



Collection Development Policy

Category or Type	Policy
Originally approved by, date	Executive Management Group, 2009
Date this Revision took effect	16 June 2020
Sponsor	Executive Management Group
Responsible Officer	Associate University Librarian - Information Resources
Date to be Reviewed	10 June 2022

Purpose

The University of Otago is a major research institution and a provider of high quality education over a wide range of disciplines. The Library has a responsibility to provide a collection to support both research and teaching roles.

Organisational Scope

The Collection Development Policy provides a general framework for current and future collection development decisions within the context of the strategic direction of the University.

Definitions

For the purposes of this policy, collection and information resources are defined as materials, regardless of format, that are acquired by the University of Otago Library. Selection of information resources takes place within the systematic development of the collections. These activities are undertaken in a cost efficient and user relevant manner, to meet specific institutional objectives and are dependent on the availability of resources.

Content

The purpose of the Collection Development Policy is to:

1. Support our clients' needs

We will provide responsive services to support the needs of university staff and students, in support of current and planned research, teaching and learning. We will make information easy to find and use from anywhere, regardless of the location of the information or the user, to promote scholarly practice and lifelong learning.

2. Develop and maintain collections

Collections will be developed and maintained to support university staff and students, in support of current and planned research, teaching and learning. Collections will be developed using evidence of user requirements. Preference will be given to electronic format.

Heritage collections will be developed and managed as part of our commitment to New Zealand's documentary culture.

To undertake this we will:

- Select, acquire, curate and preserve information resources in line with the needs of the University community.
- Use best practice in technical services for selection, assessment and acquisition.
- Identify and analyse user needs for resources and provide information resources which meet these needs.
- Use appropriate evidence-based data of users' needs to inform collection development decisions
- Select high quality information resources in the most appropriate format for each resource.
- Give preference to electronic format with perpetual ownership and unlimited concurrent access.
- Give preference to electronic, DRM free format over physical format, except when the electronic format does not meet a defined need or pricing is unacceptable.
- Avoid duplication across formats and across publisher and aggregator collections.
- Consider discipline specific needs to determine preferred format.
- Use a range of strategies to manage rising costs of resources and enhance purchasing power including:
 - Participating in appropriate resource sharing agreements, nationally and internationally.
 - Participating in appropriate storage programmes to create long term access to research material.

Collecting Priorities

- The Library supports the research and teaching goals of the University including current and future research and teaching needs, taking into account as far as possible, the development and introduction of new teaching programmes and new areas of research interest.
- The Library will provide access to electronic resources and collect relevant monographs and journals in support of undergraduate and graduate programmes.
- The Library acquires research collections for fields in which the University supports graduate, post-graduate and academic research.
- Gifts of material will be reviewed and those which support collection priorities will be accepted on the understanding that the Library will determine retention, location, cataloguing treatment and other considerations relating to use or disposition.
- Library materials are subject to ongoing review and items that no longer support current teaching or research may be withdrawn from the collection.

Related Policies, Procedures and Forms

Hocken Collection Development Policy

Special Collections Collection Development Policy

Library Collection Donations Policy