

Information Resources Policy

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Introduction

The University of Canterbury Library (“the Library”) provides information resources in support of the University’s learning, teaching and research.

The Information Resources Policy

- identifies the information resource principles and goals for the Library as a whole;
- ensures equity, consistent practice and wise management in the development of, and access to, relevant information resources; and
- communicates these principles and goals to all members of the University community.

The information environment has changed dramatically over the last decade with the advent of digital and open access information resources, and digital publishing. Libraries have responded to this change. The University has moved from locally collecting and storing information resources in case they are required, to providing access to a much wider range of information resources as they are needed. The Library continues to support learning, teaching and research by meeting the current information resource needs of our academic community. The Library continues to follow international best practice reviewing information resources regularly to ensure they remain relevant. As part of a global information community, the Library identifies and treasures unique information resources, and acknowledges our responsibility to protect and share these now and for future generations.

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Definitions

Archives – documents created or received and retained by a person or organisation in the course of the conduct of affairs and preserved because of their continuing (or permanent) value or significance.

Collection – an aggregation of physical or digital information resources, forming a coherent unit which is curated as a whole, where the value exceeds the sum of the individual items.

Continuing information resources – information resources where the cost is ongoing, e.g., a subscription to a journal.

Hapu – kinship group, clan, tribe or subtribe – section of a large kinship group and the primary political unit in traditional Māori society.

Heritage collections – collections or information resources with enduring value, often associated with specific agreements. These are expected to be held in perpetuity and are not depreciated.

High demand – information resources to support teaching, where multiple copies are provided to meet peak demand for cohorts where there is proven demand.

Information resources – a term used to cover books, journals, databases, multimedia materials, packages, archives or heritage collections acquired or paid for by the Library to support learning, teaching and research at the University.

Iwi – extended kinship group, tribe, nation, people, nationality or race – a large group of people descended from a common ancestor and associated with a distinct territory.

Kaitiaki – trustee, minder, guard, custodian, guardian, caregiver, keeper or steward.

Kaitiakitanga – guardianship and protection.

Liaison Librarian – member of library staff who acts as a subject specialist in a particular area.

Library Liaison Officer – an academic staff member who acts as the primary point of contact for an academic department for all matters pertaining to the acquisition and maintenance of information resources for the Library in the relevant subject area.

MultiSearch – a discovery tool that provides access to most information resources through a single search interface. The Library currently uses Summon by Serials Solutions, branded MultiSearch.

Non-continuing information resources – information resources that are purchased on a one-off basis, such as books or ebooks, where no ongoing cost or subscription is involved.

Relegation – the transfers of resources from open shelves to a low-use or closed store on or off campus.

Research material – research outputs produced by University staff members, e.g., journal articles and research data.

Selection criteria – decisions on selection and withdrawal are based on the general criteria in this policy and specific subject level statements, including accessibility, usability and cost/benefit.

Stakeholders – University staff and students are the primary stakeholders of the Library. A wide range of other stakeholders use or are consulted on various services including the local community, Ngāi Tahu, and libraries and vendors (national and international).

Subject level statement – defines the specific subject needs required to support learning, teaching and research in that area.

Taonga – anything considered to be of value including socially or culturally valuable objects, resources, phenomenon, ideas and techniques.

Usage/use – for physical items, the level of use is estimated primarily from borrowing statistics. Electronic access is based on full text downloads unless otherwise specified.

Whanau – extended family or family group – the primary economic unit of traditional Māori society. In the modern context, it is sometimes used to include friends who may not have any kinship ties to other members.

Withdrawal – the removal of material from University ownership by ceding items for sale, gift or disposal.

Policy

This document sets out the overarching principles and general framework which informs the strategies and procedures related to the Library's information resources. It is supported by specific subject level statements and plans for heritage collections formulated in collaboration with stakeholders for individual subject areas, interdisciplinary areas and heritage collections. This policy is aligned with the [Library Strategic Plan 2016-2020 \(University Library website\)](#).

The Library has a commitment to [The Treaty of Waitangi \(Te Tiriti o Waitangi\) \(New Zealand Legislation website\)](#), and to a relationship based on partnership with Māori, in particular Ngāi Tahu. The Library also has a commitment to supporting the vision, aspirations and goals of the [UC Pasifika Strategy 2014-2018 \(University Pacific Students website\)](#).

