Manukau Institute of Technology Library Resource Management Policy

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1 Content and Purpose

The Library Resource Management is a planning document produced by the Library, which identifies and communicates the long and short-term collection development and collection management goals and policies of Manukau Institute of Technology Library. It aims to provide a general framework for the development and maintenance of all the collections, and is devised and maintained in consultation with teaching staff, taking into account the mission and goals of Manukau Institute of Technology.

Collection development includes the following:
- collection evaluation
- selection of new materials for existing programmes
- planning for library resources for future programmes
- replacement of lost or damaged stock
- multiple copies of resources
- handling of donations
- de-selection of older and little used stock for either transfer to stack or disposal

The Library focuses on three main areas in the development of the collection:
1. To support courses taught at Manukau Institute of Technology.
2. To align the collection policy back to the Tertiary Education Strategy. This places an emphasis on Maori and Pacific Island materials, and on acquiring appropriate New Zealand published material.
3. To meet general research needs of students and staff at Manukau Institute of Technology.

1.1 Library Mission

What is our purpose and core business?
- To provide access to the best resources and services which support the teaching, learning and research goals of Manukau Institute of Technology.
- To provide assistance and instruction in finding, evaluating and using information, so that students and staff can develop the information literacy skills needed for lifelong learning.

1.2 Library Vision

Where and what do we want to be?
- To be an integral part of teaching, learning and research at Manukau Institute of Technology.
- To be a recognised contributor to student success
- To be renowned for our friendly, professional and creative student-focused library service

1.3 Bicultural Commitment

Manukau Institute of Technology is currently writing a new policy statement and the Library will operate in accordance with this statement.

The Library has three branch collections, one situated at the New Zealand Maritime School in the City, at the Faculty of Creative Arts, Z Block Otara, and at MIT Manukau Campus in Manukau City.
2 Clientele
Borrowing rights/privileges are extended to:
- Current students enrolled in courses offered at Manukau Institute of Technology
- Students enrolled in distance courses offered at Manukau Institute of Technology
- Academic and Allied staff currently employed at Manukau Institute of Technology
- Other persons approved by the Institute Librarian who may pay an annual fee, including summer borrowers
- Libraries who use the interlibrary loan service

In addition, the Library may be used for reference purposes by other students, members of other educational institutions and the general public.

3 Selection Responsibility
Teaching staff, subject librarians, acquisitions staff and students all participate and contribute to the selection process of new resources.

Resources selected are course-related, general and interdisciplinary materials which all relate back to the three main aims of our collection development policy.

The levels of consultation are:
1. First responsibility rests with the Associate Librarian, Collection Services who oversees collection development with the Acquisitions Librarian.
2. Some materials are automatically ordered, with responsibility for coordinating this resting with the Acquisitions Librarian. These materials could include Course lists, Required Reading lists and desk copies.
3. Other materials are purchased after consultation between the relevant subject librarian, the Acquisitions Librarian and the lecturer. These materials include items on Recommended Reading lists.
4. Final decisions rest with the Institute Librarian when necessary.

3.1 Selection Principles and Procedures
Recommendation Process
Anyone, including students, may recommend materials for selection by the Library. Primary responsibility for selection remains however, with teaching faculty and librarians at Manukau Institute of Technology. Materials selected will be relevant to and enhance courses taught at Manukau Institute of Technology. Teaching faculty will work with their designated Subject Librarian to ensure that recommended materials also relate to and enhance the collection in their subject area.

Recommendations can be made in the following ways:
- Students or staff - through the Make a Request option on the Library catalogue or by emailing csteam@manukau.ac.nz with the publishing or contact details
- Academic staff - by contacting their designated Subject Librarian with the publishing or contact details of their recommended resource

All recommendations will be reviewed by the Acquisitions Librarian, the relevant Subject Librarian, and when necessary, by the Associate Librarian, Collection Services. Items that are not selected for purchase have not met the selection criteria, or cannot be selected for budgetary reasons.
Final responsibility for selection rests with the Institute Librarian.

