

QUT Library Collection Development Manual

3. Practices

3.6. Special Collections

3.6.5j. Special Collecting Areas: Syllabus Documents

Identification block

QUT Library Collection Development Manual	
3.6.5j. Special Collecting Areas: Syllabuses	
Contact Officer	Associate Director, Library Services (Information Resources)
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Policy statement

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3.6.5j Special Collecting Areas: Syllabus Documents

1. Purpose and scope

The purpose of the Syllabus Collection is to provide:

- A current working collection of hard copy Queensland primary and secondary syllabuses and support materials.
- Collocation of syllabuses and support materials in this collection across all subject disciplines.

Hardcopy is preferred as many of the documents are large and not suitable for use online.

Superseded syllabuses and support materials remain located in the General Collection.

The Syllabus Collection is intended to be a current collection. A process of active weeding and maintenance will occur on a yearly basis.

2. Primary user group served

Syllabus materials are available to all users of the QUT Library. Primary clientele are students and staff of the QUT Faculty of Education.

3. Background history

Prior to 2002, syllabus materials were located in several locations within the Kelvin Grove Branch Library, including Reference, the General Collection, and Course Reserve.

A separate location code for certain categories of syllabus materials (Queensland) was created as part of the weeding and relocation of material from the Kelvin Grove Reference collection late in 2002.

4. Description

The Syllabus Collection contains the most recent official national and Queensland school curriculum documents. It includes syllabuses, sourcebook guidelines and sourcebook modules produced by the Queensland Studies Authority, on curriculum issues.

The collection is located in the Curriculum Collection on level 4 of D Block, Kelvin Grove Library. The Caboolture campus also collects these materials and they are part of the Curriculum Collection in the Caboolture Library.

A hypertext link should always be present from the QUT Library catalogue, to the Queensland Studies Authority (QSA) full text version of any particular syllabus document, where available.

5. Scope of current collecting

Selection to the Syllabus Collection is the responsibility of the Education Liaison Librarians.

The following material is routinely collected in both hard copy and electronic version:

- Current Queensland syllabuses, Sourcebook Modules, Guidelines, and initial in-service materials for pre-school to year 10.
- Current Queensland syllabuses, official support material and study area specifications for years 11 and 12.
- Current trial syllabuses (alongside existing syllabuses in use)

The Library's holdings are checked against relevant issuing bodies, such as the Queensland Studies Authority. Missing syllabus documents are replaced or newly identified official support materials are purchased, to ensure the comprehensiveness of the collection.

6. Syllabus material not included in the Syllabus Collection

The following material is NOT included in the Syllabus Collection. It is selected at the discretion of the Education Liaison Librarians, and is located in the Kelvin Grove Library General Collection:

- Syllabus documents of other Australian states;
- Syllabus documents of other countries;
- "Commentary" materials, such as reports and evaluations.
- Superseded syllabus material relocated from the Syllabus Collection (to the General Collection).
- Diagnostic materials such as Diagnostic Nets

7. Access

The Syllabus Collection is housed as a separate location within the Kelvin Grove Library, or as part of the Curriculum Collection at Caboolture.

The collection location code is *ksyll* at KG, and CB.

The spine label prefix is *SYLL* at KG or J at CB.

Syllabuses in the collection are classified at Dewey 375 plus subject extension.

The first copy of all Syllabus material collected is *not for loan*, to ensure there is always a copy available in the library at all times. Any subsequent copies are available for loan.,

Items in the collection are available on interlibrary loan under normal terms.

Modification history

Date	Sections	Source	Details
13 September 2009	All Sections	Assoc Dir (IR&RS) via IRC	Minor editing and addition to materials not collected
