

# QUT Library Collection Development Manual

## 1. Introduction

### Identification block

<b>QUT Library Collection Development Manual</b>	
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Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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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 deselection 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 and staff from other libraries 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.

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## 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 2009-2013](#)

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.*

As measured by:

- *Student satisfaction with the range of and access to virtual resources: library databases and online course materials (Survey of TILS services)*
- *Uptake and accessing of online resources.*

### The **Research and Innovation Plan 2009-2013**

#### 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 2010-2014 states:**

#### **Objective 1: Learning and Teaching**

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

- *The adequacy of the Library collection and information resources to meet the needs of students*
- *Buy and build information resources in support of learning and teaching, with increased emphasis on student preference for electronic availability (especially ebooks)*

#### **Objective 2: Research and Innovation**

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

- *Expanded provision of electronic research literature where appropriate within funding constraints*
- *ePrint deposits as a percentage of university research output*
- *Support for QUT's continuing leadership in open access to scholarly information which now includes open access to research data.*

### **The Division of Technology, Information and Learning Support. Research Support Plan 2010-2012 states:**

*Objective 1: Learning and Teaching - The Division will provide and sustain high quality information resources, services and environments that support learning & teaching.*

- *Measured by: The adequacy of the Library collection and information resources to meet the needs of students*
- *Strategy 1.1: Buy and build information resources in support of learning and teaching, with increased emphasis on student preference for electronic availability (especially ebooks) and a commitment to implement processes in support of blended learning from 2010 onwards.*

- *Objective 2: Research and Innovation - The Division will provide and partner high quality service, environments and resource support for QUT's expanding research activities.*
- *Measured by:*
  - *Expanded provision of electronic research literature where appropriate within funding constraints*
  - *ePrint deposits as a percentage of university research output*
  - *Growth in research data managed centrally or in accordance with the Research Data Management Plan*
  - *Support for QUT's continuing leadership in open access to scholarly information which now includes open access to research data.*
- *Strategy 2.1 Sustain and develop access to rich and diverse research information resources*
- *Strategy 2.3: Contribute to the development of a Research Data Management Plan for University research data by partnering with the Division of Research and Commercialisation and the research community*

The **QUT Library Strategic Plan 2010** contains several objectives which relate directly to the University-wide concerns identified above. Specifically, the Library aims to:

- *C3.4 Identify and make available a diversified range of information resources reflecting new priorities*
- *C3.5 Refresh the Kelvin Grove Curriculum Collection and develop a new service model*
- *P2.3 Evaluate and select a next generation repository platform*
- *F1.1 Undertake financial modelling for a revised Library Research Allocation (LRA) model.*
- *F1.2 Prepare a procurement plan for the ongoing supply of monographs and serials beyond 2010.*

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.*

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, managing the effect of variable foreign currency 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.

### **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, learning and teaching, research and on scholarly publishing practices. A majority of traditional scholarly publishing is now available in electronic format 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 publication strategies including 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. The Library

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is actively promoting and financially supporting researchers to publish in open access journals selected for their quality and peer review status.

Higher education trends for learning and teaching favour flexible, problem-based and work integrated learning practices. 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 serials 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 access to a greatly expanded range of high quality full text journals, reference works and e-books.

Not all of the information needed by QUT staff and students is however, available in electronic form. A significant proportion of relevant published information is still published in print format only, and a significant proportion of the Library's existing print holdings is not available for repurchase in electronic format. The Library's physical holdings include 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. A growing number of books are now being published in ebook format and this will rapidly transition the Library's purchasing of books for electronic format.

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 collections of the University's digital assets stored and accessible using digital repository systems on behalf of the University. Digital repository collections currently available include:

- The *Course Materials Database* which is a database of copyright journal articles, book chapters, conference papers, law reports, cases etc. recommended by lecturers for student use. The *QUT ePrints* which is QUT's institutional repository of published research outputs
- QUT Theses which is a collection of research higher degree theses, also available from the [Australasian Digital Theses Program](#)
- Sugar industry collection
- CRC Construction Innovation collection
- OzCase (hosted by QUT for the OzCase group).

## 6. Access

QUT Library's collections are available via a range of services and online systems including:

- [QUT Library web site](#)
- [Quick Find](#)
- [Library Databases](#)
- [Subject Guides](#)

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- Fulltext Finder
  - [QUT Digital Repository](#)
  - [QUT Library Catalogue](#)
  - [Delivery from other libraries \(document delivery\)](#)
  - [Borrowing](#)
  - Browsing the shelves

## **7. Staff**

Library collections are shaped by the expertise and experience of Library staff, academics and researchers.

Liaison Librarians build relationships with the academics and researchers 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 eServices 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.

The Library Research Support Team staff build relationships with academics and develop synergies between research services and systems and information resources services and systems to provide integrated services.

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 (QULOC).

### **Vendor relations**

QUT Library has reengineered the acquisition, cataloguing and shelf-ready processing of new monographs and serials subscriptions through selection, partnering and contracting with preferred library vendors for the supply of monographs and serials,

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

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## 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](http://www.library.qut.edu.au/pubspolicies/colldev/documents/POL_CDM_2.0.Principles_FIN.pdf)

### Modification history

Date	Sections	Source	Details
24 <sup>th</sup> Nov 2005	[3. Funding , 6. Accessibility 8. Vendor partnerships	Associate Director, Information Resources with IRMG	Updating
15 <sup>th</sup> 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.
19 March 2010	General update 2. University and strategic context 3. Funding 4. Scholarly publishing 5. Digital repositories 6. Access	Associate Director, Information Resources and Research Support with IRC	