1. General Information
The New Zealand Collection Policy is bound by the general principles detailed in the Library's Overarching Collection Policy. It is not a stand-alone document and should be read in conjunction with the Library’s Collection Policy and any other subject specific collection documents such as the Maori Collection Policy, the Pacific Collection Policy.

1.1 Collection Purpose
The New Zealand Collection, Te Kohikohinga o Aotearoa, supports the research, teaching and learning of staff and students of the University particularly in New Zealand culture, Māori studies, history, politics, statistics, geography, flora and fauna, literature and commerce.

1.2 Primary User Groups
The collection is used by undergraduate students, postgraduate students, researchers and staff from all Faculties of the University.

1.3 Other User Groups
There is some use by genealogists, local historians and other external researchers.

1.4 Interdisciplinary Relationships
The collection supports relevant papers and research in Biology, Earth & Ocean Sciences, Economics, Geography, History, Labour Studies, Management, Media Studies, New Zealand Literature, New Zealand Studies, Political Science, Screen and Media Studies, Social Science Research, Treaty of Waitangi Studies, Te Reo and Tikanga Māori.

1.5 New Zealand Statistics
The CONZUL agreement with Statistics New Zealand is supported by promotion of the statistical data package provided by Statistics New Zealand for teaching and research purposes.

2. Description of Existing Collection
The New Zealand Collection is a collection of over 135,000 items illustrating New Zealand society and culture and contains both publications relating to New Zealand and works written by New Zealanders. The focus of the collection is on the cultural, historical, physical, economic and social aspects of New Zealand and its Māori and European heritage. The collection has particular strengths in the areas of New Zealand history, literature, social sciences and of Māori history, language and culture. It is held as a separate collection within the Central Library.

2.1 The New Zealand Collection contains the following sub collections:
- General Collection: One main sequence.
- Government Documents: These comprise publications from the legislative, judicial and central executive branches of Government, including departments, ministries, committees, corporations and agencies.
- New Zealand Statistics: Statistics New Zealand publications are held, some being on deposit but many are now produced only in electronic format. Other statistical information relating to NZ is also held.
• New Zealand Newspapers: Three newspapers are held: the daily papers the New Zealand Herald, the Waikato Times and the weekly paper the Sunday Star Times. The latest three months of each are held plus some newspaper supplements, anniversary editions and special issues of historical interest.

• Other sequences
  o Posters are held in the New Zealand Poster cabinet, pamphlets in the New Zealand Pamphlets
  o Collection and microforms in the microforms collection.
  o Archives and Manuscripts: The collections held include archives and manuscripts of former academic staff of the University, photographs and papers relating to the history of the University and other collections of books, manuscripts and taonga, particularly relating to the Waikato and King Country with some Bay of Plenty and Taranaki material.

• The Rare Books Room location holds:
  o Original items published up to and including 1900
  o The reference only copy of New Zealand related items published between 1901-1945
  o One copy of items that are deemed difficult to obtain or replace
  o One copy of items that are handmade, hand printed or of a limited edition nature
  o Items that are expensive, scarce or frail

2.2 Access
Most items are borrowable, although government documents, statistical publications and other reference works are for use in the Library only. The Rare Books Room, the archives and manuscript collections and New Zealand Poster Cabinet are closed access collections.

3. Scope of Collecting
New Zealand titles of interest to all the disciplines taught at the University are acquired apart from the exclusions in 3.4, 3.5 and 3.6 below. The level of collecting for the New Zealand Collection is at research level wherever possible. The policy is to acquire materials with significant New Zealand content - that is the work has at least one half New Zealand content.

3.1 Chronological Periods
All time periods are collected. The focus is on new material, however a representative selection of older material is collected where gaps which relate to University teaching and research are identified in the collection.

3.2 Types of Material
Formats held include: Print, video and audio cassettes, DVDs, CDs, CD-Roms, microforms, photographs, postcards and vinyl records. Outdated technologies will not be selected. Where the technology for access is no longer easily available new formats are investigated. Photographs and postcards are only purchased if representing the Waikato region.

3.3 Duplication
Waitangi Tribunal reports are duplicated and held in both the Law Library and the New Zealand Collection. Duplicate items are not acquired for the General Collection and the New Zealand Collection. See 3.11 for retention guidelines.

