

QUT Library Collection Development Manual

8. Significant Collection Decisions

Identification block

QUT Library Collection Development Policy	
Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Management Group
Approval Date	14 December 2004
Date of Next Review	Not required

Policy statement

All decisions that impact significantly on QUT Library collections are to be recorded in the Significant Collection Decisions Register.

The Register is intended to keep Library staff informed of collection management practices, and of decisions that affect access to and/or availability of information resources. Decisions recorded in the register may include:

- Decisions to deselect certain item types
- Relocation of collections from one Branch to another

The Associate Director, Library Services (Information Resources) is responsible for maintaining the Register.

Modification history

Date	Sections	Source	Details
[date of changes]	[policy section]	[position title responsible for changes]	

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Appendix 1 - Significant Collection Decisions Register

DECISION	DATE OF DECISION	BACKGROUND TO/ CONTEXT OF DECISION	ACTION	DATE OF ACTION	STAKEHOLDERS
ETrials: E trial rounds moved from March to September each year to align with database renewal cycle.	Dec 2004	Selection of e trial products in March caused problems with LRA budget allocation, and difficulties with vendors over pro rata payments.	In 2005, transition year with 2 rounds of E trial selection in March and September. From 2006, 1 round will be held in September.	March 2005	Library, Library E Trials Consultative Ctee.
Lending: Gold Card Service to remove offer of IAS and email, and to offer Library Borrowing privileges only	Dec 2004	Issues of concern arose surrounding granting of access to internet & email to retired or separated. These were access to licensed databases, conditions of use of AARNet & provision of internet services. Also confusion about how records were created and maintained for these clients. LSC took issues paper with recommendations to separate Library Gold Card from IAS services.	DVC(TILS) accepted recommendation. Letters to separated staff no longer offer IAS and email as part of Gold Card service.	Mar 2005	Library CIS HR
Serial archival backsets: JSTOR. The Library will rely on JSTOR as an archival repository of selected serial backsets. The Library will not retain print backsets of titles held on JSTOR.	June 2005	IRMG considered how to reduce shelf storage of serial backsets. JSTOR's purpose is to be an archive of serial backsets and was considered to be a reliable archive.	QUT can now discard print backsets available on JSTOR	Aug. 2005	All Branches and Store.
Newspapers: Australian Newspapers: The review indicated no need to change current subscriptions to print & microform.	Aug 2005	IRMG reviewed all current newspapers subs (print & microform) in light of different client needs. The Ctee examined whether the newspaper was available electronically, the available backsets and differences in the format of the print & microform versions versus the electronic. It was noted that the CI Journalism students need access to the facsimile format of print & microform versions of newspapers so they can examine layout and structure of the newspaper page.		June-Aug 2005	CI Journalism students International students Other Library users

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Newspapers: Times Higher Ed, Education and Literary supplements and Times and Times Index. All print subs cancelled in 2005	Aug 2005	IRMG reviewed subs and electronic access deemed adequate.	Paper subs cancelled.	Aug 2005	QUT CA, CI, Ed, TALSS, Chancellery, all faculties.
Microform format. Microform format will be minimised in the Library wherever possible, Adequate reader printers provided at 3 Branches.	Aug 2005	IRMG reviewed all its current microform subscriptions and considered its existing microform holdings in the collection. It concluded that microform format will still required for years to come but usage is low and reducing. Students and staff continue to need access to effective reader printers at each branch as all have collections of microform.	Where equivalent access was available electronically, existing microform subs were cancelled. In collaboration with QPS, microform reader printers were upgraded at GP and CA branches to match the one available at KG. Law Library users will be redirected to GP.		
DVDs, videos, films - R/X rated: These have been removed from open shelves and kept in secure area at Loans Desk. Students may be required to provide proof of age to borrow.	October 2005	The law requires that people have to be over 18 to view R or X rated materials. Staff discovered this material on open shelves where students could view in Library using readily available equipment. Students could also borrow this material with no check on their eligibility.	Items have been removed to secure location behind Loans Desk in each branch and a new location indicated. Lending staff may ask for proof of age. Patron records on Millenium can be checked for date of birth.		Lending staff, students, associate borrowers.
Serials Cancellation decisions based on ongoing sub to major electronic databases: Law Library have cancelled some individual serial subscriptions based on the premise of ongoing access to their electronic equivalents currently and as backsets on Hein Online and Lexis.com.	Dec 2005	IRMG noted that serial cancellation decisions for important journals are sometimes based on our subscription to their electronic equivalents currently and as backsets on a vendor database. Ongoing access is dependent on our maintaining that database subscription. It was also noted that the Library cannot guarantee continuing subscription to any particular product into the indefinite future. There is no apparent resolution to this ongoing concern except to be aware of the priorities of certain key products. Future collection decisions will be noted in this Register.	Law Library have cancelled certain serial subscription based on the assumption of continuing access to Lexis. Com and Hein Online.	Dec 2005	Law Library, Law Faculty, all libraries.

