

## QUT Library Collection Development Manual

### 3. Practices

#### 3.6. Collections

##### 3.6.1. Course Reserve Collection

###### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>3.6.1. Course Reserve Collection</b>	
Contact Officer	Associate Director, Library Services (Information Resources)
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###### Policy statement

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##### 3.6.1. Course Reserve Collection

###### 1. Purpose and scope

High demand material not suitable for addition to the Course Materials Database (CMD) is housed in the Course Reserve Collection at each branch library in order to maximise access by large numbers of students.

The purchase and processing of this material is given the highest priority due to the intense demands made by users at specific times.

At the request of lecturers, Liaison Librarians or Library Services Manager and Library Advisers, copies of text books and other material not suitable for digitisation (for example, student projects) are taken from the General Collection and put into the Course Reserve Collection for period of time. Other material in Course Reserve Collection includes, but is not limited to lecturers' personal copies of material.

Use of the Course Reserve Collection is restricted in terms of loan length (two hours) and where the material can be used. Items placed in the Course Reserve Collection are reviewed at least annually by each branch library.

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For high demand books that are to be placed in the Course Reserve Collection where both electronic and print versions are available, both print and electronic versions should be purchased. Journal articles and book chapters are made available electronically in the CMD and will not usually be placed in the Course Reserve Collection.

## **2. Primary user groups served**

The primary user group served by the Course Reserve Collection is QUT undergraduate students, but all other QUT staff and students have access to and use of the collection.

Reciprocal and Associate members of QUT Library cannot borrow Course Reserve Collection material however, local Branch procedures provide access so that these members can photocopy these materials.

## **3. Scope of current collecting**

Lecturers nominate material for the Course Reserve Collection using the Course Reserve Request form (<http://www.library.qut.edu.au/services/borrowing/forms.jsp#cr>). They may remain in the Collection for up to one year. The Library Services Managers monitor usage of books in the Course Reserve Collection each semester. If usage has been low, this feedback is provided to the lecturer and the relevant Liaison Librarian and some or all of the copies may be returned to the General Collection to make them available for students to borrow.

The number of copies of text books and other items to be placed in the Course Reserve Collection is largely determined by the size of classes. Maximum numbers of any particular item may be set at each branch, depending on space limitations in the Course Reserve Collection area. Normally no more than three copies of an item would be put in the Course Reserve Collection.

Items requested from another branch to be placed in Course Reserve Collection must be negotiated with Liaison Librarians at each branch. It is preferable that a copy is bought by the requesting branch, if the course is located at that branch and if demand could reasonably be expected to continue.

Temporary item records are created on the Library Course Reserve Millennium module, which allows non-Library material, such as lecturers' own material, or lecture videos, to circulate normally in Millennium.

Under the approval of the Branch Library Manager, a limited number of items can be placed on Course Reserve based on the following guidelines: significant cost of item; item is subject to theft because content is highly desirable, or the item is fragile and easily damaged.

## **4. Access**

Access to material is available to all library users, but borrowing is restricted to QUT staff and students. Items can be borrowed for periods of up to two hours.

In most cases, use is restricted to within the Library building.

Patrons must use their QUT ID card to borrow items.

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## Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG	Reviewed – no change
7 September 2006	3.6.1,4	Acting Associate Director (IR) via IRMG	. Includes preference for ebooks as a format  Inclusion of items needing greater security  . Removes the “permanent” status for items in the collection
6 January 2009	Most sections.  Section 4	Associate Director IR following LLT.	Minor changes.  Monitor usage to ensure low use titles returned to shelves for borrowing.
14 October 2011	Most sections	Information Resource Committee	Rewrite Section 1, 2 and 4 (now 3) to reflect current practice  Removed Section 3 “Background to Collection”