VICTORIA
UNIVERSITY OF WELLINGTON

Collection Development and Management Policy

1.   Purpose

1.1   The purpose of this Policy is to:

(a) Set out overarching principles and the general framework which informs strategies related to the Library's collections;

(b) Define the management of the Library's collections;

(c) Plan for the development of collections;

(d) Ensure consistency of practice among those responsible for the development of collections;

(e) Communicate the Library's policies to University faculties, staff, students, and other interested persons; and

(f) Provide a basis for continuity over time and through personnel changes.

2.   Application of Policy

2.1   This Policy applies to Staff Members and Students. It applies to all research and teaching collections managed by the University Library and to all information resources, irrespective of format and location.

2.2   It is administered through specific collection statements formulated for individual subject areas, interdisciplinary areas and special collections.

Policy Content

3.   General Principles

3.1   The Library develops breadth and depth in its collection through being informed by and responsive to current and emerging research, learning and teaching priorities of the University.

3.2   The collection is largely developed in collaboration with stakeholders in accordance with this Policy and the Subject Level Collection Statements (SLCS).

3.3   The Library collects and preserves the intellectual output of the University through its Institutional Repository, general and special collections. The Library aims for comprehensive coverage of academic publications authored by Victoria University staff.

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3.4   The Library's J. C. Beaglehole Room is the official repository for: archival material including some manuscripts, early printed and general rare books, named collections; and, Victoria University Press.

3.5   The collection is viewed as single and integrated, regardless of location, or whether it is delivered electronically via the Victoria University secure network.

3.6   The Library collects resources in any format that meets the research, learning and teaching needs of the University.

3.7   The Library prefers to provide resources in electronic format, including streaming, to ensure access from anywhere at any time. Exceptions may be due to subject preferences, accessibility issues, quality, suitability for purpose and cost.

3.8   The Library aims to avoid duplication of resources in order to ensure the purchase of unique resources.

3.9   The Library aims to provide resources that are available to the University as a whole and uses discretion with the provision of resources which have restricted access. The Library does not provide resources for individual ownership.

3.10   Formed collections are only acquired and retained as discrete collections when they have significant provenance, textual content or value as a coherent collection.

3.11   Collection management, including assessment and evaluation of all the Library's collections, is an important process and part of core Library operations. It is carried out with transparency and in line with the Subject Level Collection Statements.

3.12   The Library cannot meet every need from its own collection. Access to resources beyond the collection can be met through services such as the Interloan and Document Delivery services.

3.13   The Library collaborates with other groups, at local, national, international and consortial levels.

3.14   The Library supports the Library and Information Association of New Zealand Aotearoa (LIANZA)'s [Statement on Intellectual Freedom](#) and does not exclude purchasing resources on moral, political, religious, and racial or gender grounds or to satisfy the demands of sectional interest. Controversial items may be purchased if they are of appropriate scholarship level, of academic interest, and there is genuine need.

3.15   The Library supports the University's commitment to Open Access and to making publicly funded research available.

3.16   The University Librarian is responsible for compliance with this policy.

4.   Collection Development

4.1   Collection development is guided by Subject Level Collection Statements (SLCS) which apply to all resource formats and recognise the differing needs of subject areas and collections.

4.2   Subject Level Collection Statements are developed collaboratively between Subject Librarians, appropriate Library and academic staff with reference to their academic research and teaching and learning strategies. Interdisciplinary areas are taken into consideration and are not disadvantaged.

4.3   Subject Level Collection Statements set out the current level and extent of collecting activity for the subject's research and teaching needs.

4.4   Subject Level Collection Statements are reviewed no less than biennially by the Subject Librarian and subject area representative(s).

4.5   Collecting levels are determined by Subject Librarians in consultation with academic staff and form part of the SLCS.

4.6   The following collecting levels apply uniformly to all subject areas:

(a) Level 5: Comprehensive: all significant works of recorded knowledge in all applicable languages for a defined and limited field; the aim, if not the achievement, is comprehensiveness.

(b) Level 4: Research: current and retrospective resources in all appropriate formats and languages which support postgraduate and independent academic research

(c) Level 3 Study: supports undergraduate and most post-graduate course work, and independent study.

