

## QUT Library Collection Development Manual

### 4. Collection Management

#### 4.5. Collection Evaluation -Monographs (Print)

##### Identification block

<b>QUT Library Collection Development Manual</b>	
<b>4.5. Collection Evaluation</b>	
Contact Officer	Associate Director, Library Services (Information Resources)
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##### Policy statement

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#### 4.5 Collection Evaluation

##### 1. Purpose of evaluation

Collection evaluation at QUT Library is carried out to ensure that information resources are being utilised effectively and meet the changing information needs of clients.

##### 2. Evaluation methods

Evaluation is considered to be an ongoing process, based on meeting identified needs in a rapidly changing environment.

Evaluation is informed by the subject-specialist knowledge of librarians and the collaborative relationships that exist between librarians and faculty staff. Liaison Librarians and Branch Library Managers work closely with academics to maintain and develop the collection in particular areas. As a result they receive regular feedback from academics in relation to the adequacy of the collection and assistance in identifying collection strengths and weaknesses.

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Evaluation may occur in response to:

- Course accreditation requirements (to meet the requirements of professional organisations such as the Australian Psychological Society)
- Preparing School Information Resource Plans
- Developing bids for additional funding
- Developing a weeding plan
- Curriculum Development Proposals

Liaison Librarians employ a number of specific methods to evaluate collection areas. Different methods are used, depending on the purpose of the evaluation and the subject area being evaluated.

Key methodologies for evaluating coursework monograph collections are indicated below:

- Usage of the collection. Using the “Create Lists” function in Millennium, lists can be generated from Millennium to assess usage over designated time periods and describe usage patterns.
- Review of unit outlines to identify key curriculum areas
- Benchmarking against published output and/or other collections
- Usage of “Age of Collection Reports”

One or more of these methodologies can be used dependent on the area or process being evaluated.

Liaison Librarians should undertake an annual evaluation of selected areas of the collections they are responsible for either in whole or in part to ensure the collection meets the information needs of their clients.

In 2010 a method for evaluating recent monograph purchases was trialled in all Branch Libraries. The procedure is outlined in Appendix 1.

For Serials see: CDM Policy 3.2.2 Serials including Electronic Databases

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## Modification history

Date	Sections	Source	Details
16 December 2009	All	Branch Library Manager, GP	Extensive changes across all sections
February 2011	All	KG Branch Library Manager	Minor changes

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## Appendix 1. Evaluation of recent monograph purchases: procedure

The procedure is as follows:

- Run a report in December/January, using “Create Lists”,
- Period evaluated must be for 2 years, leaving a gap of 12 months between the end of the period covered and the time of the evaluation
- Follow Creating lists procedures at:  
[I:\Information\\_Resource\\_Management\Monographs\Fund\\_evaluation\Millennium\\_Create\\_Lists\\_for\\_Borrowing\\_History\\_Histogram\\_29Jul09\\_FIN\\_NP-BS.docx](I:\Information_Resource_Management\Monographs\Fund_evaluation\Millennium_Create_Lists_for_Borrowing_History_Histogram_29Jul09_FIN_NP-BS.docx)
- (Caboolture should remove items located at other campuses to determine the true borrowing of Caboolture items).

This process is undertaken on an annual basis and reported in the School Information Resource Plans. The reports include the findings and proposed actions as a result of the evaluation:

- Collection Development objectives:
  - Reference to the nature of the discipline as it affects selection, e.g., broad or narrow focus, particular challenges, book reliance of discipline, curriculum and research requirements
  - Context of curriculum and research emphasise
- Summary of findings, including:
  - No of items added to the collection in the review period
  - Percentage number of titles never borrowed
  - % of titles borrowed more than # times
- Graph and table of total checkouts
- Analysis of findings:
  - Nature of items not borrowed
  - Qualifying elements or particular impacts on use for that time (e.g. evidence of use in-house without borrowing; suspension of key units; processing delays affecting use of new items)
  - Significance for School Information Resource Plan and actions to be taken