General Principles

The following principles govern how the Library acquires, manages, integrates, makes accessible and withdraws information resources:

- The Information Resources Policy and subject level statements are developed in collaboration with stakeholders.
- The Library's information resources are made available digitally and physically. The Library does not exclude resources on moral, political, religious, racial or gender grounds.
- The Library preserves those information resources identified as strategically important for research and teaching in the longer term, as well as resources of historical and cultural importance, which are retained as permanent collections.
- The use and scope of the Library's information resources are regularly reviewed. The Library centralises purchase, organisation and access to its information resources.
- The Library organises information resources according to international best practice in libraries.
- The Library collaborates with other groups at local, national, international and consortia levels to increase and enhance access to available information resources.
- The Library conforms to external providers' legislative and contractual requirements as they pertain to information resources.
- The Library uses digital systems to manage all collections and ensures that information resources can be discovered by users via search tools, such as MultiSearch.
- Electronic resources are the preferred option where they satisfy the agreed selection criteria in this policy and in the specific subject level statement. The Library prefers to avoid duplication of resources, including in other formats. The exceptions are material required for high demand or if a lending copy of a permanent collection resource is required. The Library works collaboratively with University staff to ensure information resources are embedded in the University's learning management system, Learn. The

Library supports the University's commitment to making publicly funded research open access.

Kaitiakitanga/Guardianship

The Macmillan Brown Library and Heritage Collections contain both published and unpublished intellectual and physical property belonging to Māori, Pacific Peoples and other indigenous peoples.

The Library will respect the articles and principles of [The Treaty of Waitangi \(Te Tiriti o Waitangi\) \(New Zealand Legislation website\)](#) with regard to Māori materials.

Therefore, the Library will not seek to gain legal ownership of original taonga, including archives, photographs or art works belonging to tribal entities, and will instead prefer to play a kaitiaki role in partnership with iwi/hapu/whanau when caring for these collections.

The Library will respect the articles of the [United Nations Declaration on the Rights of Indigenous People \(United Nations website\)](#) with regard to indigenous knowledge, in particular Article 31:

1. Indigenous peoples ...have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions.

Funding

The Library, as part of [Learning Resources \(University Learning Resources website\)](#), has an annual operational and capital budget allocated for the purchase of information resources.

In addition, income is received from the trustees of the Macmillan Brown estate to purchase New Zealand and Pacific material. Other amounts are received from various Library trusts administered by the University and [UC Foundation \(University Alumni and UC Foundation website\)](#).

Ultimate responsibility for the purchase and maintenance of information resources rests with the University Librarian.

Budget

Budgets are split by continuing and non-continuing information resources. Both budgets take into account factors such as staff and student equivalent full time study (EFTS), average book price and a particular subject's reliance on monographs or serials.

The Library predicts future budgetary requirements and provides a forecast ten year budget for information resources.

The Library maximises the purchasing power of its funds through membership of purchasing consortia and by negotiating appropriate discounts.

Acquisitions

The Library ensures appropriate access is provided to information resources, taking into consideration rights management and accessibility.

Selection takes into account the quality of content of an appropriate level, accessibility, usability, cost/benefit, and relevance to the teaching and research needs of the University.

The Library collects resources in any format that meets the service obligations and operational capabilities of the Library, its users and the information technology infrastructure of the University.

Information resources are selected in English and Te Reo Māori (where available) as these are the languages of instruction. Information resources in other languages may be acquired as specified in subject level statements.

The Library welcomes donations of rare and unique information resources which enhance its collection in accordance with this policy. The Library reserves the right to refuse donations or bequests in cases where

- the donation is inappropriate and/or fails to match the collecting policy of the Library, supporting teaching, learning and research;
- the Library is unable to provide adequate physical storage or intellectual access to the material;
- ownership of the material being offered is uncertain or contested;
- the material is offered with restrictions or conditions which are impractical for the Library to uphold;
- materials from the collections in other University libraries may from time to time be added to the Macmillan Brown Library and Heritage Collections.

