

## QUT Library Collection Development Manual

### 3. Practices

#### 3.6. Collections

##### 3.6.4. Reference Collection

###### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>3.6.4. Reference Collection</b>	
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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 (e.g subject dictionaries).

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

The QUT Clayton Utz Law Library Reference Collection has specific legal material. See: Clayton Utz Law Library CDM.

##### 2. Background to the collection

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Reference Collections have 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 print 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 quick reference print resources at the service points.

### **4. Scope of current collecting**

In selection of materials for the Reference Collection, electronic 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.

Print reference resources can be held in the various Library collections. A distinct print Reference Collection should remain only as a meaningful and useful collection appropriate to the clients' use of resources that reflects the Branch's discipline areas. Alternative locations to the print Reference Collection should be investigated as the use continues to change and printed items are replaced by electronic versions..

#### **Types of print and electronic reference resources, including serials:**

- Reference resources collected include, but are not limited to:
- Dictionaries (language and topical)
- Encyclopaedias
- Government information resources
- Course information resources
- Bibliographies and Abstracting and Indexing Services
- Standards
- Atlases and Maps
- Statistical information
- Thesauri
- Directories
- Glossaries
- Gazeteers
- Concordances
- Style manuals
- Geographic atlases
- Annuals
- Yearbooks
- Film lists
- Selection aids and lists
- Directories

Telephone directories are not included in the Reference collection.

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### **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](#).

In some instances, the electronic version of a title may not be as complete as the print, such as the inclusion of illustrations, and the print copy may need to be retained.

Valued print resources relegated to other library collections or QUT Library Store can include a note in the item record so that low-use does not lead automatically to de-selection,

## **5. Access**

### **Electronic reference resources**

Some electronic reference material is listed by “Resource type” in the Library Databases Subject Guide.

### **Print reference resources**

Print reference resources in the separate Reference Collections have call numbers that are prefixed “R”. Their location is displayed in the catalogue as “[library branch name] Reference” (for example, Gardens Point Reference). These items are not available for loan.

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## **Modification history**

<b>Date</b>	<b>Sections</b>	<b>Source</b>	<b>Details</b>
13 Dec 2007	Section 2	Associate Director Information Resources via IRMG Nov 2007	Updated
17 Dec 2010	All	KG BLM via IRC	Merge print and online.