

QUT Library Collection Development Manual

3. Practices

3.5. Donations and Free Materials

3.5.2. Free Internet Information Resources

Identification block

QUT Library Collection Development Manual	
3.5.2. Internet Resources	
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Policy statement

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3.5.2 Free Internet Information Resources

1. Purpose and scope

Information resources which are freely available via the Internet may be selected for the collection if they support the learning, teaching and research needs of the University community, and if they are considered to be of sufficient importance to be included in the Library's finding tools.

Records for these resources are stored in the catalogue, and in some cases, also in the database of databases.

Access will be enabled through the appropriate search interface (or interfaces): the catalogue, the database of databases, or the Library website (e.g. the Find directory, subject guides, etc.).

Resources selected for lists in web 2.0 tools, such as Delicious, are considered to be outside the scope of this policy.

2. Scope of current collecting

Catalogue

The primary mechanism for adding individual records to the catalogue is the Internet Resources Project (IRP), a joint collaboration between QUT and Griffith University. Liaison Librarians from QUT and Faculty Librarians from Griffith University describe resources by completing a web form. The results of that form are then converted to a brief cataloguing format, based on and compatible with existing resource description standards, and are then uploaded to the catalogue. Liaison Librarians and Faculty Librarians also have the opportunity to flag records for upgrading to full records by the cataloguers (see appendix 1 for criteria). The combined file of records is sent to each institution weekly for loading into their respective catalogues.

The selection of resources for the catalogue follows the same principles as those used to select other resources, supporting the learning, teaching and research needs of the University. In addition, criteria specific to Internet resources should be applied, e.g. currency, permanence, reliability, etc.

Resources which require the user to register before use may be selected, but not if there is a cost associated with the registration.

Examples include:

- Government publications
- Ebooks
- Reference tools
- Corporate body websites (e.g. National Museum of Australia)
- Conference proceedings
- Newspapers and ejournals
- Subject gateways
- Collections (e.g. multimedia collections)
- Databases

Records for some groups of freely available Internet resources are also loaded into the catalogue in sets (usually from Serials Solutions), e.g. Directory of Open Access Journals (DOAJ), BioMed Central, PubMed Central, Commonwealth of Australia gazettes, ABS statistics, etc.

Database of databases

Liaison Librarians notify the Web Development Coordinator of any free databases that they want added to the database of databases. Only significant free databases are included.

Specific examples include:

- ABS statistics
- PubMed Central
- Creative Commons Search
- Picture Australia
- IP Australia

3. Access and maintenance

Records for all free databases included in the database of databases may also be added to the catalogue using the IRP process.

Library Resource Services staff undertake regular URL checks of all IRP records in the catalogue to ensure that the links remain operable. If a resource can no longer be traced, the record is deleted.

Where possible, the URLs in the records should be Persistent Identifiers (PIs). Periodic reviews of all IRP records are undertaken by the Liaison Librarians, and records for any resources that are no longer relevant, or that contain out-of-date information, are removed from the catalogue.

The Web Development Team in Library eServices undertake periodic reviews of all URLs on the Library website and advise relevant staff of inoperable links that require maintenance.

Modification history

Date	Sections	Source	Details
12 December 2006	Section 2	Associate Director, Information Resources via IRMG	minor textual change
20 October 2009	All	Information Resources Committee	General update
3 November 2009	All	Library Leadership Team	Approval

Appendix 1: Criteria for choosing full or brief records for the catalogue

All electronic journals are to be given full cataloguing. An electronic journal is defined as a successively issued resource (i.e. a resource issued in successive, discrete, numbered parts), not a continuing integrating resource, e.g. a website.

Three aspects will determine whether the records for resources other than electronic journals should be left in brief form or given full cataloguing using AACR2 and LCSH by cataloguers.

1. Access points

Consider whether the provision of standardised access points is required for the resource. If so, flag for full cataloguing.

Examples of cases where standardised access points may be an important factor include:

- The issuing corporate body is of paramount importance, e.g. official reports of committees and commissions; conference proceedings; primary legal materials.
- Usage of Library of Congress subject headings is required to provide access to complex concepts.

2. Integration with the collection

Consider whether integration with the rest of the collection is important. If it is, flag for full cataloguing.

Examples of cases where integration may be important factor include:

- The resource belongs to an important series and other titles in the series in print form have been given full cataloguing.
- Other similar types of publication are in print form and have been given full cataloguing (e.g. Queensland Department of Education curriculum material).
- The resource supplements or adds value to an existing print resource and consistency in description is important (e.g. a student's manual accompanying a text book.)

3. Content of the resource

Consider whether the content of the resource is of such a nature that it justifies full cataloguing.

Examples of cases where the content of the resource may be an important factor include:

- The resource has lasting significance (e.g. important government reports).
- The resource is important because of its coverage (e.g. uniqueness, local significance, and/or relevance to the needs of clients).
- The resource is a particular type of material (e.g. map, music) that may benefit from specialised treatment.
- The resource is an important reference tool.

Resources that are not expected to perpetuate, e.g. blogs, should not be given full cataloguing.

Granularity (selecting the appropriate level for description)

Decisions will often need to be made about whether to create a comprehensive record (e.g. for the Web site as a whole) or for parts of the resource (e.g. individual documents on the Web site). In some cases records may be created for both the whole resource and its parts.

In such cases use judgement, taking into account such factors as cost benefit, and the expectations of the client.
