



# 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. Packages include Urban and Open Spaces, Roadworks and Bridges, Public Utilities, and Maintenance.

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.

#### Stakeholders

- Air Conditioning and Mechanical Contractors' Association of Australia
- Australian Elevator Association
- Australian Institute of Architects
- Australian Institute of Building
- Australian Institute of Building Surveyors
- Australian Institute of Quantity Surveyors
- Construction Industry Engineering Services Group
- Consult Australia
- Dept for Infrastructure and Transport (SA)
- Dept of Finance (Federal)
- Dept of Finance (WA)
- Dept of Infrastructure, Planning and Logistics (NT)
- Dept of Treasury and Finance (TAS)
- Dept of Treasury and Finance (VIC)
- Engineers Australia
- Major Projects Canberra
- Master Builders Australia
- Public Works Advisory (NSW)
- Standards Australia

// Designed for Libraries

// Updated annually

// Only \$495 + GST per annum

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 USB, 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. NATSPEC's definitive specification. It covers site, architectural, interiors, and landscaping and provides design and install worksections for mechanical, hydraulic and electrical services. Demolition, tendering and contract preliminaries are also covered.
- *SERVICES Combined*: For engineers and services consultants designing and documenting building services installations for small to large building projects. It contains all material in each of the SERVICES Mechanical, Hydraulic & Fire and Electrical specification packages. It includes the most commonly used building services and components, demolition, tendering and contract preliminaries.
- *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 provides a quality statement which defines the minimum level of acceptable materials and workmanship for domestic building works. It does not require editing or amendment and is intended for inclusion, along with other documents such as drawings and schedules, as a condition of contract for the building works.
- *SIMPLE Office Fitout*: This specification is a quality statement supplementing the drawings prepared by the contractor. It does not require editing or amendment and is intended for inclusion, along with other documents such as drawings and schedules, as a condition of contract for the building works.
- Other supporting documents.

The Library Package is available at a greatly reduced subscription cost of \$495 + GST 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 subscription order and payment authorisation

## NATSPEC Library Package

Library Package \$495 + GST

Annual/Qtrly \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Cheque enclosed

Credit card

## Credit card payment (refer to direct debit arrangements on page 2)

Please debit according to the above schedule \$ \_\_\_\_\_ CVV \_\_\_\_\_  Mastercard  Visa

Card number \_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_

Cardholders name \_\_\_\_\_ Signature \_\_\_\_\_

## Bank account debit (refer to direct debit arrangements on page 2)

I/We request Construction Information Systems Limited [ID 184871] to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule above

Name and branch of financial institution \_\_\_\_\_

BSB No. \_\_\_\_\_ - \_\_\_\_\_ Account No \_\_\_\_\_ Commencing Immediately

## Agreement

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:

- Subscriptions run for a minimum of two years.
- Ownership of the material remains with NATSPEC.
- A subscription is required for each library using NATSPEC.

Authorised signature(s) for this agreement: \_\_\_\_\_

Name(s) of person(s) signing: \_\_\_\_\_

Date: \_\_\_\_\_

## Contact details

Institution \_\_\_\_\_

Library name \_\_\_\_\_ ABN \_\_\_\_\_

Contact name \_\_\_\_\_ Telephone \_\_\_\_\_

Job title \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Web \_\_\_\_\_

Street address \_\_\_\_\_ Address Level \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_ Mobile \_\_\_\_\_

PO Box \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

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### Term of Subscription

NATSPEC subscriptions are for a minimum period of two years. After the first year of subscription a renewal invoice will be issued for the part-calendar-year to bring 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 and no new specifications may be developed using all or part NATSPEC material.

### 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 through SPECbuilder Online 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.

### Changes to Fees and Conditions

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.

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WEB	www.natspec.com.au

### 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

Under the terms of the Direct Debit authorised 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.

### 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
- on the drawing date there are enough *cleared* funds in the nominated account; and
- 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.