Collection Management Policy University of Waikato Library

Contents
1 Context and Purpose.................................................................................................................. 3
  1.1 Overview ............................................................................................................................. 3
  1.2 Responsibility .................................................................................................................... 3
2 University of Waikato Libraries ............................................................................................... 3
3 Clients and use .......................................................................................................................... 4
  3.1 Primary clients .................................................................................................................. 4
  3.2 Other clients ...................................................................................................................... 4
  3.3 Using and Borrowing from the Collections ..................................................................... 4
4 University Collaboration .......................................................................................................... 5
5 Resource Supplier Collaborations .......................................................................................... 5
6 Funding and Budget .................................................................................................................. 5
  6.1 Funding ............................................................................................................................. 5
  6.2 Expenditure of Funds ......................................................................................................... 6
  6.3 General Books Fund & General Serials Fund ................................................................. 6
  6.4 Reference Fund ................................................................................................................ 6
  6.5 New Zealand Collection Fund ........................................................................................ 6
  6.6 Map Collection Fund ....................................................................................................... 6
7 Selection Criteria and Principles .............................................................................................. 7
  7.1 Intellectual Freedom ......................................................................................................... 7
  7.2 Criteria ............................................................................................................................. 7
  7.3 Languages ......................................................................................................................... 7
  7.4 Selection Resources .......................................................................................................... 7
  7.5 Formats of Material ......................................................................................................... 8
  7.6 Course Texts and Recommended Readings ................................................................... 9
  7.7 Duplication of Material .................................................................................................... 9
  7.8 Reference Material ........................................................................................................... 10
  7.9 Replacements .................................................................................................................. 10
  7.10 Retrospective Selection ................................................................................................. 11
  7.11 University of Waikato Authored Publications ............................................................... 11
7.12 Theses .................................................................................................................. 11
8 Archives and manuscripts ..................................................................................... 11
   8.1 Overview ........................................................................................................... 11
   8.2 Acceptance Criteria ......................................................................................... 12
9 Donations and Gifts................................................................................................ 12
   9.1 Criteria for Accepting Donations .................................................................. 12
10 Electronic Resources .......................................................................................... 13
   10.1 Resources ...................................................................................................... 13
   10.2 Licences ......................................................................................................... 13
   10.3 Access ........................................................................................................... 13
   10.4 Links to External Web Documents ............................................................... 13
11 Selection and Renewal of Continuing Resources .............................................. 14
   11.1 Definition ...................................................................................................... 14
   11.2 Recommendations ......................................................................................... 14
   11.3 Cancellations .................................................................................................. 15
   11.4 Renewals ........................................................................................................ 15
   11.5 Budget preparation ....................................................................................... 15
   11.6 Library Resources Group ............................................................................ 15
   11.7 Database Trials ............................................................................................. 16
12 Responsibility for Acquisitions .......................................................................... 16
13 De-selection ........................................................................................................ 16
   13.1 Overview ....................................................................................................... 16
   13.2 Identification ................................................................................................. 16
   13.3 Procedures ..................................................................................................... 17
   13.4 Disposal of withdrawn material ................................................................... 17
14 Usage Statistics for Collection Development .................................................. 17
   14.1 Statistics Collected ....................................................................................... 17
   14.2 Purpose .......................................................................................................... 17
15 Research Commons ........................................................................................... 18
1 Context and Purpose

The Collection Management Policy states the principles and guidelines followed by the University of Waikato Library in the selection, maintenance and de-selection of materials for the Library collections. It is reflected in the Library's current Plan which is based upon the Library’s responsibility to support the University’s Academic Plan, Research Plan and Teaching and Learning Plan.

This policy is intended both as a working tool for Library and academic staff responsible for collection development, and as information for University Faculty, staff, students and the general community.

The University has a commitment to Te Tiriti o Waitangi, the Treaty of Waitangi, and to the development of partnerships with Māori.

1.1 Overview
The Library aims to build an online and print collection of an international standard to meet the current and future learning, teaching, and research needs of the University community. The primary emphasis is on meeting the needs of current users, but the Library must also attempt to anticipate future needs, and cater for some of the cultural and recreational needs of users.

