

## QUT Library Collection Development Manual

### 3. Practices

#### 3.6. Collections

##### 3.6.5. Separate Collections

##### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>3.6.5. Separate Collections</b>	
Contact Officer	Associate Director, Information Resources and Research Support
Approval Authority	Library Leadership Team
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Date of Next Review	17 December 2013

##### Policy statement

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#### 3.6.5 Separate Collections

##### 1. Purpose

The Library maintains an integrated collection wherever possible on the principle that the Library users find it easier to locate materials on the shelves in an integrated collection. However, in rare circumstances, the Library permits the formation of separate collections from the main collection.

##### 2. Description

Separate collections are:

###### All Branches:

- QUT print theses
- Reference Collections

###### Kelvin Grove:

- Curriculum Collection
- Australian Children's Literature Collection
- Anzac Day Commemoration Committee Collection

- Maps (in hanging files with the Curriculum Collection)
- Syllabi
- Music CD Collection
- Music Scores

#### **Caboolture**

- Curriculum Collection

#### **Gardens Point:**

- Maps
- Australian Railways Union Collection
- QUT Community Collection for Grant Seekers, Fundraisers and Philanthropists

#### **Law Library:**

- Archival legislation
- Continuing Legal Education Collection
- Government Publications Collection
- Rapoport Collection
- Law Reform Commission Collection
- Rare Books Collection
- Print past exam papers

### **3. Guidelines for establishment of a separate collection**

A request to establish a separate collection must be approved by the Library's Information Resources Committee.

Such a collection will be considered if some of the following circumstances apply:

- The perceived benefits to users of the establishment and maintenance of a separate collection (e.g. Curriculum Collection, Syllabi) clearly outweigh the difficulties and complexities users encounter in locating separate runs of materials.
- The physical nature of the material is such that it cannot be intershelfed successfully with other library materials (e.g. maps).
- The rarity, uniqueness or confidentiality of the materials warrants keeping it separately and away from direct public access (e.g. Rare Materials, theses, Anzac Day collection).

### **4. Collection Codes**

On approval of the establishment of a separate collection, Library Resource Services will create a separate collection code and call number prefix for items in the collection.

## **Modification history**

<b>Date</b>	<b>Sections</b>	<b>Source</b>	<b>Details</b>
	Description 3. Guidelines	Associate Director IR & RS via IRC	Minor updating
29 January 2009	All	PA to Associate Director Information Resources	Updating due to loss of Word version of policy 3.6.5
17 December	Merging of print		

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