Collection Development and Management Framework
AUT Library

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1. Introduction

The Collection Development and Management Framework sets out the principles and guidelines by which the AUT Library selects, acquires and makes available information resources and also the retention, preservation and deselection of resources. It is aligned with the University and Library Strategic Plans to ensure that the scholarly information requirements of the University are met in effective and innovative ways.

The University and the Library are fully committed to the principles of the Treaty of Waitangi (Te Tiriti o Waitangi).

2. Library Mission Statement

AUT University Library works as an integral, creative and responsive partner with staff and students in teaching, learning and research by:
- acquiring, organising and enabling access to recorded knowledge
- conserving and communicating existing knowledge for the development of new knowledge
- empowering the AUT community to be independent lifelong learners.

3. Responsibility

The University Librarian is responsible for the management of the University Library and maintains an overview of collection development and management. The Associate University Librarian, Collection Services has delegated authority for the development and management of the collections. The work of selecting and recommending resources for purchase is carried out by the Liaison Librarians in collaboration and partnership with academic staff. Suggestions for purchase are also

accepted from staff and students via the Library request form
http://library.aut.ac.nz/locations-and-contact/forms/materials-request-form. These
will be considered by the relevant Liaison Librarians.

4. AUT Libraries

The Library is regarded as one collection housed in the Libraries at the City, North
and South Campuses. There may be some duplication of print resources to meet the
teaching, learning and research needs of the staff and students at each campus. Staff
and students may request material from another campus for consultation or
borrowing via the intercampus lending service. The Library website can be accessed
at http://library.aut.ac.nz/.

The ordering and processing for all resources, print and electronic, is centralised at
the City Campus.

5. Access

All staff and students of the University are automatically eligible for access to the
Library collection. Student and staff ID cards are used as Library membership cards.

Staff and students from other New Zealand and Australian universities are eligible to
borrow in person from other participating University Libraries through the ULANZ
(University Libraries in Australia and New Zealand) agreement.

Associate membership is available to Alumni and members of the public. Full Library
Regulations and membership details are found in the current AUT Academic
Calendar, and on the Library website at http://library.aut.ac.nz/i-need/about-the-
library-membership

6. Library Funding and Budget Allocation

The University financial year runs on a calendar year. The Library receives an annual
allocation of capital and operational funding for the purchase of books, journals,
electronic resources and other Library resources to meet the teaching, learning and
research needs of the university.

The University Librarian has overall responsibility for the budget and the Associate
University Librarians have delegated authority for expenditure on Library
information resources and research tools.

The Library's capital budget is used for the purchase of books, including PDA (patron
driven acquisitions), audio-visual materials and subscriptions to journals, electronic
resources. A portion of the operations budget is allocated to subscriptions for access
to electronic resources where there is no permanent retention.

The Information Resources Budget is centrally managed by the Library to facilitate
the negotiation of licence agreements for site-wide and off-campus access to
electronic resources including e-journals, e-books and databases.

7. Selection criteria and principles

7.1 Criteria

The following criteria are considered when selecting resources for purchase:
- Relevance to teaching, learning and research programmes at the university
- Quality, currency and accessibility of content
- Developing the breadth, depth and balance of the collection
- New Zealand content
- Appropriate level for university courses
- Price
- Language

Additional criteria for electronic resources may include:
- Licence terms and conditions offered by the publisher
- Ownership rights (whether leased or licensed)
- Interface functionality
- Reliability and stability of access
- Availability of usage statistics
- Delivery format

7.2 New Course Proposals and Library Impact Statements

A Library Impact Statement (Link) is required for any proposed new courses. The statement is developed jointly by the Liaison Librarian and the Programme Leader and requires authorisation by the University Librarian, Dean and Deputy Vice-Chancellor.

7.3 Resource Types

Priority is given to content rather than format, but the electronic format is preferred where it is available. Resources are normally purchased in one format only and duplication is discouraged unless it is required for multiple courses or different campuses.

7.3.1 Electronic Resources

The Library gives priority to electronic resources where available. This includes, but is not limited to, e-journals, e-books and e-reference packages. A priority list for new subscriptions is considered by the Library Executive Team, usually twice a year.

7.3.2 Print and e-books

Preference is given to the electronic version where available in a timely manner or via Patron Driven Acquisition (PDA). Print monographs are purchased in hardback format (where available) rather than paperback to help minimise the wear and tear of the collection.

7.3.3 Course Texts and Recommended Readings

Students are expected to purchase required course texts. The Library will normally purchase one print or online copy of course texts and recommended readings. Where class numbers are large and demand is high additional copies may be purchased. The maximum number of copies per title is normally five (5).

7.3.4 Print and Electronic Serials

The electronic version is preferred where available. Recommendations for new serial subscriptions and cancellations are considered by the Library Executive Team, usually twice a year.

7.3.5 AUT Theses, Dissertations and Exegeses

The University mandates that a print and online copy of all AUT theses, dissertations and exegeses be deposited with the Library. These are made available subject to any embargo requirements.

7.3.6 Open Access Resources

Relevant online open access resources including books, journals and open education resources (OERs) searchable via the Library discovery platform. AUT masters and doctoral theses, dissertations or exegeses in Scholarly Commons are also accessible via the Library discovery platform.

7.3.7 Research Tools

Access is provided via the Library discovery platform to appropriate online research tools.

7.3.8 Library Special Collection

The Library Special collection is a repository for University-related information, resources and artefacts relating to the history of the institution. The final bound, print copy of AUT masters and doctoral theses, dissertations or exegeses are held in the Library Special collection. Information about accessing the collection can be found at http://library.aut.ac.nz/i-need/about-the-library-special-collections.

7.4 Gifts and Donations

Gifts and donations of items that will enhance the collection are welcome but the final decision to accept items rests with the Library. Any accepted donations become the property of the Library and unwanted items will be returned or disposed of.

7.5 Deselection

Deselection is an essential element of collection management to ensure that the resources remain relevant to users' needs and that best use is made of available space. Items may be relegated to storage or permanently withdrawn and disposed of. Items which may be of use to other organisations will be offered on free-disposal. Deselection generally applies to print resources but similar criteria apply to digital resources.

Final responsibility for decisions on items for deselection rests with the University

Librarian with delegated authority to the Associate University Librarian, Collection Services.

Resources that are deselected from the collections will meet one or more of the following criteria:

- Low use
- Duplicate copy
- Damaged or worn out
- Superseded
- Available online
- Current learning, teaching, research profile

8. Cooperative Relationships

The Library is a member of CEIRC (the Council for Australian University Libraries (CAUL) Electronic Information Resources Committee, CONZUL (Council of New Zealand University Librarians) and CONZULac (CONZUL acquisitions collaborative initiative). These agreements allow the Library access to substantial discounts on subscriptions and the purchase of information resources.

The CONZUL Collaborative Store is a distributed store for the retention of a print copy of low use, research journals which have secure online access. This allows other universities to dispose of additional copies to free up library space.

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