

## Information Resources Policy

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<b>Mana Whakaae   Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Āpiha Whakapā   Contact Officer</b>	Associate University Librarian: Research

### Kupu Whakataki | Introduction and Scope

Ngā Puna Mātauraka o Waitaha | University of Canterbury Library (“the Library”) provides information resources to meet the needs of our academic community in support of the University’s learning, teaching and research.

The Information Resources Policy identifies the information resource principles which inform the strategies and procedures for the Library as a whole. These principles are guided by Ngā Uara | UC Values and ensure equity, consistent practice, and wise management in the development of and access to information resources.

This policy is aligned with [Tangata Tū, Tangata Ora | UC’s Strategic Vision](#), the UC Māori Triennial Plan and the [Pacific Strategy 2024-2030](#). This policy aligns externally with the [Education & Training Act 2020](#) which defines the characteristics of a university as a “repository of knowledge” (Section 268).

### Kupu Whakataki | Policy Statement

As part of a global information network, the Library identifies and treasures taonga and unique information resources, and acknowledges our responsibility to protect and share these now and for future generations.

#### Principles

The following principles govern how the Library provides information resources:

- Māori collections, heritage materials and taonga are managed in way that reflects tikanga Māori through a kaitiakitanga approach.
- The Library’s information resources are discoverable and accessible digitally and physically.

- The Library provides access to information resources needed for learning, teaching and research.
- The Library preserves information resources of historical and cultural importance as permanent collections.
- The Library manages information resources following [FAIR](#) and [CARE](#) principles.
- The Library supports providing open access to information resources to uphold the [Universities New Zealand Pan-university Statement on Open Access](#).
- The Library organises information resources according to international good practice.
- The Library collaborates with other groups at local, national, international and consortia levels to increase and enhance access to information resources.
- The Library manages adherence to legislative and contractual requirements as they pertain to information resources.

## Tiriti Responsibilities

The Library respects the articles and principles of [The Treaty of Waitangi \(Te Tiriti o Waitangi\) \(New Zealand Legislation website\)](#)

## Kaitiakitanga

The Library has a commitment to a relationship based on partnership with Māori, in particular Ngāi Tūāhuriri and Ngāi Tahu.

In accordance with the articles and principles of Te Tiriti, 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 play a kaitiaki role in partnership with iwi/hapū/whānau when caring for these collections.

The Library respects the articles of the [United Nations Declaration on the Rights of Indigenous People](#) 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.*

This pertains particularly to Macmillan Brown Library and Heritage Collections as these contain both published and unpublished intellectual and physical property belonging to Māori, Pacific peoples and other indigenous peoples.

## Collections

### General Collection

The circulating collection contains high quality information resources in areas of teaching and research interest. Library staff, particularly subject librarians and specialists, work with academics and students to guide collection management.

## Macmillan Brown Library and Heritage Collections

The development of the Macmillan Brown Library Collections is guided by regularly reviewed [collecting plans](#) for each area, with these research collections being permanently retained by the Library. These collections comprise:

- **The Macmillan Brown Collections**  
The Macmillan Brown Collections are published collections and have a Pacific focus, including te ao Māori and Aotearoa New Zealand.
- **The University of Canterbury Library Archives**  
The scope of the UC Library Archives includes manuscripts, photographs, and architectural drawings in physical and digital format.
- **The University of Canterbury Art Collection**  
The UC Art Collection has a strong representation of Canterbury art and artists, particularly those who have taught at UC or the College of Education.
- **The University of Canterbury Library Special Collections**  
The UC Library Special Collections includes the Rare Books Collection and the Modern Fine Print Collection.

The Macmillan Brown Library welcomes donations of rare and unique information resources which enhance its collection in accordance with this policy and relevant collecting plans. The Library reserves the right to refuse donations or bequests. See [Donations](#) guidance.

## University of Canterbury Research Material

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

Research material is governed by the [Research Conduct Policy](#) and [Intellectual Property Policy](#). Theses are governed by the [Thesis Availability Policy](#). Research data is governed by the [Research Data Management Policy](#).

## Collection Management

### Acquisitions

The Library centralises purchase, organisation, and access to information resources for the University. Ultimate responsibility for the purchase and maintenance of information resources rests with the University Librarian, with advice from appropriate University committees, including Library Committee.

The Library maximises the purchasing power of its funds through membership of purchasing consortia and by using a range of access options. The Library adheres to the [CAUL Agreement Principles](#) when procuring journal-based content to support fair pricing of agreements.

The Library manages access to information resources, taking into consideration cultural considerations, and rights management. It commits to

- Regular review of the use and scope of the Library's information resources
- Regular discussion with mana whenua, or representatives thereof, academic staff and students to ensure resource provision and management is aligned to needs.

Purchase and retention consider accessibility, usability, format, usage, quality, cost/benefit, licence conditions, and relevance to the learning, teaching and research needs of the University.

The Library purchases information resources in formats that best meet the needs of our communities.

The Library avoids duplication of information resources, particularly in the circulating collection, including in other formats. Exceptions include cultural collections, high use resources, or if a lending copy of a permanent collection resource is required.

The Library does not exclude information resources based on moral, political, religious, racial, or gender grounds. The Library retains the right to decline the purchase of resources that do not meet the Principles articulated in this document.

## **Funding**

The Library has an annual operational and capital budget allocated for the purchase and, in some cases, publication 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 may be received from various Library trusts administered by the University and [UC Foundation](#).