**Prioritising Recommendations for Purchase**

Resources recommended for purchase should primarily focus on building the library collection to support the learning and research needs for students and staff at Manukau Institute of Technology. To help ensure that this purchasing focus is adhered to, the following prioritizing guidelines have been written. The designated priority must be indicated on each recommendation.

- **Priority A (Must Have)**: Essential resources, that is, required texts from Textbook lists, highly recommended, and course recommended reading resources.
- **Priority B (Should Have)**: Important resources, including recommended reading.
- **Priority C (Like to Have)**: Resources that are not course-specific but are course-related; titles that would balance the collection in specific subject areas.

The Acquisitions team in Collection Services should be able to purchase all Priority A titles, and most Priority B titles within the current budget allocation. These top two priorities should make up approximately 80% of our spending, and Priority C resources make up the remaining 20%.

### 4 Library Collections

#### Main Library Otara

**Reference**

Resources in the Reference Collection are defined as consultative, authoritative texts, and are divided into two areas, that is, course-specific and general reference resources.

General reference incorporates “easy” access, scholarly and academic, and New Zealand published resources. Scholarly and academic resources are identified as “standards”, e.g. “Europa World of Learning” and other expensive resources; and standing orders are those with a predicted buying pattern. (There is a separate Reference Collection at both the Creative Arts Library and the MIT Manukau Library).

**Teaching & Learning Resource (TLR) Collection**

The purpose of the Teaching & Learning Resource (TLR) Collection is to group picture books, junior level fiction, junior level non-fiction, and junior level non-book resources in one location, in a way that will maximise their usefulness to Manukau Institute of Technology students and teaching faculty. Resources in the collection will support the coursework of students on a number of courses. The collection recognises that students sometimes require resources at a lower reading and learning level, and also acknowledges the value that resources with a high visual content have in the learning journey.

The collection contains current and high-quality materials graded from early childhood (preschool) through to (and including) Year 8.

The Subject Librarian for the School of Education (within the Faculty of Education & Social Sciences), and University of Auckland Bachelor of Education students would be the primary selector for this collection. This Subject Librarian would also pass on to the relevant Subject Librarian, resources in other subject areas which are at the appropriate reading level. This would be useful from a collection development point of view, as the primary Subject Librarian is kept aware of selections from other subject areas intended for the collection.
The Teaching & Learning Resource (TLR) Collection is a lending collection.

**High Demand**
Resources placed in the *High Demand Collection* will come from library stock or be purchased especially for this purpose. Only the most recent edition of resources will be placed on *High Demand*. Resources will have a set time-frame to be kept as *high demand* (as specified by the lecturer), after which they will be returned to the General Collection.

**Serials**
The same selection principles apply for new serial titles as for book resources, whether in print or electronic format. A recommended serial title may be commenced in electronic format when possible.

The retention period for each serial title is decided on a case-by-case basis, and is recorded in the bibliographic record for that title.

Serials are catalogued and are inter-filed with the book collection at the Main Library Otara and at branch collections.

**Newspapers**
*Manukau Courier*: This newspaper contains local information. One copy is held at the Main Library Otara and one in the Creative Arts Library (though this copy is not processed by the library). The *Manukau Courier* is kept on display in the Main Library Otara Level 2 foyer for one week, then is shelved in the Main Library Otara General Collection for three months. It is then withdrawn from the collection.

*New Zealand Herald*: This is a current awareness source of national and international information for students. One copy is held at the Main Library Otara, and one copy held at the Creative Arts Library (though this copy is not processed by the library). The Library’s subscription runs all year, except for the Christmas break, and includes a ‘Saturday’ *Herald*. The Main Library Otara copy is kept on display in the Main Library Otara Level 2 foyer for one week, then is shelved in the Main Library Otara General Collection for one month, after which back copies are removed to the Stack Room. Back issues of *New Zealand Herald* are kept for only the previous year, and are withdrawn on a monthly cycle, for example, in October 2015; issues dating October 2014 are withdrawn.

**Stack Room**
Print books and serials are reassigned and relocated to the Stack Room because of their value to the collection as a whole.

**5 Resources by Type or Format**
**DVDs**
Streamed videos are the preferred format over DVD format. DVDs purchased for the collection need to be course-related, and recommended by either a lecturer or a Subject Librarian. The library will only hold legal copies of DVDs in the collection.

