

QUT Library Collection Development Manual

1. Introduction

Identification block

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Policy statement

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1. Introduction

1. Statement of purpose

The QUT Library Collection Development Manual guides collection development at QUT Library. It outlines the current principles, policies and practices that inform the selection, maintenance, access and retirement of information resources (electronic and print) across all branch libraries.

The primary purpose of the Manual is to provide guidelines for Library staff involved in collection development. At the same time, the Manual informs the wider QUT community about the acquisition and management of the Library's collections.

The Manual is considered to be a living document. It is updated as necessary and reviewed on a regular basis.

2. University and Strategic Context

The **QUT Strategic Plan** is comprised of an Institutional Plan (The Blueprint), four top-level five-year plans supported by three strategy documents. Three of these plans relate to the Library's collections:

The Learning and Teaching Plan 2007-2011

Aim:

QUT aims to provide outstanding learning environments and programs that lead to excellent outcomes for graduates, enabling them to work in, and guide a world characterised by increasing change.

The Research and Innovation Plan 2007-2011

Strategy 3.5:

Ensure provision of high quality physical and virtual infrastructure, research and commercialization support functions and access to world class facilities.

The Finance and Infrastructure Plan 2007-2011

Objective 3:

Provide integrated infrastructure which supports and facilitates QUT's high quality learning, teaching, research, business support and community needs.

The Division of Technology, Information and Learning Support. Strategic Plan 2008-2012.

Objective 1: Learning and Teaching

The Division will provide and sustain high quality information resources, services and environments that support learning & teaching

Objective 2: Research and Innovation

The Division will provide and partner high quality service, environments and resource support for QUT's expanding research activities.

The Division of Technology, Information and Learning Support. Research Support Plan 2007-2009.

Objective 4.1: To identify, select and provide the information resources needed for new and existing research areas.

Objective 6.3: To support new models of scholarly publishing that make scholarly output freely available on the Web.

The **QUT Library Strategic Plan 2007-2008** contains several objectives which relate directly to the University-wide concerns identified above. Specifically, the Library aims to: Client Objective 2.

Contribute to the University's research capacity building initiatives.

Client Objective 3

(Optimise access for clients to information resources, services and facilities

Client Objective 4

Provide high quality resources and services that meet client needs.

Financial Objective 1

Use effective and accountable financial processes.

Financial Objective 2

Within existing funding limits, review and reassign funds to meet strategic objectives

The **QUT Library Client Charter** also articulates the Library's commitment to the University community in relation to the provision of information resources:

"The Library will provide the materials necessary for teaching, learning and research. This means we will buy it, borrow it, or provide electronic services.

http://www.library.qut.edu.au/pubspolicies/client_charter.pdf

The achievement of the objectives outlined above is measured in the Library's Performance Matrix and the annual report on the Client Charter.

3. Funding

Over the last few years, variable exchange rates for the Australian dollar, combined with moderate annual increases in funding levels for the Library Resource Allocation (LRA) have enabled the Library to maintain purchasing power and purchase adequate information resources to meet the needs of the University community.

The University indexes the LRA as part of its Asset Management Plan as an agreed percentage 2.2% of "Total University Funds Available for Distribution"..

The Library now has projected regular annual increases in funding over the next 5 years with proposed allocations as follows:

2008: \$8.523 million

2009: \$9.006 million

2010: \$9.198 million

2011: \$9.428 million

2012: \$9.664 million

Although as a result of these revisions, the Library is able to plan collection development far more strategically. The twice annual University Budget reviews can and do result in budget cuts in June and September. Volatile exchange rates will continue to profoundly effect the LRA, which is predominantly spent in US dollars and UK pounds.

4. Scholarly publishing and the higher education environment

Over the past decade, the rapid pace of technological change has impacted significantly on the higher education environment, and on scholarly publishing in particular. A majority of traditional scholarly publishing is now available in electronic form via the Web.

Australian scholars and students have been quick in their uptake of Internet access. The Library has a leadership role in providing expert advice to the University on developments in scholarly communication as it becomes increasingly available outside the traditional publishing environment. The Library makes its expertise in open access publishing, institutional repositories and guidance in the selection of highly cited journals known and available to academics and researchers to facilitate their access to high profile publishing and to ensure their research outputs are made as visible and accessible as possible on the Web.

Higher education trends for learning and teaching favour flexible and problem-based learning. Both academics and students report that they are time poor. The number of researchers using on-site Library facilities has reduced to a few with most researchers firmly expecting that they will be able to meet almost all of their information needs from their desktops. Most students are working as well as studying, and many are balancing these roles with personal and family commitments. There is no question that in most cases, Library clients have a strong preference for electronic information access, leading to a rapid decline in the use of print serial backsets and a more gradual decline in the use of the print monograph collection.

