Te Pātaka Kaupapa Here | UC Policy Library

Information Resources Policy

**Nōnahea i Whakarerekē	Last Modified**	March 2022
**Rā Arotake	Review Date**	March 2025
**Mana Whakaae	Approval Authority**	Deputy Vice-Chancellor (Research)
**Āpiha Whakapā	Contact Officer**	Associate University Librarian: Research – Office of the Deputy Vice-Chancellor (Research)

Kupu Whakataki | Introduction

Ngā Puna Mātauraka o Waitaha | 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 for the Library as a whole;
- Ensures equity, consistent practice, and wise management in the development and access to relevant information resources; and
- Communicates these principles to all members of the University community.

Kupu Whakataki | Policy Statements

Context

The information environment changed dramatically with the advent of digital and open access information resources, and digital publishing. And libraries have responded to this change. The Library continues to support learning, teaching and research by meeting the current information resource needs of our academic community. As part of a global information community, the Library identifies and treasures taonga and unique information resources, and acknowledges our responsibility to protect and share these now and for future generations.

This document sets out the overarching principles which inform the strategies and procedures related to the Library's information resources. It is supported by plans formulated in collaboration with stakeholders, for heritage collections and some subject areas. This policy is aligned with *Tangata Tū, Tangata Ora | UC's Strategic Vision (University About UC website)*, *Te Rautaki Māori | Strategy for Māori Development (University About UC website)*

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and the *UC Pasifika Strategy University About UC website)*. This policy aligns externally with the *Education & Training Act 2020* which defines one of the five characteristics of a university as a "repository of knowledge" (Section 268).

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 Tuahuriri and Ngāi Tahu.

General Principles

The following principles govern how the Library provides access to 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 does not exclude information resources on moral, political, religious, racial or gender grounds.

- The Library provides access to information resources needed for learning, teaching and research

- The Library preserves information resources of historical and cultural importance, some of which are retained as permanent collections.

- The Library champions open access to information resources to support equity, inclusivity and engagement with the wider community.

- The Library has an ongoing commitment to uphold the *FAIR and CARE principles (Global Indigenous Data Alliance (GIDA) website)*.

- The Library is a repository of knowledge.

The Library operationalises these principles by:

- Regular discussion with mana whenua, or representatives thereof, and academic staff to ensure resource provision and management is aligned to needs.

- Regular review of the use and scope of the Library's information resources

- Centralised purchase, organisation, and access to information resources for the University.

- Organising information resources according to international good practice in libraries.

- Collaboration with other groups at local, national, international and consortia levels to increase and enhance access to available information resources.

- Adherence to legislative and contractual requirements as they pertain to information resources.

- Use of digital systems to manage collections and ensuring that information resources can be discovered via search tools, such as MultiSearch.

- Avoiding duplication of information resources, including in other formats. Exceptions include high use resources or if a lending copy of a permanent collection resource is required.
- Collaboration with University staff to ensure information resources are embedded in the University's learning and teaching systems.

Kaitiakitanga/Guardianship

The Library will respect the articles and principles of *The Treaty of Waitangi (Te Tiriti o Waitangi) (New Zealand Legislation website)*.

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 play a kaitiaki role in partnership with iwi/hapu/whanau when caring for these collections. 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.

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 has an annual operational and capital budget allocated for the purchase and, in some cases, publication of information resources.

In addition, income is normally 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, 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.

Acquisitions

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

Selection and retention take into account accessibility, usability, format, usage, quality, cost/benefit, and relevance to the learning, teaching and research needs of the University. Information resources are selected in English and Te Reo Māori as these are the languages predominantly used in teaching. Information resources in other languages will be acquired as needed.

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. See *Donations (University UC Library website)* guidance.

Macmillan Brown Library and Heritage Collections

These collections are permanently retained by the Library. Collecting plans for each of the areas guide their development. They comprise the following collections:

- **The Macmillan Brown Collections**

  The original 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)

  The collection supports research on Aotearoa and the Pacific. The collecting priority is publications which have a predominantly Māori or Pacific Peoples (including their lands and seas) focus and those which are written in the indigenous languages of the region.

  Its management is subject to the terms of John Macmillan Brown's will which authorised the development of his library as a permanent research collection for Aotearoa and the Pacific.

- **The University of Canterbury Library Archives**

  Collecting areas for archives follow the subject focus for the Macmillan Brown published collections, with some exceptions. Formats include, but are not limited to, archives, manuscripts, photographs, and architectural drawings. University archives and photographs are collected.

- **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, 364KB)*.

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

  Consists of the Rare Books Collection, Modern Fine Print Collection, the Restricted Access Collection and ten other 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 align with UC's strategic priorities, and

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

The collections are governed by a Collection Development Plan, which is reviewed every five years in consultation with the academic community and Library Committee to ensure continued alignment with Tangata Tū, Tangata Ora | UC Strategic Plan. Items related to Canterbury, by provenance or production, are the most desirable additions to the 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.

University of Canterbury 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 the *Thesis Availability Policy (PDF, 212KB*) which may specify restrictions on access and/or re-use.

Relegation and Withdrawal

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

Relegation and withdrawal are carried out in consultation with our community with specific subject expertise where appropriate.

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 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 *Te Ratonga Tautoko Hangarau | Digital Services (University UC IT Services Website)* to ensure appropriate authenticated access to digital information resources in compliance with license agreements.

The Library supports digitisation of resources for preservation purposes and to increase access.

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

The Macmillan Brown Library 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 two consortia for the purchase of information resources, the *Council of Australian University Librarians (CAUL) (Council of Australian University Librarians website)* and the *Council of New Zealand University Librarians (CONZUL) (Universities New Zealand website)*.

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 open access physical collections in person to staff and students from universities that are members of *University Libraries of Australia and New Zealand (ULANZ) (Council of Australian University Librarians website)*, a national borrowing scheme.

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

The Library maintains close relationships with institutions interested in preserving cultural heritage including Ngāi Tahu and Archives New Zealand. It maintains Memoranda of Understanding with both 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, multimedia materials, packages, data, archives, or heritage collections acquired or paid for by the Library to support learning, teaching and research at the University.

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

Kaitiakitanga – guardianship and protection.

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

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. This covers publications including 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

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

Te Pātaka Kaupapa Here| UC Policy Library

- [Art Collection Policy (PDF, 364KB)](#)
- [Thesis Availability Policy (PDF, 212KB)](#)

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

- [Donations (University UC Library website)](#)
- [Te Rautaki Māori | Strategy for Māori Development (University About UC website)](#)
- [Te Ratonga Tautoko Hangarau | Digital Services (University UC IT Services Website)](#)

- [Tangata Tū, Tangata Ora | UC Strategic Vision 2020 – 2030 (University About UC website)](#)
- [UC Foundation (University Alumni and UC Foundation website)](#)
- [UC Pasifika Strategy 2019 - 2023 (University About UC website)](#)

Mōwaho | External

- [Council of Australian University Librarians (CAUL) (Council of Australian University Librarians website website)](#)
- [Council of New Zealand University Librarians (CONZUL) (Universities New Zealand website)](#)
- [FAIR and 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 Intellectual Freedom (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)](#)

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz			
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 (R)	April 2020
4.00	Scheduled review by contact officer, Major changes to content, deletions of content, amendment of content, reformatting of content.	DVC (R)	March 2022

This document remains in force until it is updated.