

QUT Library Collection Development Manual

3. Practices

3.3. One-off Purchases

3.3.3. School Document Requisitions

Identification block

QUT Library Collection Development Manual	
3.3.3. School Document Requisitions	
Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Management Group
Approval Date	19 November 2007
Date of Next Review	14 December 2010

Policy statement

Table of contents

- 1. Scope and purpose
- 2. School-based collections
- 3. Authorisation
- 4. Access

3.3.3. School Document Requisitions

1. Scope and purpose

School document requisitions are created in cases where the University fund code used is *not* the Library Resource Allocation (LRA) fund code. These include purchases for schools that are being housed in the school and not included in the Library collection, and material purchased for the Library from operating accounts (for example, work tools for work areas).

2. School-based collections

The University does not support school-based collections. However, schools may acquire materials that are considered working tools (e.g. computer manuals, laboratory items, and dictionaries) or “office copies” for frequent consultation.

Guidelines for the acquisition of material that would normally be in the scope of the Library’s Collection Development Manual are provided in the MOPP in section F/1.8.2: http://www.mopp.qut.edu.au/F/F_01_08.jsp.

3. Authorisation

The person holding the appropriate authority for the school or Library fund code authorises the requisition.

Any requisitions submitted on behalf of the Library staff for subscriptions are authorised by the Director, Library Services, as they are an ongoing commitment of operational funds.

4. Access

Material purchased from the Library operational budget may or may not be catalogued and added to the collection, but it is expected that cataloguing will be given in most cases to provide the widest possible access. The person authorising the purchase indicates at the time of order whether cataloguing is required.

Material purchased for schools is not catalogued or processed.

Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG	Reviewed – no change
4 Oct 2007		Associate Director, Information Resources via IRMG	Minor updating
