

QUT Library Collection Development Manual

6. Branch Libraries

6.6 QUT Library Store

Identification block

QUT Library Collection Development Manual	
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Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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Policy statement

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6.6 QUT Library Store

1. Purpose and scope

The purpose of this guideline is to outline QUT Library's business and service drivers for maintaining a QUT Library Store located at the Kelvin Grove Campus; to define responsibilities for its operation and maintenance; and to provide collection development rules for the selection of materials for inclusion in the QUT Library Store collection

The policy should be used in conjunction with the guideline [4.12 Weeding](#).

2. Why have a QUT Library Store?

The QUT Library Store is an important component of the Library's information resource management strategy to meet the information needs of students and staff of

the University. It is designed to support the following QUT Library service and collection goals:

- To increase the availability of attractive, high quality and innovative study and group learning and teaching spaces for students in the branch libraries, facilitated by the removal of low to medium demand materials from the branch libraries to the QUT Library Store
- To provide attractive and current collections of high use materials only in the branch libraries, facilitated by the relocation of older materials from the branch libraries into the QUT Library Store
- To provide fast, efficient and cost-effective storage and access to low and medium use materials (this is intended to be a circulating collection)
- To migrate from print to electronic collections – relocation of print materials to the QUT Library Store is supported by 24x7 online access to resources from both on and off campus.

3. Responsibilities

Located at the Kelvin Grove campus, the QUT Library Store is a distinct and separate facility from the Kelvin Grove and other Branch Libraries for the purpose of management and support. The Kelvin Grove Branch Library Manager is responsible for the overall management of the QUT Library Store and the Kelvin Grove Library Services Manager is responsible for day-to-day operations.

The deselection of materials from Branch Library collections, and selection of materials for QUT Library Store collection, is the responsibility of the Liaison Librarians and Library Collection Access staff in accordance with this guideline.

The arrangement and maintenance of materials in store is the responsibility of the Kelvin Grove Library Collection Access team.

The maintenance of this policy is the responsibility of the Associate Director, Library Services (Information Resources and Research Support).

The Information Resources Committee oversees the operation of the collections held in the QUT Library Store, and approves the methods of selection of materials to and from store, based on usage and priorities.

4. Capacity, arrangement and labelling of items in the QUT Library Store

The QUT Library Store has a physical capacity for 128,000 physical items in the compactus shelving and will normally be maintained at 100% capacity. Store currently holds 96,194 items from Gardens Point and Kelvin Grove Branch Libraries.

QUT Library Store collection materials are arranged in Dewey Decimal Classification (DDC) order using the call numbers already assigned to items. All items from the GEN collections in QUT Branch Libraries which are transferred to the QUT Library Store are interfiled in one continuous DDC arrangement, with the exception of an arrangement for large books, music scores, music CDs and theses. There are no sub-collections or special collections. All other previously used collection codes and prefixes are removed from items. Items will be back-shelved as required.

The QUT Library Store collection is indicated using the STORE collection location in the QUT Library Catalogue. QUT Library Store collection items will have STORE coloured tape affixed. A status of AVAILABLE will be used for available items.

5. Selection of materials for inclusion into the QUT Library Store collection

The deselection of materials from the Kelvin Grove and Gardens Point collections for inclusion into the QUT Library Store collection should comply with this guideline.

5.1 Selection of Materials for Inclusion into the QUT Library Store Collection

Items for the QUT Library Store collection are selected by the application of the following rules applied to Branch Library collections:

Items are candidates for QUT Library Store if they have been catalogued more than 5 years ago. If these items have low use within the last 5 years they will be evaluated for transfer to the QUT Library Store. The definition of low use will be dictated by local campus borrowing patterns. Items which have no use in 5 years will be considered for de-selection as per [CDM 4.12 Deselection](#).

5.2 General and ongoing selection of materials for inclusion into the QUT Library Store collection

When selecting materials for inclusion into the QUT Library Store collection, Library staff must comply with the following collection development rules:

- 5.2.1 The QUT Library Store collection is a collection in its own right. Once materials are included in the collection, they are considered as QUT Library Store collection holdings, and lose their Branch library collection status
- 5.2.2 The QUT Library Store collection can include a maximum of two copies of an edition of a work
- 5.2.3 The QUT Library Store can include copy(ies) of an edition of a work that is duplicated at one branch library but items required in two or more branch libraries cannot also be held in store
- 5.2.4 The QUT Library Store may include the last copy of older editions of works such as texts which have many editions. Copy(ies) of the latest two editions of a work (such as a text) should normally remain in branch libraries
- 5.2.5 QUT Library Store collection items that do not meet the criteria for inclusion in store (due to high usage) may be moved back to a branch library and given the branch library collection status
- 5.2.6 The QUT Library Store may contain only materials in good physical condition. Materials requiring more than five minutes of time for repair are generally discarded and may be replaced with a new copy, unless ruled otherwise by a Branch Library Manager.

6. Access to QUT Library Store collections

All QUT Library clients (including members of the public) may request materials from the QUT Library Store. Whole items are delivered to the branch library as per the request in accordance with the shuttle delivery schedule. Chapters or smaller segments of materials may be scanned and delivered to clients online. Library clients are not provided direct physical access to the QUT Library Store.

Modification history

Date	Sections	Source	Details
18 August 2009	All	ADIRRS	Initial draft
28 October 2009	All	ADIRRS	Revisions
16 November 2009	6	ADIRRS	Added Section 6
14 October 2011	All	KG Branch Library Manager	Minor revisions
