The Collection Management Policy is bound by the general principles detailed in the Library’s Collection Management Policy. It is not a stand-alone document and should be read in conjunction with the Library’s Collection Management Policy and any other subject specific collection documents.

1. General Information

1.1 Collection Purpose
The collection is made available through the Bongard and Windermere (Bay of Plenty Polytechnic) Libraries https://www.boppoly.ac.nz/go/library and supports courses taught in Tauranga by the University of Waikato.

1.2 Primary User Groups
The primary users are staff and students of both the University of Waikato at Tauranga and the Bay of Plenty Polytechnic. Students of NET courses are resourced through the MMP or distance service available from the University of Waikato Library but are welcome to use the University of Waikato at Tauranga collection.

1.3 Subjects taught at the University of Waikato at Tauranga
Details of the subjects currently taught at University of Waikato at Tauranga are outlined each year in the University Calendar.

2. Description of the Collection
The University of Waikato at Tauranga materials are held in a joint collection which is interfiled in one sequence with the Bay of Plenty Polytechnic materials at Bongard and Windermere Libraries.

3. Scope of the Collection
The collection is not intended to duplicate the University Library’s collections. It primarily reflects the subjects taught at Tauranga and consists of material which meets current and foreseeable future teaching and research needs. The collection contains set texts and recommended reading as well as other material that is relevant to the courses. It also contains works of a multidisciplinary nature, and works of sufficient importance and relevance to be in the collection. Reference material supports the courses and also provides a wider range of resources suitable for a University collection. Online databases purchased by the University Library are available for use only by students and staff of the University of Waikato. Because of licensing agreements these databases are not available to the staff and students of the Bay of Plenty Polytechnic.

4. Relationship with the University of Waikato Library
The University of Waikato Library offers its Tauranga students a request service for books not available at the Bay of Plenty Polytechnic Library. The process and policy for Tauranga Campus students to obtain items from the University of Waikato Library is available online.
5. **Ownership**
The University of Waikato Library has ownership of the books purchased for the University of Waikato at Tauranga Collection.

6. **Library arrangement**
The University of Waikato at Tauranga collection is purchased and catalogued by the University Library staff in Hamilton. Materials are classified using the Dewey classification scheme, and cataloguing records are sent electronically to the Bay of Plenty Polytechnic Library catalogue.

7. **Selection**
The University of Waikato Subject Librarians and the Law Librarian, in consultation with the academic staff, are responsible for selection. The Bay of Plenty Polytechnic Library staff also recommend items for purchase that appear to be in demand by Tauranga's students.

8. **Withdrawal of courses**
Because of the satellite nature of the collection, provision needs to be made for holding material when subjects are no longer currently being taught at University of Waikato at Tauranga. Where the books are not of a sufficient multidisciplinary nature to be of use in the Library generally other options are considered. Options include storage at Tauranga or Hamilton, transfer temporarily to another campus where there is more shelving space or if unlikely to be taught at Tauranga again, transfer to the University Library collection at Hamilton. Items that have been assessed by subject librarians as not suitable for transfer back to the University Library in Hamilton are withdrawn and disposed of by BOPP Library in line with the University of Waikato Library disposal policy.

9. **Donations**
Bay of Plenty Polytechnic Library staff determine if the donations are appropriate for the University of Waikato at Tauranga's collection, or if they should be considered for addition to the University of Waikato Library collections.