DVDs are catalogued and are inter-filed with books and serials at the Main Library Otara and at branch libraries.
**Fiction**
The emphasis for collection will be on New Zealand fiction. Selections will be made from Course reading lists and selected quality New Zealand fiction as defined by recommendation, selection guides, etc. This includes Maori authors.

**Standards**
Print standards are no longer purchased for the library collection, as the library has a current subscription to the Standards New Zealand Online Library for New Zealand and joint Australia/New Zealand standards.

In general, superseded standards are now withdrawn from the collection. *An exception applies to some building-related standards, which are retained, after a note is added to their bibliographic record. In some instances, a standard is reconfirmed, and is therefore also retained.* International Standards are acquired via Interloan at a borrower’s request, rather than purchased for the print collection.

British standards in use in New Zealand will still be purchased in print format, if they are not available as a joint NZ/AS standard through the Online Library.

The Library’s Asset+Plus Subscription is aligned with items remaining in the collection. Items available through the Standards New Zealand Online Library, are not held as print copies. No standards are held in the Stack Room.

Print standards are held in the General Collection with Dewey Decimal classification and have a one-week issue period.

**Electronic Resources**
The library subscribes to a wide range of electronic resources including the following format types: e-books, journal indexes and abstracts, individual full-text journals, e-video licences. Electronic resources include both open access resources and those that are purchased or licenced from a commercial source, a non-profit organisation, professional organisation or any external institution.

All electronic resources can and must be accessed through the library website. Ideally, electronic resources will be IP-authenticated.

Advice on specific licence conditions are provided by the Systems Librarian.

Licences are negotiated and approved by the Institute Librarian.
Criteria for evaluating and selecting electronic resources are:
- Authority and credibility;
- Currency, including how frequently it is updated;
- Presentation and ease of use;
- Appropriateness to the collection

Electronic resources will be purchased in preference to the library’s print collection. Resources aim to support off-campus 24/7 access.
Selection criteria for electronic resources are the same as for print resources, with the extra consideration of the delivery mechanism of the electronic resource.

Freely available electronic resources, such as portable document format files (PDFs) or open access publications may be catalogued and included in the library collection.

**On-line Databases**

Databases are selected on the following criteria:
- Content is relevant to MIT subjects taught;
- Functionality and usability;
- Availability of statistics and reporting functionality
- Technical compatibility to MIT IT infrastructure and EZProxy
- Vendor support

Database subscriptions are reviewed annually at renewal time by the Institute Librarian, Associate Librarian Collection Services and the relevant Subject Librarian.

**EBooks**

A patron-driven acquisition model is followed for the most part, with some staff mediation of expensive items, which exceed the set price limit. In the instance of mediation, it is usual to allocate a 7-day short term loan (STL) for an item. These loans can be renewed on a case-by-case basis. The turn-around time for a mediated loan is maximum 24-hours.

Our current e-book profile is set at a rolling 5-year limit, that is, no published titles are visible in the library catalogue, which are older than 5 years, unless purchased previously.

Some e-book subject collections have also been purchased.

If the library holds a print copy of a requested digital title, the general policy will be to accept a request, if the circulation history of the print copy warrants it. Final decision may be made at the discretion of the Institute Librarian. Conversely, if a digital copy of a title is held, then a print copy may not be purchased.

**EJournals**

Complete or limited access to some electronic journals is provided on the internet without charge. In some cases, access is provided by the publishers along with a paid subscription to the print version. In addition, the library subscribes to online databases and single online titles, with some content duplicated in the print collections.

**EVideos**

Licencing of electronic audio-visual material:
1. Supports MIT’s Digital Learning Strategy
   a. Anywhere, anytime access to learning
   b. Developing sound [digital] pedagogical practices
   c. Delivering high quality learning and teaching resources/tools
   d. Ensuring that digital learning approaches align with good practice
2. Complements and updates the library’s audio-visual collection
3. Respects the rights of the original creators of digital media and meets legal requirements for copyright compliance and licences

Selection of resources:
1. Content is relevant to at least one MIT programme or course
2. The latest format is considered first
3. The content was originally produced within the last five to ten years. Exceptions may be made for videos with classic content, or material that remains relevant and is the best available in a particular subject area
4. Audio-visual material licenced by the library is available to all current MIT staff and students.

