

QUT Library Collection Development Manual

3. Practices

3.4. Deposits

3.4.2a. QUT Deposits: Theses & ADT

Identification block

QUT Library Collection Development Manual	
3.4.2a. QUT Deposits: Theses & ADT	
Contact Officer	Associate Director, Library Services (Information Resources)
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Policy statement

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3.4.2a QUT Deposits: Theses & ADT

1. Purpose and scope

QUT Masters by Research and PhD students are normally required to deposit both a bound print copy and an electronic (CD-ROM) copy of their thesis at the conclusion of their study program.

Students deposit both their print and digital copies with the Research Student Centre, Division of Research and Advancement.

Print and digital copies are sent to the Library for inclusion in the Library collection and indexing in the Australian Digital Theses (ADT) database.

Honours dissertations and Masters by Coursework dissertations are deposited in the Library at the discretion of the school.

Embargoed theses are deposited in the Library and the print copies kept in restricted access in Library Resource Services until the embargo period has expired, at which time they are relocated to the Stack collection. The digital copies are also kept in restricted access until the embargo period has expired, at which time they are processed so that they can be accessed in the ADT database.

Information about QUT procedures for depositing theses is available on the Library's public Website <http://www.library.qut.edu.au/adt/>.

2. Background to collection

Prior to 2003, only print copies of theses were deposited in the Library. The policy of mandatory deposit of digital copies for entry into the ADT commenced in 2003.

Theses produced prior to the introduction of the mandatory requirement are processed for the ADT on a case by case basis.

3. Access

Digital theses

The digital versions of theses are hosted on the Library server and accessed through the national ADT database.

Metadata standards used are those prescribed by the ADT Program. Further information about the ADT Program may be found on the Website: <http://adt.caul.edu.au/>.

Print theses and dissertations

Theses are located in the closed access Stack collection at the relevant branch for that School.

Dissertations are located in a special open access collection at the relevant branch for that School.

Theses and dissertations are not available for loan. A copy of an unrestricted thesis may be supplied on inter-library loan, provided the relevant provisions of the Copyright Act 1968 (Cth).are observed.

Theses and dissertations are not given Dewey classification but have their own classification assigned according to the issuing faculty, for example:

T(BE&E):Faculty of Built Environment and Engineering

Theses and dissertations are given full cataloguing and are loaded to the national database, Kinetica.

Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG	Reviewed – no change
