



15 May 2017

LGOIMA No. 8140001312
(Please quote this in any correspondence)

James Morgan

By Email: fyi-request-5722-345f06dd@requests.fyi.org.nz

Dear James

Local Government Official Information And Meetings Act 1987

Restricted items - Auckland Libraries

I refer to your request which we received on 12 April 2017, concerning restricted items at Auckland Libraries. Our response to your questions is as follows:

Please provide a list of items that are held in the "central city restricted items" section/collection. I require at least name and author/s and other information e.g. summary would be appreciated.

As well, please show separately the equivalent for the wider library catalogue.

Please find attached a list of items that are classified as "central city restricted items" and a second list, "other restricted items" which are held in other locations.

Please note the below in regard to the second list:

- Special Collections (NZ) is located on Level 2 of the Central City Library; however these collections are separate from the Central City Library lending collections, and can only be viewed in the Special Collections reading room with a librarian present. The item in this collection displays an R16 note.
- The Angela Morton collection is also one of our 'special' reference-only collections and is located at Takapuna Library. The restricted item in this collection is held in the workroom of the Takapuna Library in a locked cabinet. It displays an R16 note.

Please advise the process in ensuring that the library complies with the 'Films, videos and publications classification act 1993' to ensure minors are not able to access this material.

To ensure Auckland Libraries meets the legal requirements of the Office of Film and Literature Classification, we monitor rulings to keep current with items that have been restricted under the Censorship Act. These items are not in general circulation and form the 'Desk Copy Restricted Items' collection. Items designated as 'Desk Copy Restricted Items' are held in the circulation workroom at Central City Library. The appropriate classification and restricted warning appears both on the catalogue record and on physical labels on these items.

Only customers who are at or above the age restriction can borrow these items, whether at the Central City Library or by requesting them for pick-up at other branches. When customers request a restricted item, staff must check the customer's membership record to ensure they are at or above the age restriction recorded on the item's catalogue record. Having ascertained that the customer meets the age requirement, staff store the item in a secure location designated for restricted hold items. They are not placed on the self-serve holds pick-up shelves. In the case that the requesting customer does not meet the age requirement, the hold is cancelled and the item is returned to Central City Library.

'Desk Copy Restricted Items' are not on view in any of our branch libraries, including the general lending collection shelves, holds pick-up shelves, or on display.

Please also advise any known examples of Auckland libraries breaching this act including the specific items and any consequences of said breach.

Five titles in eBook format which were rated as restricted by the Office of Film and Literature Classification were inadvertently purchased in the last 6 months. Our policy is to not purchase age-restricted eBooks as we cannot control who downloads them. There is a partially process for adding eBooks to our collections, and the very high number of these requests (just over 16,000 between October 2016 and March 2017), means that these titles can occasionally be ordered without our staff noticing an item with a New Zealand restriction.

As a result of the above, the eBook titles in our catalogue are checked regularly. If any restricted titles are discovered, they are removed from our eBook collection immediately.

I hope you find this information useful. If you have any further queries please contact me on 09 301 0101, quoting LGOIMA No. 8140001312.

Yours sincerely



Jenny Hua
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