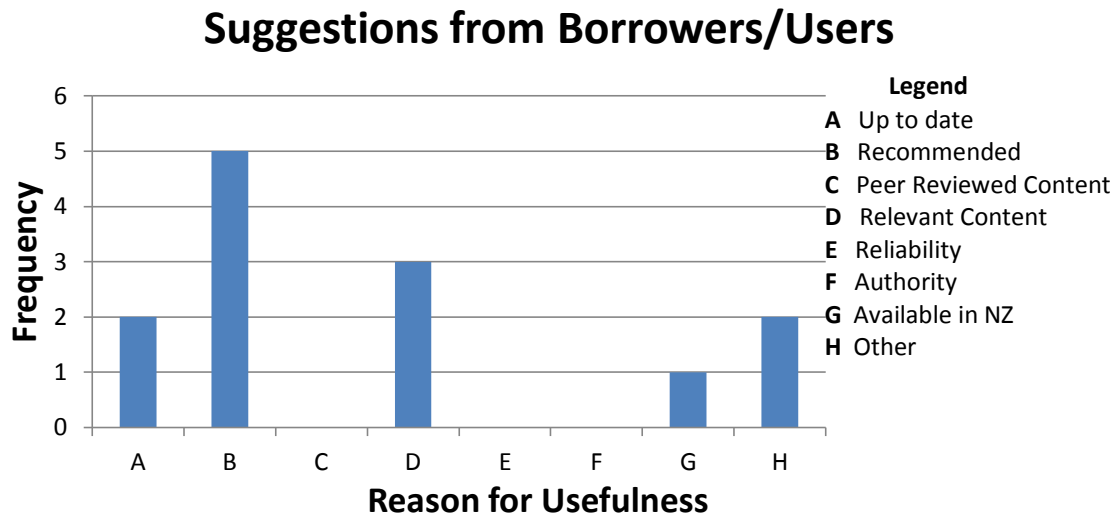


Though the supplier or publisher catalogues are not considered as up to date (A) as the supplier and publisher websites, this was considered one of its main strengths; the other main strengths were that the materials were available to be distributed in New Zealand, and the other was that their promoted material had relevant content.

The catalogues are not produced or updated on a daily basis like the websites are, but the information that is provided in the catalogues list the published materials, along with some bibliographic information.

Like Publisher websites, publisher catalogues don't necessarily list all the material that an acquisition librarian is looking for. The catalogues and websites work well as complimentary tools that help acquisition librarians make informed decisions to purchase based mainly on the edition being up to date (A) and available for distribution in New Zealand (G).

## Suggestions from Borrowers

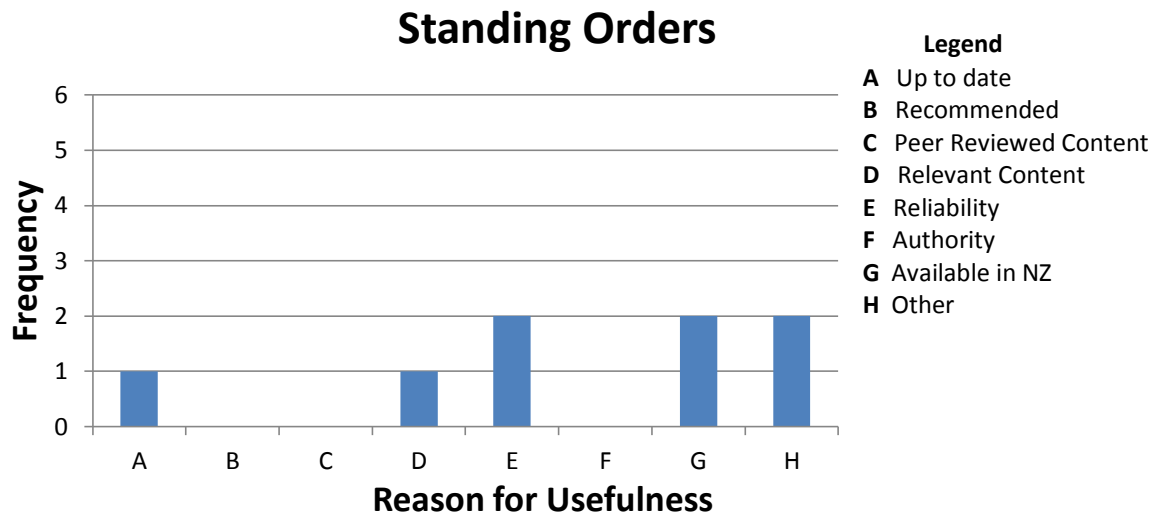


The main reason for the usefulness of suggestions from borrowers and users is that the materials are recommended (B).

