QUT Library Collection Development Manual

3. Practices

3.3. One-off Purchases

3.3.2 Non-Book Physical Resources

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<tr>
<td>Contact Officer</td>
<td>Associate Director, Library Services (Information Resources and Research Support)</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
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<td>Approval Date</td>
<td>23 December 2013</td>
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Policy Statement

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3.3.2 Non-Book Physical Resources

1. Purpose and scope

The material covered by this guideline includes the whole range of material in physical non-book formats, for example: DVDs (including off-air recordings), computer software, computer games, music discs, CD-ROMs, graphic material, realia, and combinations of this material in multimedia kits.

See also the policy on Maps and the policy on Music (which includes sound recordings and music scores).
2. Description of existing collection

In most cases non-book physical material is integrated with the book collection. Exceptions include:

- The music score collection at Kelvin Grove.
- The collection of charts for use by Education students, which is located adjacent to the Curriculum Collections at Kelvin Grove and Caboolture.

3. Scope of current collecting

3.1. General principles for selection

The selection of non-book material follows the same principles as the selection of books, supporting the learning, teaching and research needs of the University.

These factors may need to be considered:

- The licence agreement (if present) should permit adequate access.
- In most cases, hardware to support the medium should be available within the Library or readily accessible to users.
- In most cases, hardware to support the medium should be available in the marketplace, and able to be purchased at a reasonable cost.

3.2. Specific formats

If the content is available in a variety of formats, the format with the most current technology should be preferred.

Increasingly, online versions of works will be preferred to physical formats, e.g. streaming video.

Formats appropriate for the local environment should also be preferred (e.g., Region 4 DVDs). If Region 4 is not available, other available formats can be acquired. In general, PC software is preferred to Apple Macintosh software.

Judgement is used when selecting material for which the technology has an uncertain life span. If the content is not available in a preferred format and the content is needed urgently for a QUT unit, it may be necessary to acquire the item in a less than ideal format. It may be necessary to take a risk in order to ensure that users have access to the latest developments in technology.

3.3. Legacy format replacement

Material requiring technology that has become obsolete will be deselected periodically from the collection. Liaison Librarians will decide whether it is necessary to purchase replacement copies of titles in a preferred format. Format-shifting of material may be possible, using the provisions in Section 200AB of the Copyright Act, Use of Works and Other Subject Matter (Flexible Dealing Provision).

4. Access

4.1. Packaging and storage

Non-book material generally requires special packaging. The most appropriate packaging for the medium is used, taking into consideration such factors as cost, ease of use, durability, and security. Every effort is made to preserve the integrity of the item and to display it as attractively as possible.
Special labels are attached in some cases (for example, stickers with the wording “For Home and Classroom Use only” are attached to feature films). Material with a high risk of theft, e.g. feature films, TV series, console games, are stored either in lockable cases or cupboards.

4.2. Loans

See Borrowing conditions.

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<td>[policy section]</td>
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