Funding ongoing subscriptions and course readings are prioritised to support learning and teaching, and research. In some circumstances it may become necessary to cancel ongoing subscriptions. These circumstances are:

- UC budgetary constraints
- Substantial increase in subscription costs

## **Relegation and Withdrawal**

The Library reviews information resources for relegation or withdrawal in a timely manner. Criteria which may be used include relevance, availability, currency, duplication, quality, physical condition, and usage. Physical items may be relegated to storage or permanently withdrawn and disposed of. Relegation and withdrawal normally applies to print resources but similar criteria apply to digital resources.

Relegation and withdrawal are carried out in discussion with community, with specific subject expertise where appropriate. The Library considers relevant regional and/or national policies on preservation and retention of information 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 in consultation with the University Librarian.

## **Preservation and Security**

The Library is responsible for maintaining information resources in an appropriate physical condition, managing access by users, and regularly reviewing procedures for both preservation and security.

The Library works closely with [Te Ratonga Tautoko Hangarau | Digital Services](#) to ensure secure access to digital information resources. The Library works with Te Ratonga Whakahaere Paenga | Facilities Management to ensure secure access to physical information resources. Particular care is taken with indigenous, externally licenced and unique information resources to mitigate the risk of unauthorised use.

The Library works with Financial Services to ensure the accurate valuation and insurance of information resources.

The Library seeks to balance providing access to information resources with the need to preserve their physical integrity, ensuring they remain available and undamaged for future use. The Library supports digitisation of information resources to ensure their long-term survival and ensure accessibility for future use.

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

In alignment with international standards, descriptive terms applied to information resources serve a viewpoint-neutral, descriptive purpose to support scholarly discovery and access.

## **Relationships with other Libraries and Suppliers**

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

The Library participates in the New Zealand inter-library loans scheme, and other regional, national and international interloan consortia.

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

The Library maintains close relationships with institutions interested in preserving cultural heritage including Ngāi Tahu Archives and Archives New Zealand. It maintains Memoranda of Understanding with Antarctica NZ, Christchurch City Libraries and Canterbury Museum.

## Tautuhinga | 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.

**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.

**Information resources** – a term used to cover books, journals, databases, digital media, packages of the aforementioned content, data, art, archives, or heritage collections acquired or paid for by the Library to support learning, teaching and research at the University. It excludes teaching content, such as assessment materials, and research tools, such as SciVal.

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

**Kaitiakitanga** – guardianship and protection.

**Relegation** – the transfer 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. This includes journal articles and research data.

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

**Usage/use** – for physical information resources, the level of use is estimated primarily from borrowing statistics. For digital resources, access is based on searches or downloads.

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

## He kōrero anō | Related Documents and Information

### Whakaturetanga | Legislation

- [Education and Training Act 2020 \(New Zealand Legislation website\)](#)
- [The Treaty of Waitangi \(Te Tiriti o Waitangi\) \(New Zealand Legislation website\)](#)

### Te Pātaka Kaupapa Here| UC Policy Library

- [Art Collection Policy](#)
- [Copyright Policy](#)
- [Intellectual Property Policy](#)
- [Research Conduct Policy](#)
- [Thesis Availability Policy](#)

### Te Pae Tukutuku me te Ipurangiroto o UC| UC Website and Intranet

- [Donations \(University UC Library website\)](#)
- [Te Ratonga Tautoko Hangarau | Digital Services \(University UC Digital Services Website\)](#)
- [Tangata Tū, Tangata Ora | UC Strategic Vision 2020 – 2030 \(University Plans website\)](#)
- [UC Foundation \(UC Foundation website\)](#)
- [Pacific Strategy 2024 - 2030 \(University Plans website\)](#)

### Mōwaho | External

- [Council of Australasian University Librarians \(CAUL\) \(Council of Australasian University Librarians website\)](#)
- [Council of New Zealand University Librarians \(CONZUL\) \(Universities New Zealand website\)](#)
- [Universities New Zealand Pan-university Statement on Open Access](#)
- [FAIR principles \(GO FAIR website\)](#)
- [CARE principles \(Global Indigenous Data Alliance \(GIDA\) website\)](#)
- [Library and Information Association of New Zealand Aotearoa \(Library and Information Association of New Zealand Aotearoa \(LIANZA\) website\)](#)
- [Statement on Freedom of Information \(Library and Information Association of New Zealand Aotearoa \(LIANZA\) website\)](#)
- [United Nations Declaration on the Rights of Indigenous People \(United Nations website\)](#)
- [University Libraries of Australia and New Zealand \(ULANZ\) \(Universities New Zealand website\)](#)

**This policy remains in force until it is updated.**

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Converted document to new template and added hyperlinks.	Policy Unit	Oct 2013
1.01	Hyperlinks updated.	Policy Unit	Jul 2014
1.02	Review date pushed out at request of Contact Officer.	Policy Unit	Sep 2015
1.03	Updated definitions for consistency across policies.	Policy Unit	Oct 2015
2.0	Scheduled review.	Approval Authority	Sep 2016
2.1	Liaison Librarian changed to Subject Librarian, corrections to formatting.	Policy Unit	Nov 2018
3.00	Scheduled review by Contact Officer, minor changes.		Oct 2019
3.01	Unscheduled review by Contact Officer, minor changes to content.	DVC (Research)	Apr 2020
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