

# QUT Library Collection Development Manual

## 3. Practices

### 3.1. General

#### 3.1.1. Budget Allocation

##### Identification block

QUT Library Collection Development Manual	
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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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#### 3.1.1. Budget Allocation

##### 1. The Library Resource Allocation (LRA)

Each year the Library receives funding from the University to purchase information resources. This fund is called the Library Resource Allocation. It is approved (usually in March of each year) by the Vice Chancellor's Advisory Committee.

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:

2010 Budget	\$9,753 million
2011 Budget	\$10,219 million
2012 Budget	\$10,511 million

With these forecasts, the Library is able to plan collection development far more strategically. The twice annual University Budget reviews may result in budget

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variations. Exchange rates may affect the purchasing power of the LRA, which is predominantly spent in US dollars and UK pounds.

## **2. LRA funding pools**

The LRA is divided into four funding pools:

- The Cross Faculty Electronic Databases Pool
- The Faculty Specific Information Resources Pool
- The Central Reference Pool
- The Shared Costs Pool

The Vice Chancellor's Advisory Committee (VCAC) established the allocation system in 1999 on the recommendations of a Working Party that included Deans, senior Library Managers and senior Chancellery staff. The allocation process was devised to give the Library the capacity to meet the information needs of its staff and students.

### **The Cross Faculty Electronic Databases Pool**

The Cross Faculty Electronic Databases Pool consists of three parts:

- The Cross Faculty Electronic Databases Fund
- The Cross Faculty Institute Fund
- The Electronic Databases Trial Fund The Electronic One-Off Purchases Fund

The **Cross Faculty Electronic Databases Fund** is the largest part of the pool. As agreed by VCAC on the 1<sup>st</sup> March 2001, this fund is used to finance all full-text electronic journal databases (except Law). This decision was made on the basis that most full-text electronic journal databases are multidisciplinary in nature and span coursework to research journals.

The Cross Faculty Institutes' funds were approved by VCAC in March 2007. The collection needs of the Institute for Health and Biomedical Innovation (IHBI) is funded here. The other institutes are adequately resourced from faculty allocations..

The **Electronic Databases Trial** fund was established to allow the Library staff, in consultation with a committee of Dean's nominees, to select and trial new electronic database information services as they enter the market. It provides some flexibility to try out new databases, and evaluate rival products. Once a product is trialed and accepted, it must then be paid for from the most appropriate pool. Cancellations of print serials or other electronic databases must usually be made to accommodate these new products.(see the [Serials including Electronic Databases Policy](#))

The Electronic One-Off Purchases Fund was created in 2008 for one-off purchases of electronic serials.

### **Central Reference Pool**

The Central Reference Pool meets the needs of students and staff to search over a range of published information using indexes, abstracts and reference materials. This is largely used for subscriptions to electronic reference sources, and is managed by the Library staff.

### **Faculty Specific Information Resources Pool**

The Faculty Specific Information Resources Pool was established in the 2009 LRA and approved by the Vice Chancellor's Advisory Committee as an amalgamation of two of the original Pools – the High Use Coursework Pool and the Specialist Resources Pool. The High Use Coursework Pool financed the information resource needs of coursework students while the Specialist Resources Pool met the needs of researchers.

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This Pool consists of two parts:

- Serials – Print and Electronic
- Monographs

The Serials part of the Pool consists of an Off the Top component together with electronic and print funds for each Branch Library.

The Monographs part of the Pool consists of two components, an Off the Top allocation and a Faculty allocation.

The Off the Top allocation consists of a number of general funds such as the Ebook Library, Teaching Capabilities, International College, Oodgeroo and each of the Branch Library Manager funds.

The Faculty allocation is divided into 2 parts, a Collection Development portion and a Formula portion. The Collection Development portion is spent on library resources for new and changed courses and on improving identified weak parts of the collection. Each Branch Library Manager puts forward bids for their respective faculties/areas that are then negotiated on a needs basis by the Associate Director, Library Services (Information Resources and Research Support) together with the Branch Library Managers.

The balance of the Faculty allocation is then distributed to each faculty by a formula based on EFTSL, average book price and a monograph reliance factor. Each Faculty allocation is similarly divided into School/Discipline areas using the same formula. (See Appendix 1 and Appendix 2 below).

#### **Shared Costs Pool**

The Shared Costs Pool provides funds to meet costs such as freight, handling and bibliographic records. These funds are administered by the Library staff.

#### **Document Delivery**

An allocation is provided to finance document delivery requests.

### **3. Allocation for binding**

Each year, an allocation from the Library's Operational Budget is provided for binding purposes. This allocation is used to repair damaged books and to bind journals that are to be retained for an extended period of time.

### **4. Exchange rates and inflation**

#### **Exchange rates**

The majority of information resources are published in the United States and the United Kingdom. Therefore, the LRA is subject to considerable variation, as exchange rates between the Australian dollar and international currencies fluctuate. In order to provide more certainty to budget planning, the Library has had, since 2000, an agreement with the Division of Finance and Resource Planning. This agreement was revised in 2004 and again in 2005.

Under the revised agreement, the Finance and Resource Planning Department and the Library had taken advice from the Queensland Treasury on exchange rates for the coming year, based on the Library's monthly spending pattern on serials in each currency. The rates were then agreed and applied in the LRA budget allocation process for serials and electronic databases for the year. However, in 2009 this process was changed by the Director, Corporate Finance so that the exchange rates used to set out the LRA in the current year are those reported on the Reserve Bank of Australia website as at 31 December of the previous year.

Should expenditure at the actual exchange rates vary from the rates applied in the budget by less than \$150,000 up or down, the Library absorbs the surplus or deficit. Should the variation be greater than \$150,000, then the first \$150,000 deficit is absorbed by the LRA and the balance is recompensed to the LRA by Finance and

Resource Planning. Should the surplus be greater than \$150,000, the balance over \$150,000 is repaid to Finance and Resources Planning.

This provides some play within the LRA to manage a degree of exchange rate variation but also mitigates any severe fluctuation in rates within a single year and shares the costs/benefits between the Library and Finance and Resource Planning.

### **Inflation**

In setting the budget each year, the Library builds into the allocations for print serials and electronic databases, the combined effect of the agreed exchange rate, and an estimate of inflation in the print serials publishing industry as indicated by the Library's main subscription agents, and an estimation of inflation in a selection of the Library's major databases.

### **Appendices to policy**

[Appendix 1: Faculty Specific Monograph Allocation Process – Faculty-level Information](#)

[Appendix 2: Faculty Specific Monograph Allocation Process – School/Discipline-level Information.](#)

[Appendix 3: Library Resource Allocation Explained \(for Executive Deans and Heads of School\)](#)

### **Modification history**

<b>Date</b>	<b>Sections</b>	<b>Source</b>	<b>Details</b>
24 <sup>th</sup> Nov 2005	4. Exchange rates	Associate Director, Information Resources via IRMG	Updated
31 Aug 2007	2. Cross Faculty Pool / High Coursework Pool: e book bundles	Associate Director, Information Resources via IRMG	Updated
11 March 2010	2. LRA funding pools. Cross Faculty Pool/High Use Coursework/Special Resources Pools/Faculty Specific Information Resources Pool/Document Delivery  4.Exchange Rates  Appendices	Library Collections Officer via IRC	Updated