

QUT Library Collection Development Manual

3. Section heading

3.6. Collections

3.6.5b. Special Collecting Areas: Curriculum

Identification block

QUT Library Collection Development Manual	
3.6.5b. Special Collecting Areas: Curriculum	
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Policy statement

Table of contents

1. Purpose
2. Primary User Groups Served
3. Scope of current collecting
4. Material outside the scope of the collection
5. Access

3.6.5b Special Collecting Areas: Curriculum

1. Purpose

The Curriculum Collection is a resource centre that contains materials that support curriculum studies and teaching. The Collection provides:

- resources for professional education students to use in the preparation of curriculum units for assignments and professional experience placements
- resources for professional education students to use for the Teaching of English as a Second Language (TESOL) or Foreign Language (TEFL)
- resources for all students of English as a Second Language (ESL) at all levels, including adults e.g. international students preparing for tertiary studies and improving their proficiency in English.

The Library strives to make the Curriculum Collection a collection of excellence, reflecting innovations in education and new developments in classroom teaching.

2. Primary User Groups Served

The collection is designed to meet the needs of students enrolled in professional education courses and academic staff in the Faculty of Education. It also supports the study and teaching of students for whom English is their second language.

3. Scope of current collecting

The Curriculum Collection provides access to current and relevant curriculum materials and includes a broad range of high quality resources, both Australian and international, in a range of formats.

3.1. Historical coverage.

The collection provides current material to support the teaching process. The definition of non-current depends on the type of material but would include superseded classroom editions, AV formats no longer used, material covering superseded classroom practices, dated geo-political material or material representing inappropriate stereotypes (sexist or racist). Such materials may be considered for deselection and is of particular relevance to non-fiction material as children's literature is subject to different criteria. Criteria set out in the policy may assist with determining removal of non-current material. A set of historical Queensland curriculum documents should be kept for comparative purposes.

3.2 Geographical coverage

The emphasis for curriculum and policy material (category (i) below) is on Queensland with a representative selection of material from other States. There are no geographical limitations to other material, though there is a predisposition to Australian material and material used in Australian schools.

3.3 Language coverage

The emphasis is on English language. However, multilingual and non-English language textbooks and teaching resources are purchased for Languages Other Than English (LOTE) taught in Queensland schools.

3.4 Selection of material

Selection of material for the Curriculum Collection is undertaken by Liaison Librarians.

The following categories are included in the collection:

- (i) School curricula and syllabuses with particular emphasis on Queensland. (**See** the 3.6.5j Special Collecting Areas: Syllabus Documents Policy for detail).
- (ii) Textbooks, both primary and secondary level including teachers' manuals, guides and students' workbooks. This category will also include school editions of novels and plays set for study in English literature
- (iii) Material specifically designed and produced for the teaching situation, including educational games, software, AV, posters and charts, reading schemes and teaching kits. Guides to the use of these resources should also be included. Material relating to teaching methodology for particular subjects may also be included where the emphasis is on the practical application of principles within the classroom.
 - a. Any material appropriate for teaching levels K-12 on subjects offered in Queensland schools.
 - b. Materials in any media or format which can be used in the classroom e.g. print, models, realia, kits, pictures, charts, posters, maps, computer software, multi-media
 - c. Material to assist with the teaching, lesson preparation and classroom activities of specific subjects. In relation to practical subjects, such material could include art books, cookbooks, books on handcraft, textiles and technical material appropriate to the classroom

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- d. Material relating to the teaching of English as a Second Language by students enrolled in the Graduate Certificate in Education (Teaching English to Speakers of Other Languages - TESOL) and Master of Education (Teaching English to Speakers of Other Languages - TESOL).
 - e. Material to improve the English language proficiency of students for whom English is a Second or Foreign Language. Includes English language learning programs and kits and graded readers.
- (iv) Children's literature including poetry, picture books, folk or fairy tales.
- a. All books shortlisted for the Australian Children's Book Awards as well as notable award winners from overseas, and other literary lists (Refer to Policy 3.6.5a Special Collecting Areas: Australian Children's Literature Collection)
 - b. A selection of the year's publications.
 - c. Material about children's literature authors and illustrators.

4. Material outside the scope of the collection

Material on education and teaching that is outside the scope of the collection will be located in the General, Reference and Periodical collections. In general, this is material intended for the tertiary study of education and teaching. Such material would include curriculum theory, theoretical material in whole or part dealing with general teaching methodologies, material on the history or sociology of teaching or curriculum, child psychology and behavior.

- (i) Adult editions of novels and plays studied in senior secondary classes are housed in the General Collection. See 4.4.(ii) above.

5. Access

The Curriculum Collection is housed at separate locations in the Kelvin Grove and Caboolture Libraries. Both the Kelvin Grove and Caboolture Curriculum Collections include a number of sub-collections:

- (i) Non-fiction material classified by DDC and mainly integrated regardless of format. Exceptions include:
 - a. Hanging file of charts and poster
 - b. Big Books – recent acquisitions in separate racks
- (ii) Junior Fiction filed by Author Cutter and shelved in one sequence regardless of age and format
- (iii) Australian Children's Literature Collection of award winners – shelved separately by Author Cutter

All items receive full MARC cataloguing. Topical geographic subject headings are added to junior fiction.

Where there are multiple copies of a resource, all copies are located together in the Curriculum Collection. Exceptions will be rare and at the discretion of Liaison Librarians. For example, copies of a cookery book containing recipes may be located in the General Collection for students of nutrition, but also in the Curriculum Collection to support the Key Learning Area of Home Economics.

Modification history

Date	Sections	Source	Details
26/6/06	All sections	Assoc. Director,(IR) via IRMG	Revision of whole policy
24/12/08	All sections	Associate Director IR via IRC	Minor updating
14/09/11	All sections	Caboolture Library Manager	Minor updating including reference to the Caboolture Curriculum Collection and deletion of "Background to Collection" section