Macmillan Brown Library and Heritage Collections

This collection is managed alongside other University Library heritage collections permanently retained by the Library in support of present and future learning, teaching and research. It covers the following collections:

- **The Macmillan Brown Collections**

The core Macmillan Brown Library collection of published and some unpublished collections was established as a separate collection within the University of Canterbury Library in 1935. It was received as a bequest from John Macmillan Brown, who was one of the University's foundation professors (1874-1895). Its management is subject to the terms of his will. This collection is now managed alongside other Library heritage collections permanently retained in support of present and future learning, teaching and research.

The collections support teaching, learning and research and, in particular, the Macmillan Brown Centre for Pacific Studies. In this context “Pacific” covers islands from Timor Leste in the west, to the Northern Marianas in the north and across to Hawaii, as far east as Easter Island and to Aotearoa/New Zealand in the south. Subject areas cover arts, humanities, law, social sciences and non-technical scientific materials.

The collections are divided into open and closed stack. Open stack material mostly incorporates material that supports current undergraduate teaching needs but also some older materials which have enduring high frequency of use. Reference and borrowing items make up this collection. The bulk of the Macmillan Brown collections have lower frequency of use than the open stack collections and are more comprehensive, contributing to the development of a Research Level 4 collection according to the [Research Libraries Group Conspectus \(The Library of Congress website\)](#). This level of collecting takes a long term view in supporting current and future teaching and research needs.

Items are permanently retained and are kept in closed access stacks, being more difficult to replace if lost or damaged.

Subject statements for each of the collecting areas are being developed to guide the future development of the Macmillan Brown Library and Heritage Collections.

- **The University of Canterbury Library Archives**

These published and unpublished collections complement each other in their use in teaching, learning and research. Collecting areas for archives follow the subject focus for the Macmillan Brown published collections above, with some exceptions. Formats include, but are not limited to, archives, manuscripts, photographs and architectural drawings. University archives and photographs are collected. The archival collections are recognised as playing a role in regional responsibilities for the national collecting of archives.

- **The University of Canterbury Art Collection**

Consists of 12 separate collections which were amalgamated in 2004. It is administered by the [Art Collection Policy \(PDF, 375KB\)](#). The collecting scope is fully defined in the policy and includes (in order of priority), art of the University, art of the Canterbury and Westland regions, historical New Zealand art, contemporary New Zealand art and international prints and drawings.

- **The University of Canterbury Library Special Collections**

Consists of the Rare Books Collection, Modern Fine Print Collection, the Restricted Access Collection and ten other special permanent collections that highlight a specific collector, field or author. The Special Collections were established to, and continue to,

- preserve significant material in a number of specialised areas;
- highlight collections that support local and international students, research and academic endeavour; and

- enhance the University's overall reputation as a centre for scholarship.

The Special Collections material originated from Canterbury's early European immigrants and the libraries established by colonist societies and the Canterbury Association, which was the body incorporated by Royal Charter in England 1849 with the object of "founding the settlement of Canterbury in New Zealand". The Special Collections have been significantly enhanced by institutional and individual donations, bequests and Library purchasing. Today public donation and transfer from within the library network is the prominent collecting method with selected purchases of desirable items that support current teaching or add significant value to current collections being made from library appropriations. Items related to Canterbury, by provenance or production, are the most desirable additions to the collections.

The Special Collections support research and teaching for the colleges at the University. The College of Science and College of Arts are the two principle users of the two major collections: the Rare Books and Modern Fine Print Collections. The Special Collections will be permanently retained and kept in closed access stacks due to the unique and rare nature of the material.

Note: Materials which will be perpetually retained on behalf of the Macmillan Brown Library can also be held in other libraries, including the Central and Education libraries.

Research Material

The Library provides an open access, permanent repository for research outputs, research data, and theses produced by University staff and postgraduate students.

Research material, including theses, is governed by [University Regulations \(University Regulations website\)](#) which may specify restrictions on access and/or re-use.

Relegation and Withdrawal

All information resources, print or electronic, may be reviewed for relegation or withdrawal in a timely manner. Criteria which may be used include availability, currency, duplication, number of copies, physical condition, relevance, inclusion in sets and usage. The Library takes into account any relevant regional or national policies on preservation and retention of information resources.

