

# QUT Library Collection Development Manual

## 5. Collection Services

### 5.1. High Use Material

#### Identification block

<b>QUT Library Collection Development Manual</b>	
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Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
Approval Authority	Library Leadership Team
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#### Policy statement

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### 5.1. High Use Material

#### 1. Purpose And Scope

This guideline outlines the range of strategies currently in place to best meet the needs of coursework students in relation to access to heavily used materials available for borrowing. These strategies relate directly to QUT learning and teaching practices.

The majority of students at QUT are coursework students.

QUT students are usually expected to purchase their text books. QUT Library does not undertake to provide set texts in quantities to meet all demand. Students with financial difficulties should be referred to their Faculties where copies of texts are available for use for the Semester in lieu of purchase where the Faculty Equity Committee has arranged this.

#### 2. Pre-Identified Demand

There are certain materials that academics and librarians know will be in high demand.

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The Library purchases all high demand monographs eg text books and recommended reading, as designated by the Faculties, in time for effective student use.

The Library purchases all high demand monographs in the ratio of 1 item to 25 students (1:25) to an initial ceiling of fifty (50) copies per title edition across the QUT Library system. Additional copies may be purchased depending on available funds and class size and where this is authorized by the Branch Library Manager.

High demand monographs that are only available for very short-term use (in order to maximise access) can be placed in the Course Reserve Collection at the discretion of Liaison Librarians.

[See: Course Reserve Policy](#)

### **3. Selection**

Reading lists are sourced from the QUT Bookshop and contain information about the unit, student numbers, campus and title information. Library Resource Services applies the 1:25 ratio and purchases multiple copies from the QUT Bookshop, unless sufficient copies have already been purchased or the relevant Liaison Librarian provides pertinent information to not apply the guideline (e.g. a unit will no longer be offered by QUT).

High demand monographs are dealt with as urgent from the point of request to point of shelving.

### **4. De-selection**

[CDM Guideline 4.12 De-selection](#) provides information on the removal of materials from the collections and [CDM Guideline 6.6 QUT Library Store](#) provides information on the transfer of items from branch libraries to the QUT Library Store.

The Library maintains multiple copies of only the two most recent editions of a text book, and only a single copy of older editions is usually transferred to the QUT Library Store.

### **5. System Identified Demand**

Shortcomings in access are brought to the Library's attention via exception reporting:

- Holds Reports are generated regularly by the Library Collections Officer. These reports identify items with two or more holds. They are sent to Branch Library Managers and on to Liaison Librarians for action.

Liaison Librarians can check demand using [Millennium Reports](#) functionality.

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## Modification history

Date	Sections	Source	Details
24 Nov 2007	1. Purpose and scope	Associate Director Information Resources via IRMG	Note Library does not undertake supply large quantities of set texts where students are expected to buy their own.
16 Oct 2008	2. Pre Identified demand	Associate Director Library Services via IRC	Reviewed formula in light of student feedback, commencement of LRS ordering prescribed texts via Bookshop lists.  Executively approved by Director 11/11/08
8 November 2010	All	ADIR&RS via IRC	Adjustment of ratio students : text book copies and max copies  Deletion of 7 day loans.
14 December 2010	All	ADIRRS via LLT	Approval