

QUT Library Collection Development Manual

3. Practices

3.6. Collections

3.6.4. Reference Collection

Identification block

QUT Library Collection Development Manual	
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Policy statement

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3.6.4. Reference Collection

1. Purpose and scope

The QUT Library Reference Collection contains authoritative information resources. The type of information available in the collection includes ready reference factual information, bibliographic information, general introductions to subjects such as encyclopaedias and subject-specific resources (eg subject dictionaries)

The collection comprises both print and electronic resources. Print resources are housed in the reference sections of individual branch libraries. Electronic resources are accessible online via the Web.

2. Background to the collection

In most branches the Reference Collection has become increasingly electronic and the print collection usage is diminishing. Items such as printed bibliographies and indexes, as well as subject-specific items including dictionaries and encyclopaedias.

have been transferred to the serials and monograph collections to reduce the space occupied by a low-use collection and to allow borrowing.

3. Description of existing collection

As stated above, the Reference Collection is increasingly electronic with greatly reduced print resources. Electronic resources have assumed increasing importance. The number of electronic resources contained in the collection has increased significantly in recent years.

The branch print reference resources are shaped to the disciplines studied at each campus. Current works are preferred. In general, the remaining print reference resources include works not yet available electronically and works that contain information best suited to a print format. Some branch libraries keep a small collection of major quick reference print resources at the service points.

4. Scope of current collecting

In selection of materials for the Reference Collection, online resources are strongly preferred in order to maximise access for QUT staff and students. Print monographs and serials and audio-visual works will be selected where suitable electronic works are not available.

Types of electronic reference resources:

- Electronic reference resources collected include, but are not limited to:
- Dictionaries
- Encyclopaedias
- Government information resources
- Course information resources
- Bibliographies and Abstracting and Indexing Services
- Standards
- Atlases and Maps
- Statistical information
- Thesauri
- Directories
- Style manuals

Types of print reference resources (monographs):

Print monographic reference resources collected include, but are not limited to:

- Dictionaries (language and topical)
- Multi-volume encyclopaedias (e.g. Britannica, the Australian Encyclopaedia)
- Single volume encyclopaedias with dictionary-like entries
- Directories
- Glossaries
- Geographic atlases
- Thesauri
- Concordances
- Gazetteers

The following monographic items are not collected specifically for the Reference Collection and are included in other relevant sections of the collection:

- Single volume encyclopaedias with essay-like entries
- Handbooks on particular topics

Types of print reference resources (serials):

Print serial reference resources collected include, but are not limited to:

- Annuals
- Yearbooks

- Film lists
- Selection aids and lists
- Directories (e.g. UBDs)

Telephone directories are not included in the Reference collection.

Review of print reference collections:

Branch Library Managers arrange to review the branch reference collections regularly, at least once every two years. Superseded and outdated works are either discarded or relocated to the general collections. For more information, see the [Weeding Policy](#).

5. Access

Electronic reference resources

Electronic reference resources are organised and made accessible via the “electronic reference” section of the Library public website:

<http://www.library.gut.edu.au/reference/>

Items in the electronic reference collections also display in the catalogue as Location: “Library Network” or “[library branch name] Databases” as applicable to their network availability.

Print reference resources

Print reference resources have call numbers that are prefixed “R”. Their location is displayed in the catalogue as “[library branch name] Reference” (for example, Gardens Point Reference).

Print reference collections are located in specified locations in each branch. These items are not available for loan.

Modification history

Date	Sections	Source	Details
13 Dec 2007	Section 2	Associate Director Information Resources via IRMG Nov 2007	Updated