Relegation and withdrawal is carried out in consultation with Liaison Librarians, Library Liaison Officers and other academics with specific subject expertise where appropriate. The Library keeps a record of withdrawn resources.

Special consideration is given to the retention of University of Canterbury, Māori, New Zealand and Pacific information resources.

In special cases, items may no longer be considered appropriate to be kept in the heritage collections. In such cases, disposal (including method of disposal) is approved by the Manager, Macmillan Brown Library and Heritage Collections.

Preservation and Security

The Library is responsible for maintaining the collection in an appropriate condition, ensuring availability and access to information resources, and regularly reviewing procedures for both preservation and security.

The Library works closely with [Information and Technology Services \(ITS\) \(University Information and Technology Services website\)](#) to ensure appropriate authenticated access to digital information resources in compliance with license agreements.

The Library secures long-term access to electronic information resources wherever possible.

The Library supports digitisation of resources for preservation purposes and to increase access. This work is supported by the [Library Digitisation Policy \(PDF, 195KB\)](#).

The Library maintains accepted professional standards for storage, handling, conservation and digitisation which ensure the long term preservation of collections.

The Library provides supervised access to material from closed collections on application.

The Macmillan Brown Library and Heritage Collections have enduring value and shall, for the most part, be preserved in perpetuity.

Relationships with other Libraries and Suppliers

The Library belongs to a number of consortia for the purchase of information resources, including the [Council of Australian University Librarians \(CAUL\)](#) and the [Council of New Zealand University Librarians \(CONZUL\)](#).

The Library is a participant in the CONZUL Store, a distributed collection of print material that stores the last print copy of an item on behalf of all New Zealand Universities.

The Library participates in interlibrary loans through the Library Consortium of New Zealand (LCONZ), the New Zealand Inter-loans scheme, and other regional, national and international consortia.

The Library liaises with other institutions to support co-operative programmes of teaching or research.

The Library provides reciprocal borrowing of open access physical collections in person to staff and students from universities that are members of [University Libraries of Australia and New Zealand \(ULANZ\)](#), a national borrowing scheme.

The Library provides supervised access to material from closed collections on application.

The Library is an institutional member of the [Library and Information Association of New Zealand Aotearoa](#) and endorses its [Statement on Intellectual Freedom \(Library and Information Association of New Zealand Aotearoa website\)](#).

The Library maintains close relationships with institutions interested in preserving cultural heritage including Ngāi Tahu, Archives New Zealand and many others.

Related Documents and Information

Legislation

- [The Treaty of Waitangi \(Te Tiriti o Waitangi\) \(New Zealand Legislation website\)](#)

UC Regulations

- [Library Regulations \(University Regulations website\)](#)
- [University Regulations \(University Regulations website\)](#)

UC Policy Library

- [Art Collection Policy \(PDF, 375KB\)](#)
- [Library Digitisation Policy \(PDF, 195KB\)](#)
- [Library Distance Services Policy \(PDF, 127KB\)](#)
- [Library Lending Policy \(PDF, 146KB\)](#)

UC Website and Intranet

- [Information and Technology Services \(ITS\) \(University Information and Technology Services website\)](#)
- [Learning Resources \(University Learning Resources website\)](#)
- [Library Strategic Plan 2016-2020 \(University Library website\)](#)
- [UC Foundation \(University Alumni and UC Foundation website\)](#)
- [UC Pasifika Strategy 2014-2018 \(University Pacific Students website\)](#)

External

- [Council of Australian University Librarians \(CAUL\) \(CAUL website\)](#)
- [Council of New Zealand University Librarians \(CONZUL\) \(Universities New Zealand website\)](#)
- [Library and Information Association of New Zealand Aotearoa \(Library and Information Association of New Zealand Aotearoa website\)](#)
- [Research Libraries Group Conspectus \(The Library of Congress website\)](#)
- [Statement on Intellectual Freedom \(Library and Information Association of New Zealand Aotearoa website\)](#)

- [United Nations Declaration on the Rights of Indigenous People \(United Nations website\)](#)
- [University Libraries of Australia and New Zealand \(ULANZ\) \(Universities New Zealand website\)](#)

Document History and Version Control Table			
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1.00	Converted document to new template and added hyperlinks.	Policy Unit	Oct 2013
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