None of the participants considered that suggestions from borrowers or users as material that had been peer reviewed (C), or that the materials suggested were reliable resources (E) or that the suggestions were authoritative (F).

Users of public libraries pay rates to the city council and support the funding for the public library services, it is expected that the materials in the public libraries are for the users' benefit. It seems less likely that any information that a borrower or user provides will be accurate, or if they will know if the publication that they recommend is out of print, relevant or suitable for the library collection.

## Standing Orders



The materials that are on standing order usually follow a certain guideline on the type of materials that are to be supplied. Typically the guidelines cover genre, book size, subjects, authors and price. Often the materials on standing order may be purchased at the suppliers' discretion.

The strengths of standing orders, as considered by two participants in each case, were reliability (E), availability (G) and other (H). One participant considered the materials supplied on standing order had relevant content (D) and one participant considered them up to date (A).

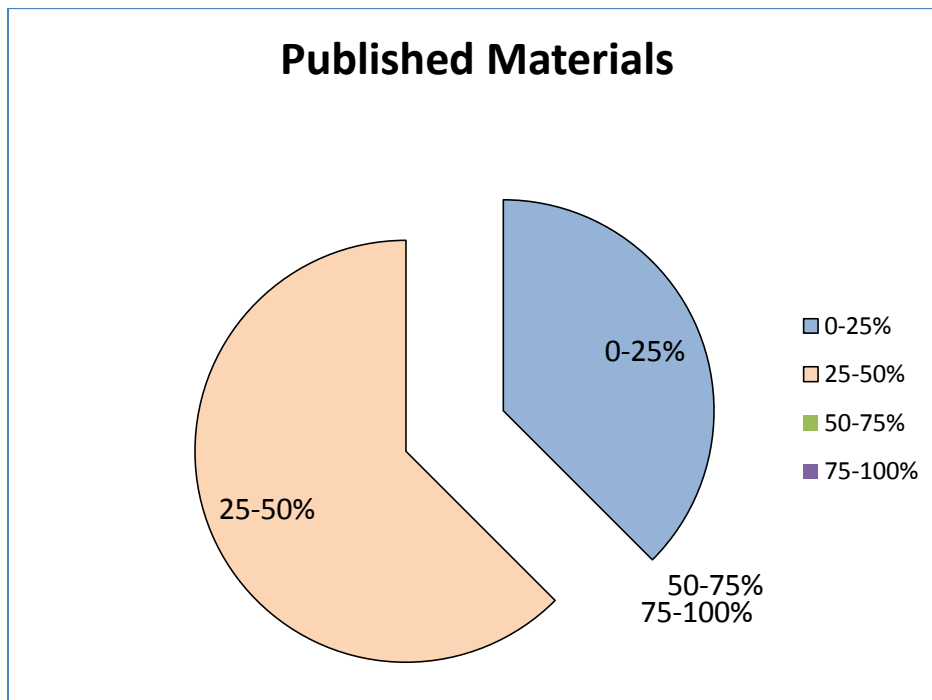
None of the participants considered standing orders useful for recommended, peer reviewed or authoritative content.

### Overall Summary on the Usefulness of Selection Tools

The most popular reasons for using sources for locating materials were for the most up to date and most authoritative sources. In conjunction with data gathered from Question 1, participants rated locating the most up to date material higher than using an authoritative resource for their collection.

**Question 4:** *Roughly what proportion of materials in your library is composed of New Zealand published materials?*

**Tabulation of Responses to Question 4:**



**Analysis of Responses to Question 4:**

Of the nine participants, eight responded to Questions 4 and 5. It is likely that the participant that abstained from answering the last two questions did not know what proportion of the library materials were made up of New Zealand subject materials or published materials.

