

QUT Library Collection Development Manual

8. Significant Collection Decisions

Identification block

QUT Library Collection Development Policy	
Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Management Group
Approval Date	14 December 2004
Date of Next Review	Not required

Policy statement

All decisions that impact significantly on QUT Library collections are to be recorded in the Significant Collection Decisions Register.

The Register is intended to keep Library staff informed of collection management practices, and of decisions that affect access to and/or availability of information resources. Decisions recorded in the register may include:

- Decisions to deselect certain item types
- Relocation of collections from one Branch to another

The Associate Director, Library Services (Information Resources) is responsible for maintaining the Register.

Modification history

Date	Sections	Source	Details
[date of changes]	[policy section]	[position title responsible for changes]	

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Appendix 1 - Significant Collection Decisions Register

DECISION	DATE OF DECISION	BACKGROUND TO/ CONTEXT OF DECISION	ACTION	DATE OF ACTION	STAKEHOLDERS
ETrials: E trial rounds moved from March to September each year to align with database renewal cycle.	Dec 2004	Selection of e trial products in March caused problems with LRA budget allocation, and difficulties with vendors over pro rata payments.	In 2005, transition year with 2 rounds of E trial selection in March and September. From 2006, 1 round will be held in September.	March 2005	Library, Library E Trials Consultative Ctee.
Lending: Gold Card Service to remove offer of IAS and email, and to offer Library Borrowing privileges only	Dec 2004	Issues of concern arose surrounding granting of access to internet & email to retired or separated. These were access to licensed databases, conditions of use of AARNet & provision of internet services. Also confusion about how records were created and maintained for these clients. LSC took issues paper with recommendations to separate Library Gold Card from IAS services.	DVC(TILS) accepted recommendation. Letters to separated staff no longer offer IAS and email as part of Gold Card service.	Mar 2005	Library CIS HR
Serial archival backsets: JSTOR. The Library will rely on JSTOR as an archival repository of selected serial backsets. The Library will not retain print backsets of titles held on JSTOR.	June 2005	IRMG considered how to reduce shelf storage of serial backsets. JSTOR's purpose is to be an archive of serial backsets and was considered to be a reliable archive.	QUT can now discard print backsets available on JSTOR	Aug. 2005	All Branches and Store.
Newspapers: Australian Newspapers: The review indicated no need to change current subscriptions to print & microform.	Aug 2005	IRMG reviewed all current newspapers subs (print & microform) in light of different client needs. The Ctee examined whether the newspaper was available electronically, the available backsets and differences in the format of the print & microform versions versus the electronic. It was noted that the CI Journalism students need access to the facsimile format of print & microform versions of newspapers so they can examine layout and structure of the newspaper page.		June-Aug 2005	CI Journalism students International students Other Library users

Newspapers: Times Higher Ed, Education and Literary supplements and Times and Times Index. All print subs cancelled in 2005	Aug 2005	IRMG reviewed subs and electronic access deemed adequate.	Paper subs cancelled.	Aug 2005	QUT CA, CI, Ed, TALSS, Chancellery, all faculties.
Microform format. Microform format will be minimised in the Library wherever possible, Adequate reader printers provided at 3 Branches.	Aug 2005	IRMG reviewed all its current microform subscriptions and considered its existing microform holdings in the collection. It concluded that microform format will still required for years to come but usage is low and reducing. Students and staff continue to need access to effective reader printers at each branch as all have collections of microform.	Where equivalent access was available electronically, existing microform subs were cancelled. In collaboration with QPS, microform reader printers were upgraded at GP and CA branches to match the one available at KG. Law Library users will be redirected to GP.		
DVDs, videos, films - R/X rated: These have been removed from open shelves and kept in secure area at Loans Desk. Students may be required to provide proof of age to borrow.	October 2005	The law requires that people have to be over 18 to view R or X rated materials. Staff discovered this material on open shelves where students could view in Library using readily available equipment. Students could also borrow this material with no check on their eligibility.	Items have been removed to secure location behind Loans Desk in each branch and a new location indicated. Lending staff may ask for proof of age. Patron records on Millenium can be checked for date of birth.		Lending staff, students, associate borrowers.
Serials Cancellation decisions based on ongoing sub to major electronic databases: Law Library have cancelled some individual serial subscriptions based on the premise of ongoing access to their electronic equivalents currently and as backsets on Hein Online and Lexis.com.	Dec 2005	IRMG noted that serial cancellation decisions for important journals are sometimes based on our subscription to their electronic equivalents currently and as backsets on a vendor database. Ongoing access is dependent on our maintaining that database subscription. It was also noted that the Library cannot guarantee continuing subscription to any particular product into the indefinite future. There is no apparent resolution to this ongoing concern except to be aware of the priorities of certain key products. Future collection decisions will be noted in this Register.	Law Library have cancelled certain serial subscription based on the assumption of continuing access to Lexis. Com and Hein Online.	Dec 2005	Law Library, Law Faculty, all libraries.
Newspapers: international newspapers. To be decided	Jan 2006	<i>JB checking with Int College 12/1/06</i>			

<p>Lending: TILS “Alumni Information Service” to be offered in conjugation with QUT Development Office as an inducement for graduates to maintain active links with QUT and the Alumni Association.</p>	2005	<p>The Library has been offering discounted Library associate membership to borrowing services for several years. This includes borrowing privileges, on-site access to all service points and collections and use/loans of any branch library. This was a very limited package compared to services offered to QUT clients. Client feedback indicated that community members are increasingly seeking access to databases, particularly those they used as students of QUT. The proposal was accepted that the Library would negotiate with database vendors to allow ongoing access to these resources for QUT Alumni. This access, when granted, required the addition of three new patron types to the Library Loans Rules, to distinguish between three levels of access offered to Alumni.</p>	<p>Lending: A new service for QUT Alumni was launched in May 2005, allowing for three levels of membership, ALIS Borrowing (Library loans only) Fee: \$54.55*GST: \$5.45 Total: \$60.00 ALIS Online (Databases only) Fee: \$72.70*GST: \$7.30 Total: \$80.00 ALIS Deluxe(Library Loans and databases)Fee: \$90.90*GST: \$9.10 Total: \$100.00</p>	May 2005	<p>Lending staff Lending Services Coordinator Library Systems staff Communication and External Relations Manager QUT Alumni</p>
<p>Database “bundles” or individual journal subscriptions. Blackwell Synergy and Wiley journal databases were renewed following examination of usage of the individual journals in the package. It was decided that the package provided value for money compared to reverting to individual subscriptions.</p>	May 2006	<p>Usage of the individual journals in each package was analysed. Usage for “subscribed titles” and “non subscribed titles” was detailed. Titles with usage lower than 30 downloads pa were regarded as low usage. Considering usage and average price of the journals in the database, it was agreed that the bundles provide value for money. Other publisher packages will be similarly analysed. These analyses will be revisited from time to time to ensure continued value for money in the context of library budget and product price rises.</p>	<p>Blackwell Synergy and Wiley database subscriptions were renewed.</p>	2006	<p>All branches and faculties.</p>
<p>Collaborative Rationalisation and Storage of Serial Backsets Policy (4.3) ceased to operate from August 2006 by agreement between QUT and Griffith University Libraries.</p>	Nov 2006	<p>QUT Library had maintained a collaborative arrangement with Griffith University Library – only 1 institution retained the backsets of agreed serials.</p>	<p>The agreement ceased and there will be consultation with the other Library before disposal.</p>	2006	<p>QUT Library Griffith University Library</p>