

Tauranga

Responsibility for Policy:	Associate University Librarian: Rae Gendall
Approving Authority:	University Librarian
Approved:	October 2011
Next review date:	October 2013

Collection Purpose

The collection is made available through the Bongard and Windermere (Bay of Plenty Polytechnic) Libraries and supports courses taught in Tauranga by the University of Waikato.

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.

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.

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.

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.

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.

Ownership

The University of Waikato Library has ownership of the books purchased for the University of Waikato at Tauranga Collection.

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.

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.

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.

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.