

QUT Library Collection Development Manual

3. Practices

3.3. One-off Purchases

3.3.2. Non-book Resources

Identification block

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3.3.2. Non-book Resources	
Contact Officer	Associate Director, Library Services (Information Resources)
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Policy statement

Table of contents

1. Purpose and scope
2. Description of existing collection
3. Scope of current collecting
4. Access

3.3.2. Non-book Resources

1. Purpose and scope

The material covered by this policy covers the whole range of material in non-book format, for example: video-recordings and DVDs (including off-air recordings), computer software, computer games, music discs, CD-ROMs, graphic material, realia, and combinations of this material in multimedia kits.

See also the policy on [Maps](#) and the policy on [Music](#) (which includes sound recordings and music scores).

2. Description of existing collection

In most cases non-book material is integrated with the book collection. Exceptions include: the music scores collection at Kelvin Grove; and, the collection of charts for use by Education students, which is located adjacent the Curriculum Collection at Kelvin Grove. Some material is kept behind the Loans Desks, including the R-rated videos and the console games in the Kelvin Grove collection.

3. Scope of current collecting

General principles for selection

The selection of non-book material follows the same principles as the selection of books, supporting the learning, teaching and research needs of the University. However, audio-visual material offers a different and often enriching experience for the learner, and this will be a consideration when making the decision to select.

These factors may also need to be considered.

- The licence agreement (if present) should permit adequate access.
- In most cases, hardware to support the medium should be available within the Library or readily accessible to users.
- In most cases, hardware to support the medium should be available in the marketplace, and able to be purchased at a reasonable cost.

Specific formats

If the content is available in a variety of formats, the format with the most current technology should be preferred (for example, DVDs instead of video-recordings).

Formats appropriate for the local environment should also be preferred (for example, PAL format video-recordings and Region 4 DVDs). However, as players for these types of material are becoming increasingly flexible, this is now less of an issue (for example, DVD players currently on the market are able to play discs from all regions). In general, PC software is preferred to Apple Macintosh software.

Judgement is used when selecting material for which the technology has an uncertain life span. If the content is not available in another format and is needed urgently for a learning and teaching program, it may be necessary to acquire the item in the absence of a suitable alternative. In some cases, it may be necessary to take a risk in order to ensure that users have access to the latest developments in technology.

There may also be cases where material is retained because of its rarity and unique nature, even though the hardware is not readily available (for example, vinyl disks held in the music collection of the Kelvin Grove Branch).

Collection maintenance

Material requiring technology that has become obsolete will be weeded periodically from the collection. Liaison Librarians will decide whether it is necessary to replace the content in a current format.

Off-air recordings

Off-air copying of television and radio broadcasts is possible due to an agreement established in 1994 between the University, the Copyright Agency Limited (CAL), and Audiovisual Copyright Society.

This agreement allows QUT to record programs for educational purposes, with no restrictions on the number of programs or types of material that may be recorded.

Programs may be retained indefinitely and recopied.

Periodic sampling is conducted to ascertain the level of copying in the institution; only programs retained for longer than 14 days are counted.

Each recording must carry an identification label; these are attached by TALSS staff when the recordings are made.

Liaison Librarians and academic staff may select off-air broadcasts for inclusion in the collection.

The Informit Media TV News product released September 2007 provides access to Australian TV news and documentaries. It is likely that access to this product will

diminish the need for the Library to select and collect off air broadcast recordings. T
.http://databases.library.qut.edu.au/databases/search.jsp?type=ti&search=tv+news

Musical recordings

QUT joined the Tertiary Music Licence agreement in August 2006. Under this agreement copied musical recordings on CD or DVD may be deposited in the Library for student access.

4. Access

Packaging and storage

Non-book material generally requires special packaging. The most appropriate packaging for the medium is used, taking into consideration such factors as cost, ease of use, durability, and security.

Special labels are attached in some cases (for example, stickers with the wording "For Home and Classroom Use only" are attached to feature films). Full details of the procedures for end-processing of non-book material may be found in the [Library Resource Services Procedures](#) on the Library Intranet.
(<http://intranet.library.qut.edu.au/lrs/mono/procedures.jsp>)

Loans

CDs, video-recordings, DVDs, and computer software are available for loan to QUT staff and students only, and in most cases for 7 days (instead of the standard 28 days).

Licences

For any material that is restricted by licence, a copy of the licence agreement is filed in Library Resource Services.

Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG	Reviewed- no change
<u>9 August 2007</u>	<u>#3 Off air recordings and Music recording updated</u>	<u>Associate Director Information Resources via IRMG</u>	<u>Updated</u>
