



# TERTIARY LIBRARY PACKAGE

NATSPEC, founded in 1975, is a not-for-profit organisation that is owned by the design, build, construct and property industry through professional associations and government property groups. It is impartial and is not involved in advocacy or policy development.

NATSPEC's major service is the provision of the comprehensive national specification systems endorsed by government and professional bodies. NATSPEC, the National Building Specification, is for all building structures, with specialist packages for architects, interior designers, landscape architects, structural engineers, service engineers and domestic owners. AUS-SPEC is the Local Government specification system for the life-cycle management of assets.

NATSPEC's objective is to improve the quality of construction in Australia through its updating services and via the provision of information, tools, products and other services.

// Air Conditioning and Mechanical Contractors' Association of Australia

// Australian Council of Built Environment Design Professions

// Australian Elevator Association

// Australian Institute of Architects

// Australian Institute of Building

// Australian Institute of Building Surveyors

// Australian Institute of Quantity Surveyors

// Chief Minister, Treasury and Economic Development Directorate (ACT)

// Construction Industry Engineering Services Group

// Consult Australia

// Department of Finance (Federal)

// Department of Finance (WA)

// Department of Housing and Public Works (QLD)

// Department of Infrastructure (NT)

// Department of Planning, Transport and Infrastructure (SA)

// Department of Treasury and Finance (TAS)

// Department of Treasury and Finance (VIC)

// Engineers Australia

// Master Builders Australia

// Office of Finance and Services (NSW)

// Standards Australia

ABN 20 117 574 606

// Designed for Libraries

// Updated annually

// Only \$485 per annually

NATSPEC, producer of the national master specification, believes it is important that students understand the importance of good documentation, especially where specifications are concerned, and has therefore designed a number of packages for educational institutions.

The NATSPEC Library Package contains all the NATSPEC worksections. Provided on a CD, the documents are fully searchable and printable (low resolution print with Education Watermark) for deployment only within tertiary libraries (the library should take all necessary precautions that the documents are available only within the library). It contains the following Acrobat PDF documents:

- *BUILDING Professional* For architects and building designers working on major and/or complex buildings. It is NATSPEC's definitive specification. It covers site, structural, architectural, interiors, landscaping work and mechanical, hydraulic and electrical services design and installation work. Demolition, tendering and contract preliminaries are also covered. The content is informed by Volume One of the Building Code of Australia and Volume Two, Housing provisions has also been taken into account.
- *SERVICES Combined* For engineers working on projects of all complexities. It contains all material in each of the SERVICES Mechanical, Hydraulic and Electrical specification packages. Demolition, tendering and contract preliminaries are also covered. The content is informed by Volume One of the Building Code of Australia and Volume Two, Housing provisions has also been taken into account.
- *Specifying Architecture* This book discusses contractual, technical and editorial issues in the planning, production and use of specifications. It sets out best-practice professional guidelines, putting modern specification writing into an historical and international context.
- *Simple DOMESTIC* This specification is for those projects simple enough not to require the engagement of an architect or building designer by the owners. It defines what is deemed to be the minimum level of workmanship for satisfactory work.
- *Simple Office Fitout* This specification is a quality statement supplementing the drawings prepared by the contractor and has been designed to be a condition of contract between the client and the contractor.
- Other supporting documents.

The Library Package is available at a greatly reduced subscription cost of \$495 per annum and is updated annually. To subscribe just fill out the Library Subscription form and send it back to us.

Education resources available from NATSPEC include:

- NATSPEC Tertiary Education Package
- NATSPEC Library Package
- NATSPEC for Trades Education
- Professional Development Seminars

For more information on any of the above please email [education@natspec.com.au](mailto:education@natspec.com.au) or call us on 1300 797 142.

**NATSPEC Library Package** Library Package \$485 + \$48.50 GST

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I/we have read and agree to be bound by the subscription conditions on page 2. It is understood that NATSPEC may need further information before opening a subscription account. If NATSPEC accepts this application it is understood that:

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Contact name: \_\_\_\_\_

Job Title: \_\_\_\_\_

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**Term of Subscription**

NATSPEC subscriptions run for a minimum of two years. After the first year of subscription a renewal invoice will be issued for the part-calendar-year bringing the subscription to the common renewal date of 1 January.

**Termination**

After the initial period a subscription to a NATSPEC package will continue until either party cancels it in writing. Payment will be required to the end of the calendar year. Once the subscription is terminated all copies of our material must be destroyed.

**Library licence**

The library must be attached to, or be part of a bona fide tertiary institution.

Subscribing to a NATSPEC Library package will license you to use the files within the library for reference, study and research purposes for the duration of the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC.

Material will be supplied on CD in Acrobat PDF format. The library should take all necessary precautions to ensure files are not copied from their system.

You may not use it to provide specifications, a commercial specification preparation service, or for any other purpose, unless NATSPEC has given approval in writing.

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**Our commitment to you**

This document outlines the Direct Debit Request (DDR) arrangements made between Construction Information Systems Limited (NATSPEC) (DDR ID #184871) and you.

**Initial terms of the arrangement**

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for NATSPEC subscriptions.

**Drawing arrangements**

The first drawing under this Direct Debit arrangement will occur immediately. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to the initial terms. If you wish to discuss any changes to the initial terms please contact NATSPEC.

**Changes to the arrangement**

If you want to make changes to the drawing arrangements, please contact NATSPEC. However, please note that you have agreed to make payments for your NATSPEC subscription for a minimum period from the date of the first quarterly payment.

**Enquiries**

Direct all enquiries to NATSPEC, rather than to your financial institution, and these should be made at least 14 working days before the next scheduled drawing date. All communication addressed to us should include your Subscriber ID #.

All personal customer information held by us will be kept confidential except information provided to our financial institution to initiate the drawing to your nominated account.

**Disputes**

If you believe that a drawing has been initiated incorrectly, we encourage you to contact us directly.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that on the drawing date there are enough *cleared* funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution we will phone/email you and then re-draw after 3 working days. Any transaction fees payable by us in respect of the above will be added to your account.