1.2 Responsibility
Ultimate responsibility for this policy, including all aspects of the selection, location, maintenance and withdrawal of library materials, rests with the University Librarian.

2 University of Waikato Libraries

The University of Waikato has two libraries on its Hamilton campus, and a collection held in the Bay of Plenty Polytechnic Library in Tauranga.

Central Library
- The Central Library serves the learning, teaching and research needs of students and staff at the University campus in Hamilton and also provides support for students studying at the University of Waikato, Tauranga.

Teaching Resources Library
- The Teaching Resources Library is adjacent to the Faculty of Education on the University campus in Hamilton. The Teaching Resources Library contains books and other resources to assist in preparation and planning for teaching and for use in schools and early childhood centres during teaching practice.

The University of Waikato at Tauranga (UWT) Collection
- This collection is made available through the Bongard and Windermere (Bay of Plenty Polytechnic) Libraries. The collection supports courses taught in Tauranga by the University of Waikato.

Material may be located in one of three places:
Library shelves – active material which is in current use and which clients need to be able to freely access
Level 1 Storage Central Library – material which has limited usage, which may be needed and which should be easily accessible
Off Campus Storage—material which has shown very low usage over the last 10 years and which has some research value.

3 Clients and use

The collections support the information needs of the University of Waikato staff and students for the purposes of learning, teaching, and research.

3.1 Primary clients
The collections focus on the information needs of our primary clients who are:

1. All currently enrolled University of Waikato students, on all campuses and at remote locations
   
   Undergraduate students
   • Degree, Diploma, Certificate and Non-Award
   
   Postgraduate students
   • Non-higher degree research and coursework by Honours or Masters
   • Higher degree research by Masters or PhD

2. All University of Waikato staff
   • Academic and teaching staff
   • Research staff
   • General and professional staff

3.2 Other clients
The collections also serve the following client groups:

• Interloan requestors
• Groups with whom the University has a particular relationship e.g.CRIs, Wintec.
• Honorary doctorates of the University
• Retired staff of the University
• Life members of the University of Waikato Alumni Association
• Members of the University Council
• Approved borrowers - these are members of the public who have applied successfully to the University Librarian for borrowing rights and have paid an annual registration fee.
• Services for ULANZ (University Libraries Australia New Zealand)
• Walk-in users of the Library (general public)

3.3 Using and Borrowing from the Collections
University of Waikato students and staff may use all print and electronic collections.

Most databases and electronic resources made available by the Library may be accessed only by staff and students of the University of Waikato. The databases may be used only for the purposes of research, teaching or private study. Commercial use, defined as use for the purposes of monetary reward (but excluding use in the course of research funded by a commercial organisation) is prohibited.

Most databases are subject to a License Agreement signed by the Library on behalf of the University. There are limits on the amount of information which can be copied or downloaded.

For information about the use of the University of Waikato Library by other groups please see http://www.waikato.ac.nz/library/services/membership.shtml

4 University Collaboration

Collaboration with other universities under consortium arrangements provides benefits in sharing information and expertise, increased access to information resources, lower costs and more cost effective licensing agreements. The Library is a member of the following consortia:

- The Council of New Zealand University Librarians (CONZUL) which provides leadership to New Zealand university libraries and operates as a consortium for the purchase of a large range of electronic and print resources.
- The Council of Australian University Librarians (CAUL) which provides leadership to Australian university libraries and operates as a consortium for the purchase of a large range of electronic resources.
- Library Consortium of New Zealand (LCONZ) which is a collaboration of four university libraries: Auckland University of Technology, University of Waikato, Victoria University of Wellington, and the University of Otago.
- The International Association of Technological University Libraries (IATUL)

5 Resource Supplier Collaborations

The Library has a number of preferred library suppliers and has benefited from improved business processes and beneficial terms of trade under these arrangements.

