

QUT Library Collection Development Manual

3. Practices

3.1. General

3.1.4. Selection of Information Resources

Identification block

QUT Library Collection Development Manual	
3.1.4. Selection of Information Resources	
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Policy statement

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3.1.4. Selection of Information Resources

1. Principles guiding selection

Selection of information resources is carried out in accordance with the general principles for collection development outlined in Section 2 of this policy. In addition, the following principles further guide the selection process:

- Resources support QUT learning, teaching and research. They meet an identified or anticipated information need and are expected to be used.
- Resources selected for purchase represent value for money.
- Resources are authoritative. The relative standing of a resource and its publisher are carefully considered.
- Resources are selected in the context of the collaborative relationships built between the Library and the faculties, and with specific reference to the subject specialist knowledge of Liaison Librarians.
- Resources selected are in English, except in specific topic areas where collections of foreign language materials are maintained or where English language resources are not available.
- Resources demonstrate appropriate and client focused use of technology, for easy accessibility and integration into existing systems.

- Competing products in the information marketplace and alternative products held by the Library are considered before resources are purchased.
- Appropriate use is made of quality free resources, including free Internet resources.
- In relation to monographs, selection of resources in both print and electronic formats is appropriate.
- In relation to serials, selection of resources in electronic format is generally preferred.
- In its selection of resources, QUT Library supports the *ALIA Statement on Free Access to Information* and the *IFLA Statement on Libraries and Intellectual Freedom*.

Further details in relation to selection criteria and practices for specific resource types/ formats can be found in several other policies within the QUT Library Collection Development Manual:

- s.3.2.2 Electronic Databases Policy
- s.3.2.3 Serials Policy
- s.3.3.1 Books Policy
- s.3.3.2 Non-book Resources Policy
- s.3.5.2 Internet resources
- s.3.6.4 Reference collection
- s.3.6.3 External collection
- s.6.1 – 6.5 Branch Libraries

2. Aids to selection

The following sources are used to inform selection of information resources:

- Unit outlines
- Book reviews
- Recommendations from academic and professional staff
- Recommendations from students
- Online collection development and acquisition tools, including *Blackwell's Collection Manager* and *James Bennet Online*
- Databases of current works in print, such as *Global Books in Print* and *Ulrichs*
- Promotional material from publishers
- Promotional material from conference organisers
- New title information from major vendors
- CAUL consortia offers
- Information from collection evaluation practices – both formal evaluations and informal exercises.
- Holds Report generated by LRS to aid multiple copy purchase
- [Millennium Collection Reports](#) may be useful

3. Responsibility for selection

Primary responsibility for the selection of monographs in specific subject areas rests with Liaison Librarians. Close collaboration with academic staff informs this process, particularly in relation to the selection of specialist research monographs.

In relation to database and serial subscriptions, an ongoing commitment of funds is involved. Therefore, the selection process begins with Liaison Librarians and is continued by Information Resources Management Group (IRMG). The Consultative Committee for E Trials is involved in the selection of database products to be trialled for one year.

4. Purchase of information resources

Vendor relationships

QUT Library maintains partnership agreements with Blackwells Ltd (trading as Blackwells Book Services Ltd/Blackwell North America Inc/James Bennett Pty Ltd) in relation to the supply of shelf-ready monographs.

The Library has contracts for the supply of shelf ready serials with Swets Information Services and Ebsco International Inc.

Where possible, orders for monographs and for individual print and electronic journals are placed with vendor partners.

Authority to purchase

In most instances, authority to purchase monographs (print and electronic) rests with the Liaison Librarians.

In relation to serials (print and electronic) and electronic reference material, Liaison Librarians must submit requests for purchases to their Branch Library Manager for endorsement by the Associate Director (Information Resources). Purchase is reliant on funding being available for new serial subscriptions.

Requests to purchase electronic database products are submitted to the Library Resource Services Deputy Manager for forwarding to IRMG for consideration.

Appendices to policy

[Selection Guidelines for Liaison Librarians: Monographs](#)

[Acquisition and Cancellation of Serials: Guidelines for Selectors \(2000\)](#)

Modification history

Date	Sections	Source	Details
24 Nov 2005	4. Vendor relationships	Associate Director, Information Resources via IRMG	Review and minor update
20 Nov 2007		Associate Director, Information Resources via IRMG	Minor updating