<p>Lending: TILS “Alumni Information Service” to be offered in conjunction with QUT Development Office as an inducement for graduates to maintain active links with QUT and the Alumni Association.</p>	2005	<p>The Library has been offering discounted Library associate membership to borrowing services for several years. This includes borrowing privileges, on-site access to all service points and collections and use/loans of any branch library. This was a very limited package compared to services offered to QUT clients. Client feedback indicated that community members are increasingly seeking access to databases, particularly those they used as students of QUT. The proposal was accepted that the Library would negotiate with database vendors to allow ongoing access to these resources for QUT Alumni. This access, when granted, required the addition of three new patron types to the Library Loans Rules, to distinguish between three levels of access offered to Alumni.</p>	<p>Lending: A new service for QUT Alumni was launched in May 2005, allowing for three levels of membership, ALIS Borrowing (Library loans only) Fee: \$54.55*GST: \$5.45 Total: \$60.00 ALIS Online (Databases only) Fee: \$72.70*GST: \$7.30 Total: \$80.00 ALIS Deluxe(Library Loans and databases)Fee: \$90.90*GST: \$9.10 Total: \$100.00</p>	May 2005	<p>Lending staff Lending Services Coordinator Library Systems staff Communication and External Relations Manager QUT Alumni</p>
<p>Database “bundles” or individual journal subscriptions. Blackwell Synergy and Wiley journal databases were renewed following examination of usage of the individual journals in the package. It was decided that the package provided value for money compared to reverting to individual subscriptions.</p>	May 2006	<p>Usage of the individual journals in each package was analysed. Usage for “subscribed titles” and “non subscribed titles” was detailed. Titles with usage lower than 30 downloads pa were regarded as low usage. Considering usage and average price of the journals in the database, it was agreed that the bundles provide value for money. Other publisher packages will be similarly analysed. These analyses will be revisited from time to time to ensure continued value for money in the context of library budget and product price rises.</p>	<p>Blackwell Synergy and Wiley database subscriptions were renewed.</p>	2006	<p>All branches and faculties.</p>
<p>Collaborative Rationalisation and Storage of Serial Backsets Policy (4.3) ceased to operate from August 2006 by agreement between QUT and Griffith University Libraries.</p>	Nov 2006	<p>QUT Library had maintained a collaborative arrangement with Griffith University Library – only 1 institution retained the backsets of agreed serials.</p>	<p>The agreement ceased and there will be consultation with the other Library before disposal.</p>	2006	<p>QUT Library Griffith University Library</p>

