

## QUT Library Collection Development Manual

### 3. Practices

#### 3.4. Digital Repository

##### 3.4.2. QUT Theses

###### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>3.4.2. QUT Deposits: Theses &amp; ADT</b>	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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###### Policy statement

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#### 3.4.2 QUT Deposits: Theses & ADT

##### 1. Purpose and scope

QUT Masters by Research and PhD students are normally required to deposit both a bound print copy and an electronic (CD-ROM) copy of their thesis at the conclusion of their study program.

Students deposit both their print and digital copies with the Research Student Centre, Division of Research and Commercialisation.

Print copies are sent to the Library for inclusion in the Library collection

Digital copies are sent to the Library for inclusion in QUT ePrints.

Honours dissertations and Masters by Coursework dissertations are deposited in the Library at the discretion of the school.

Embargoed theses are deposited in the Library, The print copies kept in restricted access in Library Resource Services until the embargo period has expired, at which time they are relocated to the Stack collection. The digital copies are also kept in

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restricted access until the embargo period has expired, at which time they are processed so that they can be accessed online.

Information about QUT procedures for depositing theses is available on the Library's public Website <http://www.library.qut.edu.au/services/adt.jsp>.

## 2. Background to collection

Prior to 2003, only print copies of theses were deposited in the Library. The QUT policy for mandatory deposit of digital copies commenced in 2003.

Theses produced prior to the introduction of the mandatory requirement are processed for QUT ePrints on a case by case basis.

## 3. Access

### **Digital theses**

The digital versions of theses are hosted on QUTePrints and are also indexed in [Australian Research Online](http://research.nla.gov.au/) <http://research.nla.gov.au/>.

### **Print theses and dissertations**

Theses are located in the closed access Stack collection at the relevant branch for that School.

Honours dissertations and Masters by Coursework dissertations are located in a special open access collection at the relevant branch library for that School.

Theses and dissertations are not available for loan. A copy of an unrestricted thesis may be supplied on inter-library loan, provided the relevant provisions of the Copyright Act 1968 (Cth) are observed.

Theses and dissertations are not given Dewey classification but have their own classification assigned according to the issuing faculty, for example:

T(BE&E):Faculty of Built Environment and Engineering

Theses and dissertations are given full cataloguing and are loaded to the national database, Libraries Australia.

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## Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG	Reviewed – no change
12 Dec 2008	Minor updating various sections	Associate Director IR via IRC	Executively approved DLS
19 Jan 2009	Title	ADIR	Restructure of CDM contents page requiring renumbering of certain policies

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