

LIBRARY NETWORK & SYSTEMS

Uepū	Kahutaupua
Owner	Tumukataupua
Approved by	Te Rautiaki Mātauranga
Date first approved	May 2014
Date approved	November 2018
Date of the next review	September 2021

1.0 Te Pūtake

The purpose of this tikanga whakahaere is to ensure that the resources to support teaching and learning are managed in accordance with good practice to ensure the sustainability and access for Te Wānanga o Aotearoa (TWOA) educational community.

2.0 Tikanga Whakahaere

TWOA Values	Principles
<p>Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable</p>	<p>2.1 The various educational resources of Te Pātaka Māramatanga are respected taonga of TWOA, and accordingly, Te Aroha is an essential value to guide the way in which library resources are made available and the way in which they are utilised.</p> <p>2.2 TWOA shall publish on its website and make available in all its physical libraries, a guide to borrowing and rules around access to resources. Rules and access may be subject to change upon the direction of the National Manager.</p> <p>2.3 All taura shall be granted full rights of access so long as they fit their respective criteria as Taura</p> <p>2.4 All kaimahi shall be granted full rights of access so long as they fit their respective criteria as Kaimahi.</p> <p>2.5 Also by arrangement access maybe granted to:</p> <ul style="list-style-type: none"> Governance Members visiting educational staff. <p>2.6 Te Pātaka Māramatanga has the discretion to grant access privileges to persons who do not meet any of the descriptions above, and fall into the Discretionary Group. Such persons may be accorded full or partial use of library resources, but will be subject to TWOA policies and procedures in this regard. This discretion shall be the domain of the National Manager of Te Pātaka Māramatanga.</p> <p>2.7 The National Manager of Te Pātaka Māramatanga upon written application by a Kaimahi may suspend or restrict access to any kaimahi or taura at their</p>

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	discretion. This will be communicated to the affected person outlining the decision and remedy required to restore access.
<p>Te Whakapono The basis of our beliefs and the confidence that what we are doing is right</p>	<p>2.8 Te Pātaka Māramatanga supports the vision and kaupapa of “whānau transformation through education” and looks to uphold this kaupapa by ensuring that the educational resources of Te Pātaka Māramatanga are properly accessible.</p>
<p>Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p>	<p>2.9 Te Pātaka Māramatanga seeks to ensure that its provision of resources is managed ethically and in accordance with the law.</p> <p>2.10 The range of services and resources that are available through Te Pātaka Māramatanga include:</p> <ul style="list-style-type: none"> • borrowing privileges; • print, digital and audio-visual collections; • electronic resources, including databases; • interlibrary loan; • instructional services, including information literacy skills and training in the use of databases; • individual and group study spaces; • other services such as computers, printers and photocopying; and • reference services (personal assistance provided to users seeking information) <p>2.11 Our resources are taonga for all our TWOA community. As such each borrower is expected to look after any items borrowed to the best of their ability so that they may be used by other borrowers after them.</p> <p>2.12 All Te Pātaka Māramatanga staff are the kaitiaki of our resources and as such will manaaki our taonga and encourage their use by the TWOA community. This includes maintaining a high level of access to the resources, providing a friendly and professional service.</p> <p>2.13 In consultation with the TWOA library community and stakeholders the National Manager shall ensure that the provision of library services by Te Pātaka Māramatanga supports the achievement of tauria success by:</p> <ul style="list-style-type: none"> • assessing, analysing, and prioritise resources, collections, and services; • developing our collections to better serve tauria including prioritising Mātauranga Maori; and • evaluating and developing new approaches where needed to enhance our library services. <p>2.14 Te Pātaka Māramatanga will be guided by the requirements set out in The Copyright Act 1994. The use of the library will comply with vendor agreements, our IT policies and legislative compliance.</p>

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Kotahitanga Unity amongst iwi and other ethnicities, standing as one	2.15 Te Pātaka Māramatanga seeks to ensure that the application of this tikanga whakahaere and the associated access to these educational resources is as fair as possible for the diverse learning communities of TWOA.

3.0 Whanuitanga

This tikanga whakahaere applies to all Governance and Kaimahi of TWOA.

TWOA will provide quality library services and resources to support the teaching, learning and rangahau needs of taura and kaimahi.

3.1 Range of Services and Resources (Koha)

The range of services and resources that are available through Te Pātaka Māramatanga include:

- borrowing privileges;
- print and audio-visual collections;
- electronic resources, including databases;
- interlibrary loan;
- instructional services, including information literacy skills and training in the use of databases;
- individual and group study spaces;
- other services such as computers, printers and photocopying; and
- reference services (personal assistance provided to users seeking information)

4.0 Whakamāramatanga

These are the definition of terms that are used throughout the document.

Term	Description
Borrower	A person who utilises the resources of Te Pātaka Māramatanga.
Community	Our community definition in this instance includes all currently enrolled Taura, on all campuses and at remote locations. All Kaimahi (excluding contractors) Visiting kairangahau and guests of Te Wānanga o Aotearoa. On application, services may be extended to our wider community and partners.
Discretionary Group	Includes alumni of TWOA, community groups, Tai Wānanga, and current students of other education institutions.
Governance Members	Individuals who belong to any established TWOA governance group.
Kaimahi	All persons employed, seconded, and authorised contractors by/to/of TWOA.
Resources	Include printed and electronic: <ul style="list-style-type: none"> • books; • journals; • articles; • databases; • subject guides; • collections; and

Term	Description
	any other material that provides information for educational purposes.
Tauira	All persons currently enrolled in TWoA programmes or courses.
Te Pātaka Māramatanga	All Library Information Services of TWoA, and includes the Rohe (regional) Libraries and Te Pataka Māramatanga Matua, the libraries National Office.
Te Wānanga o Aotearoa	Includes TWoA and all 100% owned and controlled entities.

5.0 Ngā Hononga

The following tikanga whakahaere applies to this tikanga whakahaere:

- Copyright Act 1994
- National Library of New Zealand (Te Puna Mātauranga o Aotearoa) 2003 Act
- National Library Requirement (Books and Periodicals) Notice 2004
- National Library Requirement (Electronic Documents) Notice 2006
- Official Information Act, 1982
- Public Lending Right for New Zealand Authors Act 2008
- Public Lending Right for New Zealand Authors Regulations 2008
- Public Records Act 2005

The following documents apply to this tikanga whakahaere:

- Asset Management
- Employment Relations
- Intellectual Property Contractors
- Intellectual Property Employees
- Intellectual Property Generic
- Intellectual Property Tauira
- Intellectual Property Traditional Knowledge
- IT and Telecommunications
- Records Management Metadata
- Tikanga Ako
- Te Manu –Tauira Handbook
- TWoA Website