6 Funding and Budget

6.1 Funding
The financial year is the calendar year.

An allocation is made annually to the Library for the purchase of books, journals, electronic resources and other Library materials. The allocation is intended to enable the Library and Faculties to provide resources that meet the teaching, learning and research needs of each Faculty within the University’s vision of delivering a world-class education.
Capital Funds for items that are already on order can usually be carried over to the following year. All uncommitted funds revert back to the University.

6.2 Expenditure of Funds
The Library’s expenditure on books, journals and databases is normally charged to the appropriate Subject fund code. This means that:

- recommendations from academic staff are charged to their library subject allocation. An academic staff member may make a case to the Library for the recommendation to be charged to some other account(s) or, for expensive works, for the subject allocation to be supplemented from the General Fund.

- recommendations from Library staff are charged to the subject allocation that best fits the subject matter of the publication.

6.3 General Books Fund & General Serials Fund
The General Books and General Serials Funds are normally used to purchase:

- material supporting University activities, e.g. teaching and learning, University administration, the role of the University in society
- material of topical and general interest
- significant contemporary novels, poetry, biographies
- important, well-reviewed material which should be held in a University Library, even if not directly relevant to current courses – particularly if the courses may well be taught sometime in the future
- multidisciplinary material
- Library Science material and Library working tools
- very expensive material
- replacement of material held on outdated technology

6.4 Reference Fund
General reference books are normally charged to the Reference Fund. Other reference books, including multi-volume treatises, are normally charged to the appropriate subject allocation(s).

Reference journal subscriptions (e.g. annuals) are charged to General Serials Fund.

6.5 New Zealand Collection Fund
Material for the New Zealand Collection is normally charged to the New Zealand Collection Fund. Current New Zealand journals and databases are charged to the General Serials Fund.

Material published in New Zealand but having less than half New Zealand content is charged to the appropriate subject allocation and is not held in the New Zealand Collection.

6.6 Map Collection Fund
The Map Collection Fund is used to purchase maps, atlases and relevant books held in the Map Collection or elsewhere. Journals and databases are charged to the General Serials Fund.

7 Selection Criteria and Principles

7.1 Intellectual Freedom
The Library acquires material which represents a wide range of opinions, including controversial issues, and is aware that some material may be viewed as offensive on ethical, moral, political, or social grounds. The Library actively supports the concept of intellectual freedom and material will not be excluded from selection on the basis that it may be considered controversial.

The acquisition of, or provision of access to, material does not imply endorsement of the material by the Library.

When acquiring material, the Library complies with the relevant legislation; the Films, Videos, and Publications Classification Act 1993 and the Films, Videos and Publications Classification Amendment Act 2005.

7.2 Criteria
A number of different but overlapping criteria and principles are applied in selecting material and making recommendations for purchase, including:

- relevance, immediate or potential, to teaching, research or scholarship at the University
- level appropriate to university courses
- quality of content (recognised by author's peers where appropriate)
- currency of content
- ability to balance the collection's coverage of a subject, or to fill an identified subject gap
- value for money, and price

Vanity publishing is not usually acquired.

7.3 Languages
The majority of the Library’s material is in English and, where available, Te Reo Maori, the two official languages of New Zealand. Material is selected to support teaching and research in Chinese, French, German, Japanese, Spanish and Te Reo Maori languages and literatures. Material for other subjects may be in languages other than English where appropriate or where an important work is not available in English.

7.4 Selection Resources
The following resources are used to select appropriate material:

- course outlines
- course proposals
- library impact statements (Significant Academic Developments)
• recommendations from academic staff
• GOBI
• NZ National Bibliography
• book reviews
• core book lists for a discipline
• EBSCO Serials Directory
• publisher web sites and promotional materials
• new title information from vendors
• CAUL, CONZUL consortium offers
• Abebooks – 2nd hand books
• library system reports
• LINZ regular notifications of new NZ topographic maps

7.5 Formats of Material
The Library purchases material required for learning, teaching or research, within the above selection criteria.

Priority is given to the informational content of an item rather than the format. No format is excluded from consideration for purchase, although some formats are preferred on grounds of cost, space considerations or access. Where practical, the Library utilises the latest available technology. Formats which can no longer be supported by current technology or equipment will normally be withdrawn or where appropriate replaced by a current format. Specific policies are in place for video and digital games.

