

QUT Library Collection Development Manual

4. Collection Management

4.11. Central Store

Identification block

QUT Library Collection Development Manual	
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Contact Officer	Associate Director, Library Services (Information Resources)
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Policy statement

Table of contents

1. Purpose and scope
2. Responsibility
3. Guidelines
4. Relocation of material from the General Collection to the Central Store
5. Access
6. Relocation of material from the Central Store to the General Collection
7. Weeding the Central Store
8. Catalogue entries

4.11. Central Store

1. Purpose and scope

Central Store exists to house materials that are rarely used but are still required by QUT Library students and researchers. The Central Store is located at the Carseldine Campus.

The Central Store is a possible location for some items being considered for removal from an active branch library collection, particularly where the item has potential research value, is intrinsically valuable or is representative of a publication type.

Each branch library also has an on-site storage facility referred to as a Stack. This facility is used to house specified categories of restricted access materials, for example theses.

The Central Store Collection policy should be read in conjunction with the [Weeding Policy](#).

2. Responsibility

Because it is a Library wide collection management facility, the Central Store is coordinated by the Associate Director, Library Services (Information Resources) in consultation with IRMG. IRMG collectively plan for, and make decisions on the relocation of materials to Store. The day to day management of the Store is controlled by the Carseldine Branch Library Manager.

Liaison Librarians and/or Lending staff make recommendations to their Branch Library Managers for items to be relocated. Liaison Librarians are encouraged to consult with the relevant academics.

3. Guidelines

General Guidelines

If an item is rarely used in the branch collection, it should be relocated to the Central Store.

If however another copy of the item is held at any other branch library, the item should be weeded.

Specific Guidelines

Monographs

Monographs in the Central Store are shelved in call number order.

Only monographs likely to be of lasting value to researchers, but which are rarely used, should be considered for relocation to Central Store. The Weeding Policy should be carefully followed to ensure discard of ineligible titles.

Law Library monograph materials which have an alpha code under the classification number are intershelved after the running numbers at the same call number.

Reference monographs and other non circulating monographs

Assessment of non circulating monographs needs to be made by Liaison Librarians. Consultation with suitable academic staff is encouraged. Reference monographs are not normally be transferred to the Central Store except where there is a clear research requirement.

Theses, dissertations and any restricted patents are placed in the stack at the branch library and not at the Central Store.

Audio Visual / Non-Book Material

As for Monographs and Monographs (non circulating)

In addition, audio visual material in an obsolete format may only be located in Central Store if the equipment required to use the material is generally available or the item is to be retained as an exemplar.

Serials (Non-Reference)

Periodicals from all branches, except Law, are shelved in the order in which they are received at the store.

As a general rule, paper or microfilm periodical runs published more than 10 years ago are located in the Central Store. This varies at the discretion of the Branch Library Manager, due to local conditions or requirements of the discipline area. The decision is made in consultation with the Associate Director, Library Services (Information Resources)

Only one run of any periodical title may be located in Central Store. Stored periodical runs must not be duplicated elsewhere in the Library's collection.

Serials (Reference)

Reference serials should be allocated in the following order:

- Current year in Reference Collection
- Preceding five years in Periodical Collection
- Further material prior to this date in the Central Store only if there is a clear reference or research requirement

The retention decision is made by the Branch Library Manager and is dependent upon relevance of the title to the collection.

Indexes and abstracts are not located in the Central Store.

Serials (Law)

Law Library primary serials (i.e. those that are classified) are shelved in the order in which they are received at the Store with the rest of the periodical collection.

Law Library unclassified serials are kept in a separate sequence alphabetically by title

4. Relocation of material from the General Collection to the Central Store

Individual Branch Library Managers make recommendations to the Chair of IRMG to relocate materials to the Central Store. IRMG will plan one year in advance for all relocations to Store to ensure funding bids are made to the Director as part of the Library's annual project planning. Once approved, the relevant Branch Library Manager will negotiate the implementation with the Branch Library Manager, Carseldine and the Manager of Library Resource Services.

5. Access

All QUT Library clients (including members of the public) may request materials from the Store.

Except in exceptional circumstances, the requester does not have personal access to the Central Store.

Periodical articles are copied for the requester and monographs are available for the standard loan period.

In cases where photocopying is not appropriate, periodicals are sent to the requesting branch library. The periodicals are not for loan and the requester is required to use the material in the Library.

6. Relocation of material from the Central Store to the General Collection

Monographs are considered for return from the Central Store to the general collection at the appropriate branch library where usage statistics indicate that the item has been requested more than once in the previous year.

Serial titles are identified for review and possible return from the Central Store to the general collection at the appropriate branch library when usage statistics indicate that articles from the title have been requested more than five times in the previous year.

Where consistent pattern of usage of material is occurring, the Branch Library Manager, Carseldine, consults with the appropriate Branch Library Manager for the possible relocation of the material.

7. Weeding the Central Store

Weeding of the Central Store Collection will take place from time to time in accordance with the Weeding Policy. The Associate Director Information Resources will initiate this in consultation with members of IRMG.

Comment [MSOffice1]: How many requests needed to flag possible return? More than 5?

Periodical backsets may be considered for weeding depending upon any cooperative agreements that exist between QUT Library and other libraries.

8. Catalogue entries

Description of Materials	Location Code	Prefix	Status
Monographs in Central Store	SGEN	-	'available'
Periodicals in Central Store	ST SPER	P or LAW P	Holdings details indicate years held in the Central Store (see example)

Example

Title **Computer.**
Published Los Alamitos, Calif. : IEEE Computer Society, n.d.

<i>Item Locn</i>	Gardens Point Periodical 006.6 2
<i>LIB. HAS</i>	Vol. 18 (1985)-v. 34, no. 12 (Dec. 2001)
Latest Received:	December 2001 v.34 no.12
<i>Item Locn</i>	Store Periodical 006.6 2
<i>LIB. HAS</i>	Vol. 1 (1967)-v. 17 (1984)

Modification history

Date	Sections	Source	Details
12 December 2006	Section 3 Section 6	ADLS(IR) via IRMG	Textual changes- Section 3 Identifying a review of particular titles for return to home Branch – Section 6