

QUT Library Collection Development Manual

4. Collection Management

4.1. Binding and Repair

Identification block

QUT Library Collection Development Manual	
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Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Leadership Team
Approval Date	24 December 2008
Date of Next Review	12 December 2011

Policy statement

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4.1. Binding and Repair

1. Current print subscriptions

Current print subscriptions are normally bound to ensure that issues are not lost or damaged beyond repair. Most current print subscriptions should be bound at regular intervals.

Certain material should not be bound, for example:

- Limited retention items
- Newspaper-style periodicals containing information for immediate use

Where perpetual access to electronic full-text subscriptions is provided by licence agreements, print equivalents are not retained or bound unless specifically required due to unsuitability of electronic format. eg fashion and design publications.

Back issues specifically acquired in print due to unsuitability of electronic format will be bound.

2. Continuous binding

Binding is carried out on a continuous basis to ensure high demand volumes are not off the shelves during semester, approximately 30% of annual binding is nominated to be bound at a specific time. This includes Law serials.

3. Serials bound incomplete

Volumes are bound incomplete after one year when issues have been identified as genuinely missing, or are no longer claimable. This practice is intended to prevent loss or damage of further issues. A page is inserted in the volume indicating that a certain issue is missing.

4. Repair of damaged volumes

Selected items are forwarded to Library Resource Services for repair by Library binders. Those that are not repaired or rebound are withdrawn from the collection.

Modification history

Date	Sections	Source	Details
12 December 2006	[All Sections	Assoc Director(IR) via IRMG	Textual changes across Sections 1 – 4. Addition of Section 5
16 July 2008	All Sections	Associate Director via IRC	Minor textual changes
May 2011	General update	Library Resource Services Manager	Minor textual changes