7.5.1 Preferred formats
Material is normally purchased in one format only. Some preferred formats are:

• electronic journals rather than print journals
• e-books rather than print books
• strengthened paperbacks rather than hardback editions
• streaming videos rather than DVD
• CDs

Streaming of video content is preferred where access to expensive resources is required.

Print subscriptions will normally be cancelled only where secure continuing access is available to the subscribed content of the journal should the subscription be cancelled or the journal cease publication at a later date.

Print subscriptions will not normally be cancelled when the only electronic access available is via an aggregator as such access cannot be guaranteed.

There have been major advances in the supply of e-books in recent years but there are still a considerable variety of platforms and means of access in use. In general e-books may be purchased as individual titles with single or multiple access or in large and expensive publishers’ packages. The
Library subscribes to a number of e-book packages and purchases individual titles. E-books are the preferred format especially for dictionaries and encyclopedias.

E-books are always considered for purchase especially if the:
- courses are taught over multiple campuses/have distance students
- academic staff are located across multiple campuses
- book has numerous small chapters/essays where one person probably only needs to refer to one chapter at a time
- book is specialized – will probably only be relevant to a small group of users over time
- book will be in high demand e.g. for a first year course
- book is out of print but is available as an e-book
- book is for course reserve

The Library has implemented Patron Driven Acquisition (PDA). Once books have been selected records are added to the Catalogue and are automatically purchased when predetermined criteria are met.

7.5.2 Access
Non-print formats often require additional equipment, space or software to access the content (for example microfilm readers, Xbox™ players). Such requirements are considered with the selection criteria.

Some of the currently supported formats include:
- print books, journals, maps, pictures, posters and photographs
- electronic journals, e-books, maps and databases
- microfilm and microfiche
- DVD, DVD-CD ROM
- CD, CD ROM
- Video

PlayStation™ and Xbox™ games are purchased by the Library but users are expected to have access to the technology required to use them.

7.6 Course Texts and Recommended Readings
E-books are the preferred format. For print items the Library normally purchases two copies of each course text and recommended reading, depending on class size. Additional copies may be purchased, depending on the cost of the item and the number of students. Superseded editions are normally discarded.

7.7 Duplication of Material
Multiple Copies
The Library aims to have a range of titles on each subject and will normally purchase one copy rather than several copies of the same title. However, additional copies will be purchased where demand is high and classes are large. The maximum number of copies purchased will not normally exceed five.

Multiple Formats

Normally, titles are purchased in one format only, however, print versions of titles held in e-format will be purchased if required.

7.7.1 Special Collections

Material will be purchased for Tauranga when required. Within the Central Library items will be purchased for one location only.

7.8 Reference Material

Reference material, both print and electronic, is normally selected by Subject Librarians, Special Collections Librarians and other Library staff, although recommendations are also received from academic staff.

Reference works are held with other books on the same subject in the general sequences.

Electronic reference works are listed on the appropriate subject portals as well as in the Catalogue. Some of these are subscribed to either individually (e.g. International Encyclopedia of the Social and Behavioral Sciences) or as part of a publisher service (e.g. Oxford Reference Online, Credo), while others are included in package e-book subscriptions (e.g. ebrary).

Subscribed e-reference works are reviewed each year at renewal as part of the annual review of all electronic subscriptions.

7.9 Replacements

Items to be considered for replacement are those:

• reported not found on the shelves by users and found missing from the collection at the end of a search process
• not returned from loan by users, and after the user has been invoiced
• returned damaged from loan
• worn or damaged beyond repair
• unable to be re-bound because of their condition

The criteria to purchase replacement copies are similar to those for selection but includes additional considerations, such as that:

• a replacement can be obtained at an ordinary commercial price
• the replacement may be a later edition
• the information contained in the item is still relevant
The past use of the item justifies the expense of replacement

The decision to replace a missing item is made by the Subject Librarians or Special Collections Librarians. Replacement cost is generally charged against the fund of original purchase as future users are likely to be from the department for whom the item was initially purchased.