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<p>ProQuest 5000/EBSCO Megafile comparison. After a long and comprehensive comparison of the rival databases in 2006- 2007, it was decided that the Library would stay with ProQuest 5000.</p>	<p>October 2007</p>	<p>The products have considerable overlap in titles and there would have been some reasonable savings had the Library cancelled ProQuest and taken up the EBSCO product. However, much of the saving would have been absorbed with subscriptions to a significant number of journal titles unique to ProQuest that Liaison Librarians and the Business Faculty considered were essential to retain. EBSCO also has unique content that was considered desirable. The Library consulted with the Faculty of Business academics who were OK with a change. In the end, there was not enough savings or advantage to cancelling ProQuest 5000 and changing to EBSCO Megafile to warrant what would inevitably have been a disruptive change. This may be reviewed in future if increased flexibility in the purchase models facilitates selection of the most suitable individual database products from within the bundles.</p>	<p>Retain sub to Proquest 5000 and advise Faculty of Business of decision.</p>	<p>Oct 2007</p>	<p>Liaison librarians, Faculty of Business, LRS staff.</p>
<p>Books: reading list resources. The Bookshop will supply LRS staff with copies of the Textbook Adoption forms and LRS staff will order copies for the collections at the appropriate branches applying the CDM Policy 5.1 High Use Material formula based on number of enrolments for that unit.</p>	<p>Dec 2007</p>	<p>The QUT Bookshop receives Textbook Adoption forms from academic staff to order in supplies of set texts for sale to students in time for the start of semester. From June 2008, LRS staff will order the required numbers from the QUT Bookshop rather than Liaison Librarians ordering via vendor partner. The appropriate LRA school fund codes will be used.</p>	<p>To be implemented for Sem 2 2008.</p>	<p>June 2008</p>	<p>BLMs, LLs, LRS Mgr and Monos assistants.</p>
<p>Serials stocktake. Stocktakes of print serials will not be undertaken, however, holdings records will be corrected when they are found to lead to problems for clients.</p>	<p>Dec 2007</p>	<p>KG staff trialled a stocktake of print periodical holdings on the shelves. It was found that while there were errors in about 20% of the holdings records, the labour involved with stocktaking and correcting holdings for an entire branch print serials collection was too high in what is increasingly less used material.</p>	<p>No further action</p>		<p>BLMs, LRS.</p>

Evaluation of usage of recently selected books to provide LLs with feedback to inform their School Information Resource Plans, selection profiles	Dec 2007	LLs do a Millenium report on the use/non use of books in a particular Dewey range/ fund code added to the collection in the previous 2 years (minus latest 6 months). This then informs their selection practice so that they increase selection in Dewey areas of high use and decrease where usage is low. They revise their School Information Resource Plans and Vendor profiles accordingly. The objective is to be more selective and minimise the ordering of books that will not receive use in the first couple of years after adding to the collection.	Evaluation process to begin in 2008. Selection decisions in a sample of schools to be reviewed in 2008 and the process reviewed by IRMG end of 2008. Then process was reviewed by IRC Oct 2008 and will be implemented by LLs in all faculties except Law from start 2009. Law will begin later in 2009.	Jan 2008 Oct 2008	BLMs, LLs, ADIR.
eBook demand driven model	Aug 2007	The EBL user demand driven trial took place Aug-Nov 2007. The model was continued in 2008. It proved to be very popular with users but was very expensive. It was taken down mid Nov 2008 due to costs. The model was reviewed at IRC 20/11/08 and a revised model will be implemented in 2009. This revised model aims to limit the offerings to recently published EBL titles, but include all Australian publishers.	Revised model to operate in 2009 and be continually monitored. LRA allocation process for monographs will be revised in early 2009	Jan/Feb 2009	ADIR, BLMs, LLs, LRS Mgr.
Carseldine Library Branch closure	Nov 2008	The closure of Carseldine Campus in November 2008 has led to the closure of the Carseldine Branch Library. The collections at Carseldine, Store, KG and GP branches were extensively weeded to reduce the quantity of Carseldine collections to be removed to GP and KG, and to enable them to be blended into those collections. The bulk of the CA collections will relocate to KG as this is the new location for the School of Psychology, Social Work and Human Services.	Action. Weeding of collections at CA, Store, KG and GP prior to relocation to KG and GP. Store currently remains at CA. Relocation of back issues of serials to open access compactus at KG and GP.	2008	Whole Library
External Collection KG	Oct 2008	In 2008, the External collection to service external students was heavily weeded to around 500 items. Subsequently, with the influx of Carseldine collections, it was considered no longer relevant as a separate collection.	Action. Collection integrated into the KG collection. External students will be serviced from the KG collection in future.	Oct/Nov 2008	KG Branch Library Manager.