



Unitec Library Collection Management Policy Statement

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1. INTRODUCTION

This Collection Management Policy Statement describes Unitec Library's collecting responsibilities. It is written both for our users, that they may know the Library's collection goals and policies, and as a planning and working document for library staff.

It includes statements on collection principles, criteria for selection, criteria for de-selection and retention, fund allocation, resource sharing and special collections.

This policy statement will be reviewed as required.

2. COLLECTION GOALS

The Library's collection goals are:

- 1) To acquire and manage a collection of resources which supports Unitec's teaching, learning and research,
- 2) To provide access to that collection in print, electronic and audio-visual formats and via user-friendly access points.

In order to provide the widest possible range of up-to-date material in the most economical way, these goals take into account:

- the teaching and learning needs of the Unitec community;
- the research needs of students and staff;
- the subjects taught in departments;
- the academic level of Unitec's programmes;
- changes in programmes.

3. RESPONSIBILITY

- The Library Manager is responsible for the overall operational and financial management of the Unitec Library Collection.
- The Library Collections Committee is responsible for monitoring and ensuring equitable spending of resources allocations and deciding on new journal subscriptions, and new databases.
- Subject Librarians are responsible for selecting resources for the library collection, in accordance with specified guidelines. They maintain a balanced collection to ensure it meets the needs of all clients.
- Academic staff are responsible for communicating the needs of their courses to Subject Librarians, and recommending the purchase of library materials.
- The Library Manager is responsible for approving individual items over \$250 or an amount as decided by the Library Collections Committee

4. SOURCES OF FUNDING

Each year the Unitec Library Manager submits an estimate of the Library's financial requirements to Finance, from which funds are then allocated for library resources. The Library Committee allocates funds for library resources.

APPENDIX A. COLLECTION PRINCIPLES

A.1. For whom the library buys material

The library purchases material that can be made available to all staff and students. It does not purchase or organise class sets or teaching texts for lecturers' own use.

A.2. Formats

Material is collected in various formats, for example print, DVD, electronic, digital. All material, regardless of format, is listed in the Library catalogue. Superseded formats such as videos, cassettes, microfiches, floppy discs are not purchased, unless there are no alternatives, and the item is considered vital.

A.3. Duplication

The Library will buy multiple copies of material only when necessary, because of demand or the needs of students at different campuses. In deciding whether to duplicate material, usage of previous editions, the Māori and Pacific success strategies and available budget are taken into account.

For required and recommended texts, the following guidelines may be applied:

- 1-25 students – 1 copy
- 26-50 students – 2 copies
- More than 50 students – 3 copies.
- At least one copy of required texts is purchased.

A.4. Languages other than English

Material is only purchased in English, except for some Māori and Pacific language material and bilingual journals which add significantly to a subject taught at Unitec.

A.5. Copyright

All material in the Library Collection is added and administered in accordance with the New Zealand copyright legislation and other relevant law.

A.6. Donations

Offers of donations will not usually be accepted.

APPENDIX B. CRITERIA FOR SELECTION

B.1. Criteria for selection of all material:

- a) relevance to Unitec's current or future programmes;
- b) recommendation by academic staff;
- c) depth of collection in the subject;
- d) price;
- e) academic credibility;
- f) scope and content;
- g) academic level;
- h) New Zealand content;
- i) language and country of origin;
- j) currency.

B.2. Print Books

Print books will not usually be purchased if an electronic version (allowing 3 or more users) is available unless the cost of the ebook is very high. New editions will be purchased if there has been substantial usage of the previous edition, a substantial revision or a long period between editions. The Library attempts to replace books which are missing from the collection in accordance with normal purchasing criteria. Out of print books will only be purchased if they are deemed to be critical to the subject area. All reasonable attempts will be made to acquire a good condition copy.

B.3. E-books

Considerations in addition to normal selection criteria are:

- presentation and ease of use
- access – are there limits on the number of simultaneous users, can the full-text be searched, are there tables of contents and indexes, can they be easily accessed from off campus?
- is the Library purchasing permanent access to the book or only access rights?
- the pricing structure and ongoing subscription costs.

B.4. Print Journals

Although the Library prefers to subscribe to journals electronically, print journals will be considered where electronic is unavailable or undesirable.

Main selection and renewal criteria are:

- contribution to the collection;
- whether it is indexed in a database subscribed to by Unitec.
- Cost in relation to the number of students accessing the material

Print subscriptions for journals available in full-text on databases will only be considered if:

- the subject matter is of a highly visual nature;
- there is a significant embargo, i.e., 12 months or more, on the database;

- information and/or content is lost on the database, g graphs, photographs, images not displaying;
- physical browsing is important for general interest for priority groups

B.5. Electronic Resources

Electronic resources include a range of indexes and abstracts and full-text material, especially journal articles. All electronic resources can be accessed through the Library website. Ideally, electronic resources will be authenticated so that users can access them off campus using their username and password, however some will need a username and password specific to the resource.

Databases are selected and renewed on the following criteria:

- Content is relevant and appropriate to Unitec subjects
- Functionality - ease of use and search features;
- Usage statistics;
- Vendor related services, e.g., training and documentation;
- Technical issues, e.g., compatibility with Alma

These resources are reviewed as required by the Library Collections Committee.

Freely available electronic resources, such as portable document format files (PDFs) may be catalogued and included in the Library's catalogue. A print copy may occasionally be purchased as well, especially for long documents or documents with potential for high use.

Criteria for evaluating PDFs are:

- authority and credibility;
- currency - how frequently it is updated;
- presentation and ease of use;
- appropriateness to the library collection.

B.6. Audiovisual Collection

Audio-visual material is bought when it is the most appropriate format for the treatment of the subject, or to supplement textual information.