Issues of journals are rarely replaced owing to unavailability, expense and because many are available electronically.

VHS videos are replaced with DVDs as part of a technology shift.

7.10 Retrospective Selection
Retrospective selection of material is a small but on-going process undertaken as and when necessary. Material may be selected retrospectively to fill gaps in the collection, when new courses or papers are developed or when new academic staff are appointed.

7.11 University of Waikato Authored Publications
Academic publications authored by University of Waikato staff are collected. Books are acquired for inclusion into the appropriate collection. Where available and copyright permitting, book chapters, journal articles, conference papers and creative and performing arts pieces are acquired in electronic format for inclusion into the Research Commons (link) as per the University Open Access Policy.

Self-published electronic items that are made freely available and meet the Research Commons Collection Policy are deposited in the Research Commons. Self-published e-books that are not freely available but meet the Collection Policy guidelines are accepted into the collection. E-books that are published only in iBook format are also made available as a PDF.

7.12 Theses
University of Waikato Theses
After a thesis has been examined and passed
(a) one of the fully-bound copies is lodged permanently in the University Library for archival purposes
(b) the digital copy is lodged permanently in the Research Commons (link) and, unless the Deputy Vice-Chancellor has approved an embargo under the University regulations, the digital copy is open access.

Theses from other institutions
Theses may be purchased when they meet the subject selection criteria.
There are also papers relating to Royal Commissions and Commissions of Inquiry donated by academic staff who served on these; papers relating to Māori land court cases; an Anti-Apartheid and Race Relations Archive and the history of the University.

8.2 Acceptance Criteria
Collections of Waikato significance are considered for retaining in the area, either by this library or Hamilton City Libraries. Donors of archives that are not in scope are encouraged to offer such material to the Alexander Turnbull or Hocken Libraries.

The acceptance of archives into the Library is bound by the following criteria and the final decision rests with the Library Executive Group on recommendation from the New Zealand Collection Librarian.

Criteria
- the archive should support the learning, teaching, or research needs of the University
- available shelf space is considered
- special preservation requirements are considered
- sorting and recording the archives is undertaken before deposit or external funds are sought by the donors so that some sorting and recording can be made.

The Library believes that it is unhelpful to accept archives other than under such conditions, because unlisted and unrecorded papers are of limited value both to the Library and to potential users. However, if the archive is of special significance, a case may be made for it to be acquired only under the express undertaking that no priority can be given to sorting and recording the items or that such work will be undertaken in the foreseeable future. All manuscripts held by the Library are reported to the Community Archive [http://thecommunityarchive.org.nz/](http://thecommunityarchive.org.nz/)

9 Donations and Gifts

The Library will accept donations of individual monographs, collections of monographs, non-book materials and backsets of journals under the criteria outlined in Section 7 (link back to Section 7) plus the following conditions:

9.1 Criteria for Accepting Donations
- resources should be in good physical condition
- all material coming into the Library should be mould and pest free
- resources are not already held in the collection (current editions of textbooks excepted)
- newer editions are not already held in the collection
- resources should normally be of $25.00 value or greater, to justify the cost of processing
- for serials back sets, a current subscription is maintained by the Library
- available shelf space is considered
- special preservation requirements are considered

Donated items that do not meet the selection criteria are not normally returned to donors.
10 Electronic Resources

10.1 Resources
The Library subscribes to and purchases a wide range of electronic resources including the following types: journal indexes, full-text journal services, individual full-text journals, e-book services, individual e-books and encyclopedias. Resources in electronic format may be acquired to replace material that is already held in print.

10.2 Licences
Many electronic resources are made available on licence or lease basis with conditions that may be specific to each database. Archival or post-subscription access is dependent on the licence conditions. Some agreements provide access to specified journal titles while others provide access to a publisher’s entire journal list.

Many publishers, aggregators and suppliers are willing to negotiate special license and pricing agreements with library consortia. The purchase of many of the Library’s electronic resources has been facilitated by its participation in Australian and New Zealand tertiary library consortia.

The Systems Team Leader provides advice on specific licence conditions for each database.

