

## QUT Library Collection Development Manual

### 3. Practices

#### 3.6. Collections

##### 3.6.2. Course Materials Database

###### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>3.6.2. Course Materials Database</b>	
Contact Officer	Associate Director, Library Services (Information Resources)
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###### Policy statement

###### Table of contents

1. Purpose and Scope
2. Primary User Groups Served
3. Background to collection
4. Scope of current collecting
5. Access

##### 3.6.2. Course Materials Database

###### 1. Purpose and Scope

The purpose of the Course Materials Database (CMD) is to deliver high use, lecturer recommended readings in electronic format to students in compliance with copyright law.

The CMD currently includes copyright resources digitised under the statutory educational provisions of Part VB of the *Copyright Act 1968* (Cth). It also includes articles in licensed electronic databases and released QUT past examination papers.

###### 2. Primary User Groups Served

The CMD primarily serves QUT coursework students. A small number of readings have been added to the CMD for QUT staff development purposes.

###### 3. Background to collection

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In 2001, high demand articles, book chapters, conference papers and cases that had been kept in the Library's Course Reserve Collections in each Branch were digitised and indexed in the CMD and made available to students via their unit OLT pages. This was made legally possible by the Digital Agenda amendments to the *Copyright Act 1968 (Cth)*. Released past examination papers, some lecture notes and selected readings from the Built Environment and Engineering Resource Centre were also added to the database.

The CMD was fully operational at the start of Semester 2, 2001 with readings added to the Database each Semester as requested by academics. A further project was undertaken from March 2003 to April 2004 to add, where copyright permitted, readings from External Student note sets and printed course-packs.

With the introduction of a process in 2003 to upload copyright material embedded in lecture notes directly to OLT pages in a legally compliant manner, lecture notes were removed from the scope of the CMD.

In Semester 2, 2006 a project was undertaken to provide MS-Word versions of lecturer selected documents for units undertaken by students with a visual disability.

#### **4. Scope of current collecting**

The CMD currently includes digitised book portions, journal articles, conference papers, cases, unreported judgements (and where copyright allows, whole works) digitised under the statutory educational licence, as well as articles in licensed electronic databases.

Officially released past examination papers are added to the CMD each semester (see the [Past Examinations Paper Policy](#)).

High demand material not suitable for digitisation is included in the Course Reserve Collection (see the [Course Reserve Collection Policy](#)).

Categories generally not included in CMD are: freely available on the Internet, QUT publications, unpublished QUT copyright, QUT Staff owned copyright, QUT student and guest lecturer material.

An annual archiving of the CMD is conducted to remove readings which have been inactive for 18 months.

It is planned to make streaming media off-air broadcasts and music recordings accessible via the CMD from 2007.

#### **5. Access**

The CMD is only available to QUT students and staff. It is accessed via unit OLT pages and Library web pages.

Documents are scanned using OCR (Optical Character Recognition) software in order to minimise file size and maximise searchability and accessibility.

The Flexiprint service provides an additional access point for printing of compatible CMD documents.

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### **Modification history**

<b>Date</b>	<b>Sections</b>	<b>Source</b>	<b>Details</b>
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5 February 2007	3,4	Associate Director, Information Resources via IRMG	Reviewed and updated with services for students with visual disabilities

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