The Library has a policy of selecting and purchasing relevant, high quality electronic information resources and making them easily accessible to the QUT community. As a result, the Library now provides greatly expanded access to a broad range of high quality full text journals, reference works and, more recently, e-books.

Not all of the information needed by QUT staff and students is available in electronic form. A great deal of relevant published information is only available in print. The Library's physical holdings include valuable collections of monographs serials and audiovisual materials selected over time and not replicated in electronic form. However, an increasing number of back sets of scholarly serial publications are becoming available electronically and the Library is selecting these backsets where appropriate and affordable and discarding the duplicate print backsets.

The Library's electronic and physical collections are complementary and together form a "hybrid library" collection. At this stage, the Library looks set to continue in this hybrid form for some years.

5. Digital repositories

In addition to its role as collector of published information resources, the Library has recently taken on an additional role as the creator and keeper of digital repositories on behalf of the University. There are three digital repositories to date.

The *Course Materials Database* is a database of copyright journal articles, book chapters, conference papers, law reports, cases etc. recommended by lecturers for student use.

The *QUT ePrint* and the QUT section of the *Australian Digital Theses* databases are repositories respectively for QUT staff published papers and research students' theses. They are searchable on the Web on Open Access.

6. Accessibility

The Library catalogue remains the key to the Library's collections, accompanied by the Library's helpful and easy to follow Web pages.

Library services ensure that access to collections is maintained for all users. For electronic materials this means ensuring easy authentication and navigation to databases and links to full text from catalogue and Web page entries, as well as QUT's single search interface and open URL link resolver. For physical collections, it means efficient and accurate lending and shelving services. For items not available from the Library's collections, it means efficient and rapid document delivery services to researchers and postgraduate students.

Skills in accessing collections and in selecting, evaluating and organising information resources are taught as part of the Library's Information Literacy program.

The Library strives for an optimum combination of collections and services for all types of resources.

7. Staff

Library collections are shaped by the expertise and experience of Library staff and academics from various faculties.

Liaison Librarians build relationships with the academics in their schools, faculties and institutes and become experts in understanding information resources for their discipline areas. They develop School Information Resource Plans for Library collection development, based on current and anticipated needs of staff and students.

Library Resource Services staff use their experience and contacts with publishers and vendors to order, catalogue and maintain a wide variety of information resources. They are also responsible for maintaining the digital repositories.

Library Systems staff develop and maintain the information technology infrastructure that underpins the Library's electronic services and management systems and the management of the Library's web presence.

The Lending Services staff maintain the lending and shelving services that keep the physical collections accessible. They undertake scanning for the Course Materials Database and provide document delivery services for items not held at QUT.

There are a number of in-house Library committees and combined Faculty/Library committees that monitor and make decisions on Library collection development and access.

8. Collaboration

University collaboration.

The Library collaborates with other universities to improve the range of resources and services available.

The Council of Australian University Librarians (CAUL) operates as a consortium on behalf of all Australian university libraries in the purchase of electronic resources. Some national site licences have been arranged through CAUL with federal government funding, and through the Australian Vice Chancellors Advisory Committee. Regional cooperation on collection development occurs through the Queensland Universities Office of Cooperation, and through the Griffith University/QUT Collaboration Program.

Vendor Partnerships.

QUT Library has reengineered the acquisition, cataloguing and shelf-ready processing of new monographs and serials subscriptions through a partnership with Blackwell's Book Services (for monographs) and contracts with Ebsco International and Swets Information Services (for serials). Griffith University Library also partners with these companies, and QUT and Griffith collaborate on the partnerships and contracts.

The Library has been able to negotiate greater value for money, more advantageous licence agreements and value added service through these collaborations.

9. Collection development principles

The Library's [Collection Development Principles](http://www.library.qut.edu.au/pubspolicies/colldev/documents/POL_CDM_2.0.Principles_FIN.pdf) underpin its policies and practices. http://www.library.qut.edu.au/pubspolicies/colldev/documents/POL_CDM_2.0.Principles_FIN.pdf

Modification history

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24 th Nov 2005	[3. Funding , 6. Accessibility 8. Vendor partnerships	Associate Director, Information Resources with IRMG	Updating
15 th Nov 2007	2. University and strategic context 3.Funding 4.Scholarly publishing & higher ed environment	Associate Director Information Resources via IRMG 15 Nov 2007	Updated Updated Revised and added scholarly communication role.