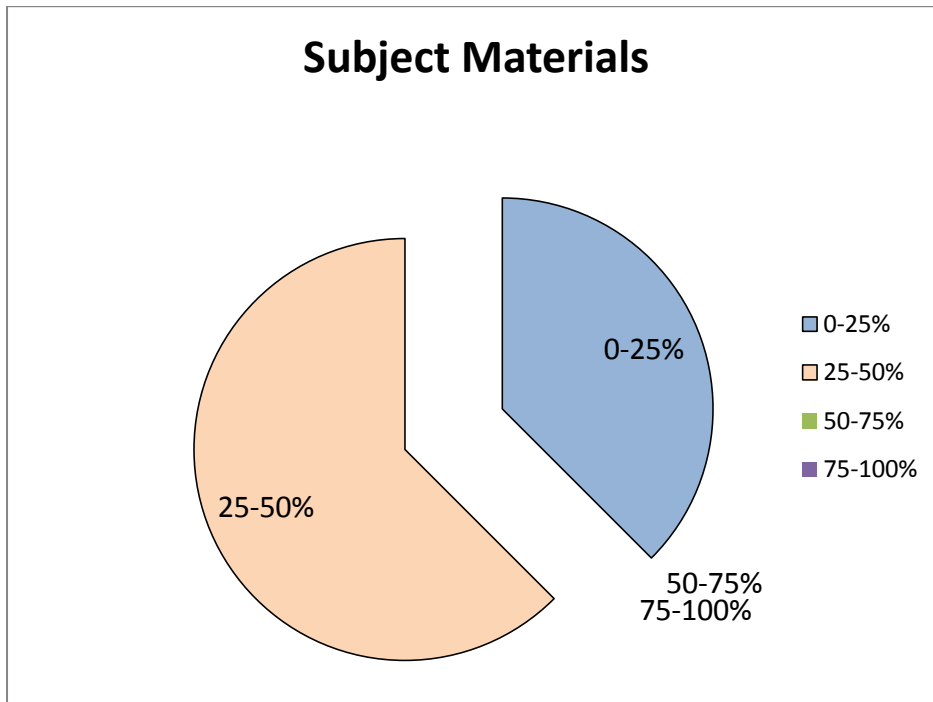
The majority (62%) estimated that 25-50% of their library content was composed of materials that were published in New Zealand.

Approximately 38% of the respondents felt that up to 25% of their materials were published in New Zealand.

These results indicate that a majority of the respondents had 25% to 50% of their collection made up of materials published in New Zealand, with the rest of the collection imported from overseas publishers.

**Question 5:** *Roughly what proportion of materials in your library is composed of New Zealand subject materials?*

**Tabulation of Responses to Question 5:**



**Analysis of Responses to Question 5:**

These responses compliment responses to Question 4. 38% respondents estimated that up to 25% of their library materials were composed of materials with New Zealand content and 62% of the participants felt that 25% to 50% of their library materials were composed of materials with New Zealand content.

These responses indicate that the New Zealand subject material make up a large proportion of the library collections of the New Zealand public libraries that participated in this survey..

## **Overall Discussion on the Proportion of New Zealand Materials in New Zealand Public Libraries**

The responses to Questions 4 and 5 show that the New Zealand published materials and New Zealand subject materials contribute to a significant proportion of the collections in the New Zealand public libraries that participated in this research. This raises the importance of the selection process and choice of selection tools for making these materials part of the library collection.

Since NZNB Reports list all materials that are published in New Zealand, as a consequence of the legal deposits made into the National Library, and they also list the items in their large collection of New Zealand subject materials in their heritage collection, the NZNB Reports are a valuable selection tool for New Zealand public libraries that aim to stock New Zealand published materials and New Zealand subject materials as a set percentage of their collection

## **Conclusions**

The findings in my survey have shown that the majority of the acquisition librarians who participated have a preference for the supplier and publisher catalogues and websites for the most recent New Zealand publications and New Zealand subject materials. The popularity of supplier and publisher catalogues and websites is due to them being considered up to date and due to the materials being available in New Zealand. Acquisition librarians also rely on the use of the NZNB Reports for their selection decisions as they consider them to be very authoritative.

Other sources for locating New Zealand subject materials and New Zealand publications were reviews in newspapers and local publications and recommendations by users and third parties. An interesting source that emerged through the survey was the recommendation from small publishers and local unknown authors promoting their own materials.

The participants in this survey ranked standing orders as their least preferred selection tool for locating and procuring New Zealand published materials and New Zealand subject materials.

New Zealand publications make up a significant proportion of the New Zealand public library collections. This will guide the choice of the selection tools used by acquisition librarians and how the selection process is undertaken.



## **Implications**

With the New Zealand subject materials and published materials contributing to 25% to 50% of the public library collections in New Zealand, the selection process for inducting these materials into the collection is important.