Selection of vendors:
1. Due to the costs of setting up financial, IT and subscription management systems, material is licenced where possible through a limited number of preferred vendors
2. Preferred vendors supply a wide range of appropriate material and/or a comprehensive package in a specific subject area
3. Preferred vendors offer usage statistics and other value-added services to assist with subscription management such as:
   a. Account manager or similar contact for responsive support
   b. MARC records
   c. Video-clip management functionality
   d. Public performance rights
   e. Captioning
   f. Licencing material on our behalf

Technical requirements:
1. IP-authentication is preferred, to enable access via the Library’s EZProxy server
2. Secure username and password access is acceptable in some cases, especially if licenced for concurrent use and the resource adds significant value to the collection

Preference will be for:
1. Video playback supported across multiple browsers and devices
2. No special software required
3. Videos hosted by vendor with streamed access

Purchasing models:
1. Support the most cost-effective delivery of electronic audio-visual material
2. Align with MIT financial requirements and policy

Licence renewal:
In addition to the points above, the following criteria will inform renewal decisions:
1. Price of licence
2. Usage data
6 Library Sites

Creative Arts Library
Resources collected will be course-related materials, which recognise the contextual based teaching at the Faculty of Creative Arts, that is, a broad-based collection.

Maritime Library
Security gates are operational in the library, and are monitored by New Zealand Maritime School administration staff.

An annual stock-take is undertaken to monitor stock losses and to identify resources that require replacement.

The Maritime Library holds a larger percentage of serials to books, and reflects the subject content of courses taught at the New Zealand Maritime School.

MIT Manukau Library
This is a staffed library, holding resources relevant to courses taught at the MIT Manukau Campus, mostly from the Faculty of Business & Information Technology.

Law resources from the Main Library Otara Reference Collection are now housed at the MIT Manukau Library. Included in the MIT Manukau Reference Collection are primary law resources (books and serials) supporting programmes taught at Manukau Institute of Technology. When appropriate a second copy of a law book is purchased for the MIT Manukau General collection, or for MIT Manukau High Demand collection.

Resources in this collection should be classified within the 340s classification range, and not be classified by their broader subject area. When necessary, classification number decisions should be made in consultation with the Subject Librarian.

Satellite Sites
Ko Awatea
A small collection of print resources relevant to the teaching of BN3 and BN6 have been purchased and are housed in the Ko Awatea research area.

7 Other Collections

Learning Support Centre
The Learning Support Centre is housed in the Library building, but is not part of the Library structure. Resources kept in the Learning Support Centre are catalogued on the library catalogue, and resources are duplicated in the Library collection when possible. Resources in the Learning Support Centre are non-borrowable.

8 Acquisitions Priorities

Maori and Pasifika Language Resources
The Library will also purchase Maori and Pasifika language materials to develop the collection, where appropriate.
Multiple Copies
The Library minimises duplication of monograph and serial titles held within the library collection. Some duplication is necessary because of demand and therefore multiple copies of some texts are purchased for the collection. Normally, the maximum number of copies held will be three. If material is under heavy demand for a course it may be held on High Demand, or the status changed to 1 Week Loan.

Required Texts
The Library will order only one copy except when the Subject Librarian specifies more. If a department requests multiple copies, the Subject Liaison Librarian can remind them of the one week loan and High Demand collection policies.

Replacement Copies
Material noted as Lost/Missing/Damaged is considered for replacement. Consideration is given to the publication date of the particular resource, its significance to the collection, and whether or not it has been superseded by a later edition.

Superseded Editions
When a title is in high demand the Library will keep the penultimate edition as well as the one that supersedes it, e.g. when the 3rd ed is the most current, the Library would also keep the 2nd ed. Superseded British standards may sometimes go to the Stack Room; otherwise they remain in the General Collection.

Expensive Resources
In general, the cost of all annual purchases should be taken off the total budget and set aside for expensive resource purchases (the Expensive books fund). An expensive resource is a resource costing more than NZ$500.00, or be a price which would equal more than 30% of a subject area budget allocation. Expensive resource decisions are made between the Associate Librarian, Collection Services and the Subject Librarian for that subject.

