

QUT Library Collection Development Manual

4. Collection Management

4.13. Steady State Physical Collections

Identification block

QUT Library Collection Development Manual	
4.13. Steady State Physical Collections	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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Policy statement

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3.1.5. Steady State Physical Collections

1. Purpose and scope

The physical library collections include books, print periodicals, audiovisual materials and curriculum collection materials. The purpose of this policy is to define the maximum size of QUT Library's physical collections, limited to the availability of collection storage space. Steady state is used to mean zero growth physical collections across the QUT Library system as a whole. Branch libraries may negotiate for the transfer of collections in accordance with available physical collection space at each branch library, as long as the total physical collections are maintained in volume (and not increased) to a maximum of 550,000 monographic items.

The policy applies to the following QUT library collections:

- Caboolture library
- Gardens Point branch library
- Kelvin Grove branch library
- QUT Library store
- QUT Clayton Utz Law Library

2. Responsibility

Because this policy applies to the physical collections across all campuses (except Caboolture), responsibility for compliance lies with the Associate Director, Library Services (Information Resources and Research Support) and the Branch Library Managers for the Caboolture, Gardens Point, Kelvin Grove and QUT Clayton Utz Law libraries and the QUT Library Store.

To maintain steady state physical collections, a strict deselection schedule must be maintained, to ensure the upper limit in collection size is not exceeded.

Liaison Librarians also have a responsibility to deselect items from the collections in accordance with the deselection schedule set by Information Resources Committee.

3. Drivers

Drivers for the approach include:

- QUT Library's preference for [electronic resources](#) over print where possible
 - Increasing availability of books in [ebook format](#)
 - Increasing availability of [periodical backsets](#) in electronic format, replacing print backsets of periodicals
- Availability of items via BONUS+
- Availability of materials via the Library's [document delivery](#) service which includes desktop delivery of articles to Library clients
- Repurposing of some spaces to provide study and group work spaces for students
- Limited availability of open access print periodicals store spaces at Gardens Point and Kelvin Grove
- Availability of a closed access collection in the QUT Library Store.

4. Current Physical Collection Size

QUT Library's physical collections are distributed across the Caboolture, Gardens Point, Kelvin Grove, and the QUT Clayton Utz Law libraries and the QUT Library Store. The size of the physical collection at each branch library, the QUT Library Store, and across the QUT Library system as a whole is limited to a maximum of 575,000 monographic items by the availability of suitable collection space.

To maintain steady state collections, the monographic collections are limited to:

- | | |
|-------------------------------|--|
| • Caboolture Library | 20,000 items |
| • Gardens Point Library | 129,000 items |
| • Kelvin Grove Library | 220,000 items |
| • QUT Clayton Utz Law Library | 35,000 items |
| • QUT Library Store | 146,000 items (when all shelves are installed) |

Total: 550,000 items

The print serials collection is not growing in size as the Library has replaced most print subscriptions with online, and is replacing many print holdings with online backsets. Guidelines on library procedures are provided in Appendix 1.

5. Related Policies

4.12 Collection Management - Deselection

Appendix: De-selection guidelines for Steady State Physical Collections

The guidelines below require coordinated activity across the Branches and QUT Library Store. Any Store de-selection is aligned to Branch de-selection in context of Steady State. The guidelines include both de-selection from Store and Branches, and

transfer of Branch items to Store. The target for de-selection from Store will be based on the number of items anticipated from branches.

1. Run lists for de-selection of items from the Branch Library general collections for either withdrawal or transfer to Store (to be conducted at end of each year) based on criteria:
 - Candidates for withdrawal (items created more than 5 yrs ago, with zero total checkouts).
 - Candidates for transfer to STORE (items created more than 5 yrs ago; total checkouts between 1 & 7; last check-in more than 4 years ago).

Lists will determine the de-selection to be undertaken by Library Collection Access staff. These lists can be broken down into call number ranges, if required, to determine which call number area in Store will require space to be made available. In the case of multiple copies, items in the worst condition should be de-selected first.

2. Determine high use items in STORE to be returned to the branches (to be conducted at end of each year) based on criteria:
 - Items with YTD OR LYC checking greater than or = to 4. (It is essential that this list is run before the final day of the year, after which data will be lost)
 - These lists will be automated and de-selection will be undertaken by Library Collection Access staff.
3. De-select for withdrawal from STORE, based on number of items anticipated from branches (see point 1) and based on criteria:
 - To be determined (e.g. total checkouts less than 3; last check-in more than 5 years ago).
4. Liaison Librarians review lists to:
 - Identify Dewey ranges in Branches where borrowing records do not reflect use (eg art and design books)
 - Identify Store items that should not be withdrawn (e.g. Working papers authored by QUT staff).
5. Evaluation of the branch collections will continue in accordance with the branch's de-selection register.
6. Library Collection Access will continue to de-select material which may be superseded such as previous editions, damaged material etc.
7. The guidelines are reviewed annually to take account of changing electronic/print environment.

Responsibility

Branch Library Managers are responsible for the implementation of the processes.

Modification history

Date	Sections	Source	Details
17 September 2009	All	ADIRRS	Incorporating feedback from Information Resources Committee
23 October 2009	Drivers	DLS	Additional drivers Reworked collection sizes
27 October 2009	All	Library Leadership Team	Approved
May 2011	4.0 Collection size	ADIRRS via IRC	Reduced physical collections