Publishers and suppliers can provide more detailed bibliographical information on their websites and catalogues to help and support their library customers with their selection process and purchase decisions. References to publication reviews will also enhance the usefulness of these tools for its users.

The National Library of New Zealand provides a vital selection tool for collection development and acquisition librarians in public libraries around New Zealand by producing a monthly list of recent New Zealand publications in the NZNB Reports. I hope that this project will help librarians and suppliers become aware of how useful the NZNB Reports is to source New Zealand subject materials, particularly for small New Zealand publishers and unknown authors.

The library patrons and third parties also influence the library collection through their purchase recommendations and requests. The survey found these influences to be minor but nevertheless as they come from within the community, they help the collection material in libraries reflect the needs and characteristics of the community it serves.

I hope that this project report provides useful information to libraries on the different selection tools available to find and purchase materials for their library collection.

I also hope that this project report will help suppliers and publishers have a greater awareness of how important their marketing publications are in the selection process for acquisition librarians.

From this research, publishers and suppliers may wish to collaborate closely with the National Library in making the selection tools such as the publisher and supplier websites and catalogues, and the New Zealand Bibliographic Reports more user friendly and

bibliographically detailed thus aiding the Acquisition librarians in their selection process and improving the quality of the materials that are held in the public libraries.

## **Future Research**

Below are some suggestions for future research

- This project could be expanded to research selection tools used by other types of libraries around New Zealand for their material selection.
- The factors that influence collection development policies.
- An exploration on how libraries interact with their local authors and small publishers.
- The relationship between the libraries and their suppliers.

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## Appendix 1: Email to the Library



Dear Librarian,

With your permission, I wish to request the participation of a member of your acquisitions team, who is involved in the selection of New Zealand subject materials, in this survey. This survey is for a member of your acquisitions staff who selects New Zealand materials for public libraries. Please pass this letter onto that person, and ask them to e-mail me, so that I can send them the link to the web survey.

I'm doing my research project this year for my Masters in Libraries and Information Studies. My topic is on "The selection tools for acquisitions of NZ subject and published materials in New Zealand public libraries."

The results of this survey will help me determine what and how selection tools for public library acquisitions staff in New Zealand on New Zealand subject materials are used.

A copy of this research project will be available in the Victoria University's online institutional repository, and may be published as a conference paper or journal article.

All participant libraries and individuals will remain unidentified and their responses will remain anonymous.

Please pass on the attached information sheet to the participants.

Many thanks for your participation.

*Jenny Tharmatheva*

Jenny Tharmatheva

## Appendix 2: Participant Information



### **Participant Information Sheet: for a study on the selection tools for acquisitions of NZ materials in New Zealand public libraries**

**Researcher:** Jenny Tharmatheva: School of Information Management, Victoria University of Wellington

I am a Masters student in Libraries and Information Sciences at Victoria University of Wellington. As part of this degree I am undertaking a research project leading to my Masters Degree. The project I am undertaking is to learn of the research tools that aide in the selection of library materials.

I am inviting Acquisition librarians who select New Zealand published and New Zealand subject materials to be purchased and added to their library collection. Participants will be asked to complete the survey provided to them in the link that I send to them by e-mail.

It is envisaged that the questionnaire will take about a quarter of an hour to complete and may be completed by the end of November.

Responses collected will form the basis of my research project and will be put into a written report on an anonymous basis. It will not be possible for you to be identified personally. Only grouped responses will be presented in this report. All material collected will be kept confidential. No other person besides me and my supervisor, Alastair Smith, will see the questionnaires.

The research project will be submitted for marking to the School of Information management and a copy of this research project will be available in the Victoria University's online institutional repository, and may be published as a conference paper or journal article.

This research project has been approved by the Victoria University Ethics Committee. Data will be destroyed two years after the end of the project.

If you have any questions or would like to receive further information about the project, please contact me at [tharmajenn@myvuw.ac.nz](mailto:tharmajenn@myvuw.ac.nz) phone: 0210716235, you could also contact my supervisor at [alastair.smith@vuw.ac.nz](mailto:alastair.smith@vuw.ac.nz) phone: 463 5785.

If you wish to obtain feedback, you are welcome to email me: [tharmajenn@myvuw.ac.nz](mailto:tharmajenn@myvuw.ac.nz)  
The nature of the feedback will be a summary of my findings.

Jenny Tharmatheva  
Signed:

A handwritten signature in blue ink that reads 'JTharmatheva'.



