

Collection Development and Management Framework

Introduction

The Collection Development and Management Framework, which is aligned with the University Directions and Library Roadmap, sets out the principles and guidelines by which the AUT Library selects, acquires and makes available information resources and the retention, preservation and deselection of resources.

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

Mission

The AUT mission is Great Graduates and Library aspires to embolden students and educators to be open, to connect and to seek, share and create knowledge.

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

Access

All staff and students with a current ID card and university login are automatically eligible for access to the Library collection, both print and electronic.

Anyone may access the print collection on site but access to electronic resources is normally restricted to current AUT staff and students.

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, retired staff and members of the public. Full Library Regulations and membership details are found in the current AUT Academic Calendar, and on the [Library website](#).

Intellectual Freedom

The selection and purchase of resources is governed by professional consideration and does not exclude resources on moral, political, religious, racial or gender grounds or the demands of sectional interest. Controversial resource may be purchased provided they are of appropriate scholarship level and there is a genuine academic need.

Kaitiakitanga/Custodianship

In keeping with our AUT values of Aroha, Pono and Tika (Compassion, Respect and Integrity) AUT Library recognises the importance of our partnership with Māori, and acknowledges that for Māori:

- Intellectual property resides with the individual creators of taonga, the cherished items created and derived from their cultural base.
- Cultural property resides with whānau, hapū and iwi from whom the creators' derive their knowledge base.
- Both Intellectual and cultural property are considered multi-generational and are passed from the original creator to their whānau, hapū and iwi when they are unable to utilise them through incapacity or death.
- Every taonga is imbued with the mauri, the living spirit of the group of people who created it.
- That these taonga represent a tangible link with tūpuna, the ancestors.

In our acknowledgement of the above and the application of our institutional values, AUT Library regardless of who holds legal ownership, endeavours to:

- Ensure the rights of Māori to protect and control the dissemination of their customary knowledge and any newly created taonga derived from that knowledge.
- Consult with creators of taonga or their whānau, hapū and iwi before altering in any form the access or pathways to that taonga.
- Support and encourage Māori rights to the use of their taonga both traditional and contemporary within our collections for the creation of new taonga and knowledge.
- Consult and collaborate with the holders of cultural and intellectual property housed within our collections before initiating any changes regarding those taonga.
- Treat all taonga in our collections with the respect commanded by them as tangible links to tūpuna and the mauri imbued upon them from their creators.

The creation of this statement was informed by and acknowledges the following documents:

[*The Mataatua Declaration on Cultural and Intellectual Property rights of Indigenous Peoples*](#) (Whakatane: Commission on Human Rights Sub-Commission of Prevention of Discrimination and Protection of Minorities Working Group on Indigenous Populations, 1993), [*Collection Management Plan: Key Principles*](#) (Auckland: University of Auckland Library)

Budget

The Library Information Resources Budget is determined as part of the University's annual budget process.

The Information Resources Budget allocation is managed by the Library and priority is given to maintaining ongoing subscriptions, the acquisition of recommended course readings and current resources to support current research, teaching and learning needs.

Selection

Library staff have primary responsibility for selecting resources to meet the research and scholarly information needs of the University in collaboration and partnership with academic staff. Suggestions for purchase are also accepted from staff and students via the [Library request form](#).

A Library Impact Statement 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.

Selection 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
- Development of the breadth, depth and balance of the collection
- New Zealand content
- Appropriate level for university courses
- Cost
- Language

Additional criteria for electronic resources include:

- Licensing obligations
- Access methods including authentication issues
- Platform functionality
- Reliability and stability of access
- Availability of usage statistics
- Equity of access to all members

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.

Books

Preference is given to the electronic version via Patron Driven Acquisition (PDA) or one-off orders where not available via PDA. Print books will only be purchased where an e-book is not available, or a particular reason is specified.

Course Resources (Reading Lists)

The Library will normally purchase one online or print copy of course texts and recommended readings. Preference is given to online multi-user versions. Additional copies of print titles may be purchased, up to a maximum of 5, where demand is high.

Journals

Most journals are now available electronically and print subscriptions are only maintained for essential journals that are not available electronically. Requests for new subscriptions are carefully considered due to ongoing costs.

Video

Streamed videos are acquired where available, otherwise the DVD version will be purchased.

The Library does not routinely collect off-air recordings.

Open Access Resources

The Library supports the University's commitment to Open Access. [Tuwhera](#) is AUT's home for open research and hosts journals, monographs, conference proceedings, research

outputs, theses and dissertations. Relevant online open access resources, including Tuwhera resources, other books, journals and open education resources (OERs) are searchable via the [Library website](#).

Research Tools

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

Library Special Collection

The [Library Special Collection](#) is a repository for University-related information, resources and artefacts relating to the history of the institution.

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.

Resources not available in the Library Collection

The intent of the Library is to provide resources that adequately meet the learning and teaching needs of the university. Where specialist areas of research resources are not available the Library will endeavour to acquire the items or cover the cost interlibrary loans and document supply. In addition, the Library has reciprocal borrowing arrangements for students and staff with other academic institutions in New Zealand and Australia.

Collection Management

Priority is given to maintaining existing subscriptions when budget allocations are considered each year. Any request for a new subscription will be considered carefully due to the ongoing financial commitment, and because increases in subscription costs often exceed the annual inflation rate.

In some circumstances it may be necessary to cancel existing subscriptions. These circumstances may include:

- A substantial increase in subscription costs
- Budget constraints
- Changing needs of teaching and research staff in the University
- Low usage statistics

In considering cancellations, the Library will consult with stakeholders as appropriate.

Deselection

Deselection is an essential element of collection management, in all libraries, 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 Director, Collection and Engagement.

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
- No longer meet the learning, teaching, research profile at AUT

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.

Amended and approved: Library Leadership Team 15 August 2019