3.4 Exclusions
Publications by New Zealand authors on non-New Zealand topics are held in the General Collection. Material published in New Zealand that does not have significant New Zealand content is excluded from the New Zealand Collection but may be held in the General Collection.
3.5 Subject specific exclusions
The following subject areas will be selected for the General Collection by the Subject Librarians where the subject content clearly outweighs any New Zealand content.

- Business / Technical Skills topics
  - Accounting
  - Computer Science
  - Management Science/ Systems
  - Taxation

- Education
  - Curriculum related material/ Practice of teaching
  - History of Education
  - Children’s books
  - Pure Sciences
  - Chemistry
  - Mathematics
  - Physics


3.6 Selection principles:

**Education** - The history of education is no longer acquired for the New Zealand Collection but is acquired for the General Collection. Historical New Zealand Education materials are held in the New Zealand Collection including some textbooks and education histories such as local school histories.

**Genealogy** - The New Zealand Collection does not acquire family histories unless the family is known to have resided in the Waikato, King Country, or Coromandel Region or the book has significance for the history of a geographical area of research interest to the University.

**Law** – All New Zealand Statutes, regulations and law reports as well as books on New Zealand Law are acquired by the Law Library.

**Literature** - New Zealand and some Pacific Literature is included in the Collection. Self-published and desk top published work will not normally be acquired. Current children and young persons’ literature in English is not acquired but some historical New Zealand fiction for children may be chosen on merit. Selected children and young person’s literature in Maori, beyond the beginning readers level, is acquired to support language learning. “Popular” current fiction such as romances are not purchased.

**Music scores** - Scores by New Zealand composers or with New Zealand themes are selected and are located with the other scores on Level 3.

**Religion** – Although works on New Zealand religion are held in the New Zealand Collection, materials on the histories of individual churches are not normally acquired, unless in the Waikato, King Country, or Coromandel Region. Theological, devotional and religious materials are not collected.

**Hobby, leisure and recreational titles**, such as cooking, are excluded although those titles with cultural, historical or social significance are collected. Eg. Edmonds cookbook but not every edition and some local cookbooks where they have advertising or other local content.

**Sporting histories**. Publications of major national coverage, including biographies and national histories, are collected. Local and sporting club histories are not collected unless they are in the Waikato, King Country, or Coromandel Region or the book has significance for the history of a geographical area of research interest relevant to the University.

**School histories, church histories and other organisational histories**. These are purchased only if they are in the Waikato, King Country, or Coromandel Region or the book has significance for the history of a geographical area of research interest relevant to the University.

**Technical works, such as car manuals are not purchased.**

3.7 Geographical Areas
Collecting focuses on New Zealand and a particular attempt is made to obtain items of relevance to the Waikato Region namely the central Waikato district and to the local government-defined Waikato region, including Hauraki, Coromandel and the King Country and some of the Bay of Plenty. The broader region also encompasses three major Maori tribal confederations - Tainui, Te Arawa and Mataatua.

3.8 Languages
Material is collected in English and Te Reo wherever obtainable.

3.9 Publication Dates
Collecting focuses upon recent and current imprints to support the teaching and research areas of the University. Retrospective collecting is only undertaken to sustain new teaching and research programmes, to fill in identified gaps and to obtain replacement copies.

3.10 Collection Assessment
The collection is regularly assessed. Material may be withdrawn or held in a Level 1 in the Library or in Off-Campus Storage e.g. older editions of NZ publications. Material is withdrawn if it:
• is obsolete and without historical value
• is damaged
• is superseded, where earlier editions do not have an historical significance
• has a low rate of usage (duplicates have not been borrowed for 3 years)

3.11 Retention
Items originally bought for the General Collection but which are no longer required there may be retained for the New Zealand Collection or Level 1 where appropriate. Material is retained when it meets the following principles:
• continuing appropriateness of its New Zealand content historically
• has ongoing value for University teaching and research

3.12 Relationships with other Libraries
Consultation is regularly undertaken with the staff of other New Zealand collections and libraries, for example the Heritage Team Leader at Hamilton City Libraries, before very expensive purchases are made, particularly if there is need for only one copy in Hamilton.

4. University of Waikato at Tauranga Collection
No New Zealand material is purchased for the Tauranga collection