## Appendix 3: Survey



### Survey

Q1 Rank these resources (1-5) in order of preference for selecting New Zealand Publications and New Zealand Subject Materials as part of your material selection for the library you work in.

- \_\_\_\_\_ National bibliography updates
- \_\_\_\_\_ book supplier or publisher website
- \_\_\_\_\_ supplier/publisher catalogues
- \_\_\_\_\_ suggestions from borrowers/users
- \_\_\_\_\_ standing order

Q2 Please list the other resources that you use for locating New Zealand materials

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Q3 Why do you find the following useful?

	Up to date	Recommended	Peer reviewed content	Relevant Content	Reliability	authority	editions available in New Zealand	other
NZNB Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book supplier/publisher websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
supplier/publisher catalogues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
suggestions from borrowers/users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
standing orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q4A Roughly what proportions of materials in your Library are composed of for NZ  
Published Materials?

- 0-25%
- 25-50%
- 50-75%
- 75-100%

Q4B Roughly what proportion of materials in your Library are composed of for NZ  
Subject Materials?

- 0-25%
- 25-50%
- 50-75%
- 75-100%

## Appendix 4: Survey Feedback

### Report

Last Modified: 14/11/2011

Response Set: Collection survey

#### 1. Rank these resources (1-5) in order of preference for selecting New Zealand Publications and New Zealand Subject Materials as part of your material selection for the library you work in.

#	Answer	1	2	3	4	5	Responses
1	NZNB Reports	2	1	2	2	1	8
2	book supplier or publisher website	3	3	0	2	1	9
3	supplier/publisher catalogues	3	3	2	1	0	9
4	suggestions from borrowers/users	1	1	4	1	2	9
5	standing order	0	1	1	2	3	7
	Total	9	9	9	8	7	-

Statistic	National bibliography updates	book supplier or publisher website	supplier/publisher catalogues	suggestions from borrowers/users	standing order
Min Value	1	1	1	1	2
Max Value	5	5	4	5	5
Mean	2.88	2.44	2.11	3.22	4.00
Variance	2.13	2.28	1.11	1.69	1.33
Standard Deviation	1.46	1.51	1.05	1.30	1.15
Total Responses	8	9	9	9	7

## 2. Please list the other resources that you use for locating New Zealand materials

Text Response
regular visiting reps, newspaper advertising of titles
Local newspaper
newspaper reviews; word of mouth (for local history material); appros
Appros from New Zealand material supplier; suggestions from staff who specialise in the New Zealand/Maori subjects
Authors (especially self published authors!). N.Z. websites (for publishers, organisations, interest groups, etc).
local newspapers, magazines eg genealogy, selection contractors (eg Wheelers), authors themselves approaching us directly
book reps (ie Random House, South Pacific Books): Recommendations and information from TRW members (Maori librarians' organisation)

Statistic	Value
Total Responses	7

## 3. Why do you find the following useful?

#	Question	Up to date	Recommended	Peer reviewed content	Relevant Content	Reliability	auth ority	editio s availab le in N Z	ot he r	Responses
1	NZNB Reports	4	1	0	5	5	7	5	0	27
2	Book supplier/publisher websites	7	1	0	3	3	2	4	2	22
3	supplier/publisher catalogues	6	1	1	5	2	4	6	1	26
4	suggestions from borrowers/users	2	5	0	3	0	0	1	2	13
5	standing orders	1	0	0	1	2	0	2	2	8

Statistic	NZNB reports	Book supplier/publisher websites	supplier/publisher catalogues	suggestions from borrowers/users	standing orders
Min Value	1	1	1	1	1
Max Value	7	8	8	8	8
Total Responses	8	9	9	8	5

#### 4. Roughly what proportions of materials in your Library are composed of NZ Published Materials?

#	Answer	Response	%
1	0-25%	3	38%
2	25-50%	5	63%
3	50-75%	0	0%
4	75-100%	0	0%
	Total	8	100%

Statistic	Value
Min Value	1
Max Value	2
Mean	1.63
Variance	0.27
Standard Deviation	0.52
Total Responses	8

#### 5. Roughly what proportion of materials in your Library are composed of NZ Subject Materials?

#	Answer	Response	%
1	0-25%	3	38%
2	25-50%	5	63%
3	50-75%	0	0%
4	75-100%	0	0%
	Total	8	100%

Statistic	Value
Min Value	1
Max Value	2
Mean	1.63
Variance	0.27
Standard Deviation	0.52
Total Responses	8