Donations
The Library will accept gifts of material provided that they fall within collection development policy guidelines. Materials are accepted on the clear understanding that the Library has control over what is kept and what is discarded, and where items will be located. Library materials purchased with donated funds are subject to the same conditions. Where appropriate the Library will insert a bookplate acknowledging the donation.

Unwanted donations may be offered on free disposal lists to other libraries, offered to students, sold or discarded.

Document Delivery
Interloan – Incoming requests: The Interloans librarian can make recommendations for purchase based on Interloan request patterns.

Interloan – Outgoing requests: The Library supplies resources held to requesting libraries without prejudice.
9 Collection Maintenance

9.1 Deselection
Background
A systematic de-selection and withdrawal programme will be carried out on a regular basis to ensure that:

- the collection reflects the current information and research needs of the library’s users and the Institute as a whole;
- there is sufficient space for the collection to grow and develop;
- obsolete and worn material can be readily identified and removed from the collection and replaced or updated if necessary;
- material which is of value and significance to the Institute, the Manukau region, and to New Zealand and the Pacific is identified and retained.

Criteria
The following criteria have been established for the deselection of book stock. Decisions on deselection will be made in consultation between subject specialists (subject librarian and teaching staff)

Usage
Items that have not been issued within the last three years will be considered for withdrawal.

Validity of material
- Where the age of a book adversely affects the currency, accuracy, and relevancy of the material it contains, it will be withdrawn;
- The library will retain current editions of publications, and in most instances superseded editions will be withdrawn
- Material containing inaccurate information will be withdrawn;
- Material on subjects no longer taught by the Institute will not be retained.

Condition of material
Damaged or worn resources (e.g. torn, dirty, non-repairable) will be withdrawn.

9.2 Retention (items to be retained):
- resources of historic value and of relevance to the Institute itself, and to the local community;
- resources on New Zealand and Pacific topics relevant to courses taught;
- where the library has the only New Zealand holding, subject to the condition of the material and the related cost of retention;
- resources essential to the research activities of the Institute.

Final responsibility for the de-selection of book stock rests with the Institute Librarian.

9.3 Caring for the Collection
The Library collection will be maintained at a satisfactory level that ensures presentable and usable resources. Refer to the Collection Services Manual for details on mending criteria and procedures. The Processing manual details how resources are processed by type.
10 Collection Analysis

Assessment of the collection should be undertaken for these reasons:

- To obtain accurate knowledge on all aspects of the collection;
- To assess whether present collection development policies are adequate;
- To discover any gaps in the collection;
- To assess collection quality;
- To identify whether specific items or collections are worthy of special preservation treatment;
- To discover the adequacy of the collection for specific developments that the Library is planning for (i.e. degree course accreditation);
- To provide a factual basis for a submission asking for an increased budget;
- To have the means for comparing the collection with others;
- To have a starting point for the discussion of cooperative buying of resources with other libraries;
- To provide a guide for collection management and development policies, by defining the collection levels.

Collection analysis is undertaken when staffing resources allow.

11 Censorship

The Library has a responsibility to provide its users with the widest range of information resources relevant to their requirements.

Librarians have a responsibility to ensure that the selection and availability of information resources is conducted in a professional manner. Personal belief and opinions should be neither promoted nor suppressed when the content of the particular resource is being considered. No course-related resources, including web-based resources, should be censored, restricted, removed, or have access denied to them because of disapproval or pressure. Librarians should resist all attempts at censorship, unless required by law or its administration. This runs counter to their professional responsibilities.

When the Library is unsure about the quality of a resource, advice will be sought from a senior staff member from the appropriate department.

12 Complaints / Suggestions / Feedback

Any complaints or suggestions will be considered and resolved by the Institute Librarian. Internal complaints will need to be resolved internally. Refer to Manukau Institute of Technology’s complaints procedure.

13 Review of Policy

This policy will be reviewed annually or as necessary.

*Updated and current as at 15 February 2017*

*Fiona Rongo*

*Associate Librarian, Collection Services*