



## COLIN LIBRARY POLICY

*Te Kupenga is a leading provider of Catholic thought leadership, knowledge and faith formation in Aotearoa New Zealand and is the home of three national agencies: the Catholic Theological College, responsible for providing approved tertiary qualifications; the National Centre for Religious Studies, responsible for supporting religious education in Catholic schools; and the Nathaniel Centre for Bioethics, responsible for research and advocacy on bioethical issues.*

*For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.*

### **Purpose of Policy**

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

### **Principles**

The Colin Library will:

- Responsibly manage the collections.
- Acquire and manage holdings which 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 the library, and 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 Colin Library holdings will reflect and support the qualifications offered by CTC, and faculty research. Acquisitions will be budgeted for annually as part of Te Kupenga's budget.

Lecturers are expected to make recommendations for purchase to the librarian. The librarian also sources titles for purchase.

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, for those alumni who complete qualifications.

Membership is also offered to those serving in the Catholic church in NZ and to 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 those 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 and are located on adjacent sites. 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. The Academic Advisory Board should be consulted as part of the review process, before approval by the Te Kupenga Governance Board.

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