

WHITIREIA COMMUNITY POLYTECHNIC
Section 14 Student Support and Learning Resources

Policy P14/2/1

Library And Learning Resource Centre

1. Aim

The library aims to provide high quality resources and services to support the educational programmes of Whitireia Community Polytechnic.

2. Application

Library policies apply to all Whitireia library services. Whitireia currently has libraries at the Porirua, Auckland and Kapiti campuses. Library services are also provided to other delivery sites and to students studying at a distance.

3. Principles

The Library will:

- Promote independent learning, information skills, and research
- Provide a wide range of relevant and current hard copy and electronic information to its clients with the main emphasis on course-related materials
- Use information technology to the best possible advantage
- Provide user education services on a group and individual level depending on client needs
- Ensure that the language of the collection will be primarily English with attention being given to acquiring material in Māori, the other official language of Aotearoa. Maori resources will be housed in a separate collection
- Adhere to the Copyright Licensing Limited, Screenrights, and Print Media Copyright Agency agreements and laws of copyright, and other agencies as negotiated
- Offer access to the Interloans scheme
- Form a Library Committee with representatives from Faculties, services, Students' Association, and which meets at least three times a year
- Review the services and resources of the Library annually through staff and student evaluations
- Provide an appropriate service for distance programmes
- Respect the privacy of students, within polytechnic policies

4. Policies

Library Membership

All enrolled Whitireia students with a student ID, as well as Whitireia staff, may borrow library resources. Members of the public have access on a reference only basis. They do not have Internet access, and computers are not available for use by children. There may be some Special Agreements for library service.

The Library may decline services to students who have not returned library resources or have unpaid debts to the polytechnic.

Off-Site Campuses/Distance Service

Liaison between the Kapiti, Auckland, and Porirua Campus libraries enables ready access for staff and students to all collections. Where other sites do not have a library, every endeavour will be made to provide appropriate services and materials. Students studying at a distance may

borrow library resources through the Distance Library Service. Programme Managers will be responsible for classroom materials and tutor resources where a distance service is provided.

Reciprocal Borrowing

Reciprocal borrowing arrangements for staff and students are available through The Open Polytechnic, Wellington Institute of Technology and Porirua Public Library, and other libraries as negotiated.

5. Procedures

Collection

The collection will include resources that reflect the programmes taught at the polytechnic. Every endeavour will be made to include appropriate Māori, Pacific, and Treaty materials.

Items reported as missing will be replaced where necessary in consultation with the Dean or Programme Manager.

Gifts to the library will be accepted and retained providing that they enhance the collection.

Damaged and obsolete materials will be withdrawn from the collection. They may be repaired or updated depending on cost and availability.

Selection of Materials

The Library Manager has a delegated responsibility for ensuring that the collection meets the needs of the users and is properly balanced. Recommendations will be sought from members of the staff, and the student body.

Each Faculty has a library budget which may be used for book and audio visual resources. Recommendations should be made through the Dean or Programme Manager using the Library Purchase Recommendation form. Tutor resources will be purchased, processed and housed by Faculties.

Duplication of Materials

Duplication of materials will be avoided unless demand is very high. For example, for recommended readings, one item may be purchased for every 20 students. Some duplication of materials will occur between the Kapiti, Auckland, and Porirua campus sites. Staff apply for duplicates using the Purchase Recommendation form.

Loan Policy

The normal loan period is three weeks with a maximum of eight items per borrower. Videos and DVDs are able to be borrowed for one week. Staff and students may request two renewals. Journals, reference books, vertical file material, and books on Closed Reserve may not be taken out of the library. There are no fines for overdue material but borrowers with overdues may be refused any further loans at the discretion of the Library Manager.

Library cards

For students, a student ID card serves as library card. Staff need to request a special card.

Lost/Damaged Items

Lost or damaged items will be charged for or replaced by the borrower. Outstanding library debts may mean students are unable to graduate.

Reference Collection

The materials in this collection are not available for issue and may be viewed in the library. To add reference material to the collection, staff use the same process as for selection of other materials.

Journals

These will be used as reference only and may be viewed and photocopied in the Library. Journals will be kept up-to-date and back copies will be available, where possible, and according to collection policy.

Damage to Equipment

The library will not accept responsibility for damage to audio visual equipment when borrowers claim that it has been caused by library software. Library users borrow at their own risk.

Library Resource Statements

Library Resource Statements will be prepared as appropriate for review or accreditation panels. Two weeks notice is required by the Library.

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