Licences are negotiated and approved by the University Librarian.

10.3 Access
Access to databases, encyclopedias, full-text journal services and e-book services is made available via the Library website.

Electronic access to journals is normally made available remotely, through a range of platforms, including:

• direct from commercial publishers such as Wiley, Elsevier or Oxford University Press
• direct from society publishers such as the Royal Society of Chemistry
• via aggregators such as Proquest or EBSCO

While electronic resources are available to all students and staff within the Library and remotely via Ezproxy, some resources are available to the general public on Library premises.

Articles from some electronic databases may be made available on interloan subject to licence conditions.

10.4 Links to External Web Documents
Records will be catalogued for:
• Specific documents or series
• Where there is an electronic resource record available
• Annual Reports for the following:
o Government Departments and Ministries
o Local Government annual reports, annual plans and district plans for our region ie King Country, Bay of Plenty and Waikato. These include the regional council, the city and town councils such as the Waikato Regional Council, Waipa District Council, Waikato District Council, Hamilton City Council
o New Zealand official organizations such as Crown entities e.g. Public Trust, Radio New Zealand, Maori Language Commission including the Crown Research institutes such as Scion; Officers of Parliament e.g. Office of the Ombudsmen; State-owned enterprises e.g. Learning Media, Meteorological Service of New Zealand Ltd; Other government owned businesses e.g. ESR- Institute of Environmental Science and Research Limited

Records will not be downloaded for:
- report summaries
- annual reports, apart for those listed above
- titles or documents available in the Research Commons
- UOW publications excluding calendar and prospectus
- generic or personal websites

11 Selection and Renewal of Continuing Resources

11.1 Definition
Continuing resources are those which have to be paid for on an annual basis and include print journals, electronic journals and databases.

11.2 Recommendations
All recommendations for new print and electronic journals or databases, because of their ongoing commitment, must be submitted for ratification.

Two online request forms are available: The “Journal Subscription Application Form” for print and electronic journals and the “Database Subscription Request Form” for databases and e-journal packages.

Recommendations for print and electronic journals and databases which are to be charged to Faculties or Departments must be approved by Faculty or Departmental Library representatives.

Recommendations for resources to be charged to the General Fund must be submitted on the appropriate form.

Applications for new gratis print journals must also be submitted on the appropriate form as although the actual print copy may be free there, are still charges associated with the processing and storage of such items.

Recommendations should take into account the University’s stated preference for electronic access over print.
Authorised representatives may submit forms as above during the year, but because of the way the University budget operates it is not usually possible to subscribe to ongoing resources throughout the year. Requests will be placed into the new developments process and new subscriptions will normally be placed early in the year following the approval of the materials budget.

Subject Librarians will contact all Departmental Representatives or equivalent in May each year to discuss budget requirements including new subscriptions and cancellations. Departments will be provided with a list of their current journal and database subscriptions so that they may review those subscriptions. Requests for new journals and databases will be placed into a new developments list. Substantial subscriptions are submitted to the University in June as part of the annual budget process.

**11.3 Cancellations**
Cancellations can either be notified in these budget meetings or notified to the appropriate Subject Librarian throughout the year. Subscriptions can only be cancelled at the end of the subscription period. Subscriptions are paid a year in advance. Departments may cancel subscriptions and subscribe to other titles of a similar value. This should be advised at department budget meetings in May or to Subject Librarians throughout the year.

Requested cancellations will be reviewed by the New Subscriptions Group in June each year in case such cancellations have ramifications for other academic subjects.

Requests for new developments will be ratified by the Library Resources Group in June. Departmental Library representatives and Subject Librarians will be consulted as appropriate.

**11.4 Renewals**
Usage statistics are collected for as many database and e-journal subscriptions as possible. If usage statistics are low the Library Systems Team Leader will advise the appropriate Subject Librarian who will consult with departmental library representatives about the advisability of continuing to subscribe to the database or journal.

**11.5 Budget preparation**
Serials estimates for continuing resources are calculated three times a year: in June/July for the following year budget process; in November to confirm the following year budget allocation; and in March/April to check expenditure against the current year’s budget.

