

QUT Library Collection Development Manual

4. Collection Management

4.6. Collection Valuation

Identification block

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4.6. Collection Valuation	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
Approval Authority	Library Leadership Team
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Policy statement

1. Asset Valuation
2. Insurance Valuation

4.6 Collection Valuation

1. Asset Valuation

Due to a change in Queensland Treasury policy in 2006, the collection is no longer capitalised (i.e. considered an asset for accounting purposes).

The new policy includes definitions of three types of collections: common use, reference and heritage. The QUT Library collection was considered to fit the definition of common use. According to the policy, items in common use collections are expensed on acquisition (i.e. not considered assets for accounting purposes). The change took place in 2007.

The policy is part of the Queensland Treasury document: Non-Current Asset Policies for the Queensland Public Sector, and may be found at:
http://www.treasury.qld.gov.au/office/knowledge/docs/non-current-asset-policies/non-current-asset-policies_13.pdf

At the beginning of each year the Library supplies to the QUT Division of Finance and Resource Planning a set of collection statistics as evidence to support the University's report to Queensland Treasury.

2. Insurance Valuation

A valuation for insurance purposes is conducted annually. It is based on the replacement cost of the collection at each branch.

The value for insurance of monographs and audio-visual material is determined by multiplying the number of items held at each branch by the average price of an item purchased in the previous year for that branch. The estimated value of serials is determined by multiplying the number of purchased serial volumes held at each branch by the average purchase cost of a volume for that branch. Processing costs are not included, as there is an upper limit on the value of such costs covered by the insurance policy.

The estimated value is discounted by 35% to reflect assumptions that a total branch collection would not normally be destroyed and not all items would be replaced, as many existing titles would be on loan, or out of print or otherwise unavailable. It may also be possible to repurchase some material in electronic form. By discounting, these assumptions provide a more realistic estimate for insurance purposes.

Each year, the Library provides the QUT Division of Finance and Resource Planning the total estimated value for insurance purposes, including changes in the collection due to growth or withdrawal during the previous year.

Modification history

Date	Sections	Source	Details
12 December 2006	Section 4.6	Assoc Director (IR) via IRMG	Major change –moving collection from an asset to an expensed basis
12 September 2009	Section 4.6	LRS Manager via IRC	Update to descriptions.
