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 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 Director is responsible for the overall operational and financial management of the Unitec Library Collection.
- The Manager, Services is responsible for coordinating collection management.
- The Manager, Resources is responsible for acquiring, licensing, cataloguing and processing the collection.
- The Manager, Resources is responsible for ensuring and facilitating access to electronic resources.
- The Resource Management Committee is responsible for monitoring and ensuring equitable spending of resources allocations and deciding on new journal subscriptions, and new databases.
- Knowledge Specialists 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 Knowledge Specialists, and recommending the purchase of library materials.
- Manager Services responsible for approving individual items over $200 or an amount as decided by the Resource Management Committee

4. SOURCES OF FUNDING

Each year the Unitec Library Director submits an estimate of the Library's financial requirements to the Finance Committee, from which funds are then allocated for library resources. The Resource Management 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. The Library's strategic direction is to increase the ratio of electronic to print material. 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. Material will not usually be held in more than one format (eg both print and electronic). In deciding whether to duplicate material, usage of previous editions, the Maori 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 Maori and Pacific language material and bilingual journals which add significantly to a subject taught at Unitec.

A.5. Copyright

All material added to the Library's collection is in accordance with the New Zealand copyright legislation and other relevant law.

A.6. Donations

Donations are accepted on the same criteria as other acquisitions and on the understanding that the Library has ownership over what is kept, and where items will be located. Donations that are not required will be offered back to the donor. Offers of journal 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 only be purchased if no electronic version is available. 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

There are currently two models by which the library purchases e-books:

a)   Annual subscription to a database,

b)   Patron-driven acquisitions, e.g. EBL. Certain book records are loaded on to the library catalogue and the library is charged only if the book is used. On the third usage of a book, it will be automatically purchased.

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 criteria are:

* contribution to the collection;
* whether it is indexed in a database subscribed to by Unitec.

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

* the subject matter is of a highly visual nature;

- there is a significant embargo, ie 12 months or more, on the database;
- information and/or content is lost on the database , eg graphs 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, eg training and documentation;
- Technical issues, eg. compatibility with Alma

These resources are reviewed as required by the Resource Management 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:

o   items in poor repair where the cost of mending outweighs the replacement cost or value;

o   items that do not meet NZ, Maori or Pacific selection criteria that 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 Knowledge Specialists listing books in their subject area that meet the above criteria for de-selection

Knowledge Specialists are free to withdraw any items on that list that they consider no longer relevant to being kept in the collection. No further checking or approval is required for items on the report list, unless items meet NZ, Maori or Pacific selection, in which case approval should be given by person responsible for NZ, Maori, Pacific collections*.

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

The Knowledge Specialist 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.

*New Zealand material is usually transferred to the storage collection except for multiple editions of textbooks.

APPENDIX D.   ALLOCATION OF FUNDS

The Resources Management Committee allocates funds for library materials according to four main divisions: print books, e-books, e-journal subscriptions, print journal subscriptions and database 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 allocation covers e-book subscriptions, patron-driven acquisitions and loans.

In allocating funds Resources Management 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 of student numbers;

- demand;

- new 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 site

APPENDIX E. INTERLOANS AND DOCUMENT DELIVERY

The Library's interloans policy 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 Maori – The Maori Collection

Te Kohinga Maori supports the bicultural aspect of teaching and learning across all disciplines, so that students and staff can locate material related to things Maori in a central location. It reflects the Library's commitment to Te Noho Kotahitanga. The collection is housed in the Hub 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 Waitakere 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 Hub Library, contains picture book to support the early childhood education students' learning. The library does not buy resources (eg 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 (ie 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.

Research Reports

Historically 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 Building One Library.

F.7. Arts File

The Arts File housed in the Building One Library contains art exhibition catalogues and ephemeral items on New Zealand artists.

F.8. Recreational Reading Collection

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

DOCUMENT DETAILS

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AMENDMENT HISTORY

Version	Issue Date	Created/Changed by	Reason for Revision
1	September 2012	Library staff	
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

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