

QUT Library Collection Development Manual

3. Practices

3.6. Collections

3.6.1. Course Reserve Collection

Identification block

QUT Library Collection Development Manual	
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Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Management Group
Approval Date	10 October 2006
Date of Next Review	December 2008

Policy statement

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3.6.1. Course Reserve Collection

1. Purpose and scope

High demand material not suitable to be added to the CMD is housed in the Course Reserve collection at each branch library in order to maximise access by large numbers of students.

The purchase and processing of this material is given the highest priority due to the intense demands made by users at specific times.

At the request of lecturers, Liaison Librarians or Lending staff, copies of text books and other material not suitable for digitisation (for example, student projects) are taken from the normal campus collection and put into the Course Reserve Collection for period of time. Other material in Collection includes, but is not limited to, lecturers' own material, and videos of lectures.

Use of the Collection is usually restricted in terms of loan length and where the material can be used.

Items may remain in the Course Reserve Collection at the request of lecturers or Liaison Librarians. Items placed in Course Reserve are reviewed annually by Lending Services staff together with Liaison Librarians.

High demand books are preferred for purchase as ebooks as well as in paper format are recommended as it allows for resources to be accessed equitably 24 hours per day, 7 days per week. Journal articles and book chapters are made available electronically in the Course Materials Database and will not usually be placed in the Course Reserve Collection.

2. Primary user groups served

The primary user group served by the Collection is QUT undergraduate students. Postgraduate coursework students including Graduate Diploma students and coursework Masters students also use the collection from time to time.

Reciprocal members and Associate members of QUT Library cannot borrow Course Reserve material. However, photocopiers are available within Course Reserve areas, and this provides some access to these groups.

3. Background to collection

In past years, the Collection was comprised of:

- High-use text books
- Photocopied articles
- Lecturers' own materials
- Videos
- Some copies of printed coursepacks

The Course Materials Database has replaced the collection of photocopied articles. Lecturers are advised that photocopies of articles can only be placed in the Course Reserve Collection if there are particular circumstances which make them unsuitable for the CMD, or if access is required before digitisation can take place.

Digitisation of sections of monographs set on required reading lists reduces the number of monographs placed in the Reserve collection.

All copyright material in coursepacks has now been digitised and located in the CMD, so printed coursepacks are no longer routinely placed in Course Reserve collections.

4. Scope of current collecting

As stated above, lecturers nominate material for the Course Reserve Collection. They may remain in the Collection for one year.

The number of copies of text books and other items to be placed in the Collection is largely determined by the size of classes. Maximum numbers of any particular item may be set at each branch, depending on space limitations in the Collection area. Normally no more than three copies of an item would be put in the Course Reserve Collection.

Items requested from another branch to be placed in Course Reserve must be negotiated with Liaison Librarians at each branch. It is preferable that a copy is bought by the requesting branch, if the course is located at that branch and if demand could reasonably be expected to continue.

Temporary item records are created on the Library Course Reserve Millennium module, which allows non-Library material, such as lecturers' own material, or lecture videos, to circulate normally in Millennium.

Under the approval of the Branch Library Manager, a limited number of items can be placed on Course Reserve based on the following guidelines: significant cost of item; subject to theft because content is highly desirable; or the item is fragile and easily damaged.

5. Access

Access is restricted to QUT Library patrons only, and items can be borrowed for periods of up to two hours.

In most cases, use is restricted to within the Library building.

Patrons must use their QUT ID card to borrow items.

Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG	Reviewed – no change
7 September 2006	3.6.1,4	Acting Associate Director (IR) via IRMG	. Includes preference for ebooks as a format Inclusion of items needing greater security . Removes the “permanent” status for items in the collection