APPENDIX C. GUIDELINES TO CONSIDER WHEN DE-SELECTING

Continuous stock revision ensures that the collection is relevant to users' needs and that best use is made of the available space. Criteria to consider when undergoing de-selection:

1. items in poor repair where the cost of mending outweighs the replacement cost or value; or
2. items where subject is no longer taught at Unitec and were not purchased within last 10 years (except if going to another Te Pūkenga library), or
3. Items that
 - are no longer required for NZ, Māori or Pacific collections, or no longer meet selection criteria set out in Appendix B, and
 - have not circulated in past 2 years, and
 - were not purchased within last 10 years

Periodically, or on request, the Resources team will provide a report to the Subject Librarians listing books in their subject area that meet criteria 2 or 3 above

Subject Librarians are free to withdraw any items on **that list** that they consider no longer relevant to being kept in the collection.

Deselection of items that are part of NZ, Māori or Pacific collections is a special case to be reviewed by the Librarian/s responsible for NZ, Māori, or Pacific collections.

If the item does not fall within this report list and a Subject Librarian wishes to withdraw it, any withdrawal needs to be checked by the Library Manager. Academic staff may be consulted where appropriate. Seminal texts will be identified and retained.

The Subject Librarians may choose to retain books or journals where the Unitec copy is the only one held in New Zealand.

If there is disagreement about decisions about de-selection of particular items, the final decision rests with the Library Director or equivalent.

***Note as regards New Zealand, Māori and Pacific items:**

- less used material is usually transferred to the storage collection
- multiple editions of textbooks that have low usage should usually be withdrawn.

APPENDIX D. ALLOCATION OF FUNDS

The Library Collections Committee allocates funds for library materials according to five main divisions:

1. print books,
2. e-books owned,
3. e-books subscriptions,
4. Databases and e-journal subscriptions,
5. print journal subscriptions

The print book allocation is divided according to major subject divisions and is used for books and audio-visual material. The print journal allocation is also divided by subject. The combined database and e-journals allocation covers all ongoing electronic database subscriptions, as well as subscriptions for individual e-journals. The 'e-book owned' allocation covers e-book we have purchased. The ebook subscriptions allocation includes short term loans of e-books as well as subs.

In allocating funds, the Library Collections Committee recognises:

- the need to maintain the collection at the desired level;
- the need to fill any identified collection gaps and new areas of knowledge;
- expansion or decline of student numbers;
- demand;
- new programmes or ceasing of programmes;
- the need to consider the balance between expenditure on books and journals and print and electronic formats;
- the need to support distance learning as well as on campus

APPENDIX E. INTERLOANS

The Library's guidance on who can request an interloan and how to request an interloan is available from the Library's website.

APPENDIX F. SPECIFIC COLLECTIONS

As well as the main journal, book and audio-visual collections, the library maintains specific collections, as outlined below.

F.1. Reference Collection

Each Library has a reference collection for 'in library use only', which consists of works intended to be referred to for specific pieces of information. The reference collections include dictionaries, encyclopaedias, statistics, atlases and handbooks.

F.2. Te Kohinga Māori – The Māori Collection

Te Kohinga Māori supports the bicultural aspect of teaching and learning across all disciplines, so that students and staff can locate material related to things Māori in a central location. It reflects the Library's commitment to Te Noho Kotahitanga. The collection is housed in the Te Puna Library and is for use in the library only. There is usually also a lending copy available in the general collection.

F.3. The Pacific Collection

The Pacific reference collection focuses on material relevant for students studying health and social sciences. It reflects the Library's commitment to Pacific students' success and retention. The collection is housed in the Waitākere Library and is for use in the library only. There is usually also a lending copy available in the general collection.

F.4. Early Childhood Collection

The Early Childhood Collection, housed in the Te Puna Library, contains picture book to support the early childhood education students' learning. The library does not buy resources (e.g., puzzles, music) for student teachers to use in their teaching practice. The primary reason for the Early Childhood Collection is so students can learn to evaluate picture books as part of their coursework and progress their learning and understanding of literacy in early childhood. The collection is located adjacent to the 370s (i.e., education) part of the nonfiction lending collection.

F.5. Student Theses and Research Reports Collection

Theses

The Library administers Unitec's Research Bank, which holds electronic versions of most Unitec theses and staff research. A small collection of approximately 200 unique print only theses are held in remote storage. These are available on request.

Student Research Reports

Historically Student research reports have been catalogued and held for some disciplines.

F.6. Fred Tschopp Collection

This collection of world-renowned landscape architect Fred Tschopp's papers, photos and plans is housed in the Te Puna Library.

F.7. Arts File

The Arts File, housed in the Te Puna Library contains art exhibition catalogues and ephemeral items on New Zealand artists.

F.8. Recreational Reading Collection

This collection is housed in the Te Puna Library. Its role is to promote and encourage literacy amongst students. Popular genres, both fiction and non-fiction are collected.

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1.5	May 2013	Library staff	
2	May 2015	Library staff	Updated to reflect Library Redesign
3	October 2015	Lynda Drumm	Updated to reflect Staff changes
4	2016	Anna Wheeler and Gail Dallimore	Appendix C changed to reflect current practice
5	19/12/2016	Gail Dallimore / Anna Wheeler	Appendix C – added sentence about retaining 'last copy in NZ'
6	21/12/2016	Dipti Vora / Anna Wheeler	Appendix F – added section about The Pacific Collection
7	03/10/2022	Yvonne Sang	Te Pūkenga dual branding
8	31/05/2023	Anna Wheeler	Periodic review

Note: This Policy statement is an internal Library policy statement and is therefore not stored as part of the Unitec-wide Policy and Procedures.

The final version of this document is located on H drive here: \2. Academic Development\Student Success\Library\Documentation\Library_Policies