(d) Level 2: Basic: up-to-date introductory information to support general enquiries and some undergraduate learning and teaching, but is not sufficient to support advanced undergraduate courses or post-graduate study.

(e) Level 1: Minimal: Subject areas outside the scope of the Library's collection and in which only a few selections are made.

(f) Level 0: Out of scope: The Library does not collect in this area.

4.7   Selection practices

(a) University staff and students may make recommendations for the acquisition of Library resources. The final decision rests with the Library.

(b) Significant free internet resources are generally not catalogued but may be added to subject guides where appropriate.

(c) The Library explores and employs selection models such as approval plans, evidence-based acquisition (EBA) and demand-driven acquisition (DDA), when and as appropriate.

(d) New formats are considered for acquisition as demand dictates. The availability of suitable equipment or technology to use a new format is an additional consideration. Similar considerations influence the decision to delete a format from the collection.

4.8   Donations

(a) In accordance with the Collection Donations Policy, the decision as to whether to accept donations rests with the Library.

4.9   Library implication statements

(a) A Library Implication Statement for a new course, programme or degree proposal is developed jointly by Subject Librarians and other Library staff as appropriate.

(b) The Collection Policy and Development Manager signs off the Statement.

5.   Collection Management

5.1   Collections are assessed on a regular basis for appropriate location, availability, relevance, currency, usage, conservation and preservation needs.

5.2   Deselection is a necessary part of managing the Library's collections. It is carried out, with transparency, to develop and maintain relevant research-level collections informed by the subject level collection statements.

5.3   Preservation

(a) The Library is committed to preserving its permanent collections by maintaining appropriate standards in regard to their storage, handling, re-formatting and display.

(b) The Library participates in appropriate preservation initiatives, such as the CONZUL Store.

4. Definitions

In this Policy, unless the context otherwise requires:

Approval Plans	An agreement between the Library and a vendor to automatically ship newly published resources which match an agreed profile.
Collection	Resources, regardless of format and location, which are managed by the Library to support learning, teaching and. Research

Collection Development	The process of planning, building, and maintaining a library's information resources in a cost-efficient and user relevant manner.
Collection Management:	The application of quantitative techniques, such as statistical and cost-benefit analysis, to the process of collection development.
CONZUL Store	A national archive, shared by the 8 New Zealand university libraries, which currently houses a single print set of low-use journals.
Demand Driven Acquisition (DDA)	An acquisition method where the Library makes eBooks available to users prior to purchasing. A title is only purchased after it is used.
Deselection	The process of identifying resources for permanent removal from the collection that meet pre-established criteria as set out within the SLCS. Deselection is sometimes referred to as weeding.
Digitisation	Conversion of non-digital resource into a format that enables it to be displayed on a computer screen.
Evidence based acquisition (EBA)	An acquisition method where the library deposits funds with a publisher who provides access to a pool of eBooks. At the end of an agreed time period, purchases are made using the deposit funds based on usage.
Format	The medium in which information is recorded.
Institutional Repository (IR)	A database which stores and makes available online the research outputs of the University's academics and postgraduate students.
Open Access	Resources that are digital, online, free of charge, and free of most copyright and licensing restrictions.
Open collection	The portion of the library's total collections that users can independently access.

Preservation	Activities that serve to prolong the life of library resources and/or their intellectual content.
Resources	Items in the collection in a variety of formats, both print and non-print; including books, journals, audio-visual pamphlets, maps, manuscripts, photographs, manuscripts, ephemera and electronic resources
Special Collections	Library resources which are sufficiently rare, valuable, significant, or unique to be managed through the secure custody of the J. C. Beaglehole Room.
Subject Level Collection Statement (SLCS)	Key data used to inform selection principles, the depth and breadth of subject coverage, levels of collecting, location and other pertinent factors in relation to academic programmes, special collections, or arrangements.
Users	See Library Statue, Clause 4.4.1, and, in specific cases, alumni, the public or visitors

Related Documents and Information

5.   Related Documents

Education Act 1989 *[Note, must be included]*

Copyright Act 1994

Films, Videos and Publications Classification Act 1993

Library Statute

National Library of New Zealand Act 2003

Official Information Act 1982

Privacy Act 1993

Public Records Act 2005

Victoria University of Wellington Act 1961

Document Management and Control

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