**11.6 New Subscriptions Group**
The Library Resources Group is comprised of the University Librarian, the Associate University Librarians, the Library Systems Team Leader and a representative Subject Librarian.

The Group will meet November/December after the budget allocation and re-budgeting exercise, and in March, June and September to consider cancellations and any further recommendations received.
11.7 Database Trials
Requests for database trials should be submitted to the Library Systems Team Leader who will discuss with the Associate University Librarian, Information Resources.

Trials should normally only be requested for resources which fit with collection policies and which are likely to be affordable. Trials will usually be arranged by the Library Systems Team Leader and will be listed on the Library’s Database Trials web page.

12 Responsibility for Acquisitions

Subject Librarians and Special Collections Librarians are responsible for selecting books using GOBI and other selection tools and have input into the selection of journals and databases.

The Collections Team is responsible for managing the Library’s print materials throughout their complete life cycle including ordering, receiving, copy cataloguing and processing print monographs, serials and other physical materials.

The Library Systems Team is responsible for e-resource and license management, subscriptions and orders for e-resources, digitisation, resource description, payments and financial reporting.

13 De-selection

13.1 Overview
De-selection is an important process in the management of physical library collections and is a normal part of library operations. As materials age they may lose their value and usefulness due to damage, outdated format, outdated information or changing academic interests. The collection is regularly assessed to ensure that the active collection retains only material relevant to the current teaching and research interests. Other material may be relocated to Level 1 Storage or to Off Campus Storage.

This section primarily relates to the de-selection of print collections; however some aspects may be applied to the de-selection of electronic resources. De-selection is performed within the general context that the University is aiming to develop research level library collections, of which quality historical information is a necessary and valued component.

Ultimate responsibility for withdrawal of library materials rests with the University Librarian.

13.2 Identification
The following considerations are taken into account when identifying material for de-selection:

- collection development needs in response to changing University learning and teaching, and research activities
- rate of purchasing for each library collection
- age of the collections
- student and academic population

16
• space available in Library
• means of acquisition of collections. Some donations may need to be retained in perpetuity
• outdated or incorrect material e.g. incorrect medical information; outdated IT information
• material which does not meet the teaching, learning and research needs of the University
• older editions replaced by newer ones, particularly if held in multiple copies
• print where electronic archives are also available e.g. print journals replaced by ejournals
• heavily damaged materials
• materials in outdated format or for which no access equipment is available e.g. VHS format videos
• materials for which there is no demand or no expected demand – they have been borrowed rarely or not at all

13.3 Procedures
Library collections are reviewed and assessed in a formalised process.
• priorities, cycles and project funding are agreed upon by Library Executive Group
• implementation is managed by Subject Librarian Team Leader
• Subject Librarians and Special Collections Librarians liaise as necessary with academic staff
• Subject Librarians and Special Collections Librarians identify material for de-selection
• items identified for de-selection are removed from the Library Management System and the National Union Catalogue by the Collections Team or the Library Systems Team

13.4 Disposal of withdrawn material
Little-used material may be transferred to Off-Campus or Closed Storage, while material which has no potential future use is withdrawn. Material withdrawn may be offered to other Libraries via disposal lists. The library may also choose to sell suitable items, or to recycle items which are considered worthless because of their subject or physical condition.

14 Usage Statistics for Collection Development

14.1 Statistics Collected
The following usage statistics are collected for collection development purposes:
• physical resources purchased
• databases and ejournals purchased or leased
• loans of physical resources (monographs, non-book materials)
• browsing statistics
• accesses to library databases and ejournals

14.2 Purpose
These statistics inform and assist with monitoring:
• allocation of funding
• appropriate collection size
• decisions to purchase new or additional resources
• number of copies of high use materials required
• usage
• conversion from print to electronic format
• benchmarking against other institutions
• de-selection

15 Research Commons

The University of Waikato’s Institutional Repository, Research Commons (link), is an open access digital archive promoting worldwide the research and scholarly outputs of researchers at the University of Waikato.

All University theses are deposited in Research Commons (see 7.12)(link)