
Collection Development and Management Policy

1. Purpose

This Policy sets out the high-level principles that govern the collection development and management operations of Te Pātaka Kōrero – Victoria University of Wellington Library (the Library). Its purpose is to ensure consistency of practice at all levels through communicating the crucial aspects of planning, decision-making, and other processes pertaining to the subject matter.

2. Application of Policy

This Policy applies to Staff Members and Students.

Policy Content

3. General Information and Principles

- 3.1 The Library's collection development and management practices are carried out in accordance with core university policies and guided by the university values and the constantly evolving learning, teaching and research needs of the members of its community.
- 3.2 The Library is strongly committed to Te Tiriti o Waitangi Statute and upholding the principles of kaitiakitanga and whai wāhi.
- 3.3 Collection development and 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 using professional judgement.
- 3.4 The Library fulfils this core function in close coordination with the academic community and stakeholder collaboration at national, international, and consortia levels.
- 3.5 Library implication statements are incorporated into the academic proposal approvals process, with relevant Subject Librarians being consulted in relation to this.
- 3.6 The Library collection is considered as single and integrated, regardless of location, or whether it is delivered electronically via the University's secure network.
- 3.7 Avoiding duplication of resources to ensure the purchase of unique resources is a key priority for the Library administration.
- 3.8 The Library aims to provide available resources 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.
- 3.9 The Library's J. C. Beaglehole Room is the official repository for Tapuaka – Heritage and archive collections. The acquisition of material is guided by its collections principles.
- 3.10 The Library has a commitment to Open Access and to making publicly funded research freely available.
- 3.11 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, racial or gender grounds. The Library also does not make purchases 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 a genuine need.

3.12 Te Paetara – the University Librarian is responsible for compliance with this Policy.

4. Resource Acquisitions and Access

4.1 The Library actively engages with the academic community to help shape its collection and collects resources in any format that meets the research, learning and teaching needs of the University.

4.2 The Library is committed to making its collection accessible to staff and students with disabilities or other accessibility needs through the provision of services and resources and in collaboration with Te Amaru – Disability Services.

4.3 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.

4.4 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.

4.5 The Library continuously explores and employs selection models such as approval plans, evidence-based acquisition and demand-driven acquisition, when and as appropriate.

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

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

4.8 The Library collects and preserves the higher degree theses of the University through its Institutional Repository.

4.9 The Library collects print publications published by Te Herenga Waka Press, formally known as Victoria University Press.

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

4.11 The decision as to whether to accept donations rests with the Library and will be guided by the [Collection Donations Principles](#) including those offered to heritage and archive collections.

4.12 Significant free internet resources are generally not added to the collection but may be added to subject guides where appropriate.

5. Definitions

In this Policy, unless the context otherwise requires:

Approval Plan

means an agreement between the Library and a vendor to automatically ship newly published resources which match an agreed profile.

Demand-Driven Acquisition

refers to an acquisition method where the Library makes eBooks available to users prior to purchasing. A title is only purchased after it is used.

Evidence-Based Acquisition	refers to 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.
Open Access	refers to resources that are digital, online, free of charge, and free of most copyright and licensing restrictions.

Related Documents and Information

6. Related Documents

[Open Access Policy](#)
[Collection Donation Principles](#)
[Te Tiriti o Waitangi Statute](#)

7. Document Management and Control

Essential Record

Approver	Tumu Whakarae – Vice-Chancellor
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Policy Sponsor	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)
Policy Owner	Te Paetara – University Librarian
Policy Contact	Te Paetara Tuarua – Deputy University Librarian

Modification History

Date	Approval Agency	Details
10 April 2024	General Counsel	Transferred sponsorship from Provost to Deputy Vice-Chancellor (Academic) based on mutual agreement.