

COLIN LIBRARY POLICY

For those engaged in a Sydney College of Divinity (SCD) degree or paper, the SCD policies and procedures also apply. Where there is a conflict between this policy and the SCD policy, the SCD policy should be followed.

Purpose of Policy

To ensure the Colin Library serves the needs of students of Te Kupenga, the NZ Catholic Church and a wider network within Aotearoa / New Zealand.

Principles

The Colin Library will:

- Manage responsibly the collections
- Acquire and manage holdings which and reflect and support Te Kupenga - Catholic Theological College (CTC), and faculty research
- Ensure accessibility for all students and staff of Te Kupenga, and the wider public as appropriate
- Dispose of works with consideration for their condition, use and significance, and with appropriate consultation

Guidelines

Collection Ownership

1. Te Kupenga accepts responsibility for the care of the Colin Library collections according to accepted good library management.
2. The collections will be arranged in a manner that promotes optimal use by faculty, students and users of the library and library staff.

Professional administration

3. A qualified librarian will administer a Catholic theological library which has a special focus on ordained ministry, and who will work closely with all academic staff in their areas of special competence.
4. The Library contributes records to the New Zealand National Bibliographic database.

Holdings and Acquisitions

Acquisitions support theological education for candidates for ordained ministry, teachers in Catholic schools, laypeople working in ministry and those wishing to further their knowledge of their faith.

The library holdings will support teaching the qualifications offered by CTC, and further research. Acquisitions will be budgeted for annually as part of CTC's budget. Lecturers are expected to make recommendations for purchase to the librarian. The librarian also sources titles for purchase. Each subject area has a budget overseen by the librarian.

Material that does not fall into areas of teaching is not purchased or collected as a matter of course, but selected titles are considered individually.

Print and electronic formats are considered as part of the collection. If, in the lecturer's opinion, it is worthwhile to have any title in both print and electronic format, then this course is followed.

Donations are accepted at the discretion of the librarian, following the acquisition principles.

Disposals

Works may be considered for disposal where they are not significant works or beneficial for the broad purposes of teaching and research at CTC. Factors to be considered include the condition of the material, duplication and the relevancy and value of the works to teaching and research.

The library should take account of possible interests of diocesan archives in disposing of historical materials. It is recommended that it liaise appropriately.

Access

Colin Library membership is automatic for those teaching and enrolled students of Te Kupenga and continues, at the discretion of the Librarian.

Membership is also offered to those serving in the Catholic church in NZ including all listed in the NZ Catholic Directory.

Subscription membership to the general public is at the discretion of the Librarian and on payment of a refundable bond and non-refundable annual fee.

Non-members, at the discretion of the Librarian are able to use resources in the Library.

Material will be sent electronically and by post to members unable to come to the Library in person. Distance members are expected to pay postage to return items.

Collaboration

Colin Library is a member of ANZTLA and LIANZA. No charge is made for interlibrary loans to ANZTLA member libraries, and this is a reciprocal arrangement. Colin Library and Holy Cross seminary library use the same catalogue. Colin Library actively pursues collaborative ventures with libraries and archives to preserve and make available the story of Catholics in New Zealand, all items are listed in the New Zealand Bibliographic Database.

Review and approval

The Colin Library Policy is subject to the normal three-yearly review. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: [December 03, 2021]

Next review: [December 03, 2024]