

## QUT Library Collection Development Manual

### 3. Practices

#### 3.6. Collections

##### 3.6.5h. Separate Collecting Areas: Rare Materials

###### Identification block

|                                                          |                                                                                   |
|----------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>QUT Library Collection Development Manual</b>         |                                                                                   |
| <b>3.6.5h. Separate Collecting Areas: Rare Materials</b> |                                                                                   |
| Contact Officer                                          | Associate Director, Library Services (Information Resources and Research Support) |
| Approval Authority                                       | Library Leadership Team                                                           |
| Approval Date                                            | 14 October 2011                                                                   |
| Date of Next Review                                      | 13 October 2014                                                                   |

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###### Policy statement

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##### 3.6.5h Separate Collecting Areas: Rare Materials

###### 1. Scope and purpose

Rare materials are defined as scarce or valuable items. Any materials considered for inclusion in the collection must be relevant to QUT's learning, teaching and research needs and may additionally meet the following criteria:

- Very expensive or scarce items
- Limited editions
- Materials produced in Australia before 1901
- Materials produced in the United States before 1870
- Materials produced anywhere before 1801
- Items relevant to the collection printed in an edition of 250 copies or less
- Items valuable for association to someone or something relevant to the University or its disciplines of study.

- Materials which, by their nature, have particular storage problems (eg. fragile works, miniature books).

Other items may be included in the rare book collection due to concerns about their security.

For the purposes of this policy, the definition does not include material held in special collections in the Library, for example the [Children's Literature Collection](#) and the Anzac Day Collection at Kelvin Grove.

The Law Rare Collection is covered in the [Law Library Policy](#).

## 2. Scope of existing collecting

QUT does not actively collect rare materials. Should any items relevant to QUT's learning, teaching and research needs be acquired by purchase or donation, they will be processed according to the procedures in the Library Resources Services manual. Prospective donors offering items that are not relevant to QUT's learning, teaching and research needs will be referred to libraries with active specialised collections of rare material. (For more information, see [Donations Policy](#).)

An example of material covered by this guideline is:

- Brougham Collection

## Modification history

| Date             | Sections | Source                                                  | Details                  |
|------------------|----------|---------------------------------------------------------|--------------------------|
| 5 February 2007  | -        | IRMG                                                    | No change                |
| 24 December 2008 |          | Associate Director via IRC                              | Minor updating           |
| 14 October 2011  | All.     | Law Library Manager via Information Resources Committee | Updating as per schedule |