QUT Library Collection Development Manual

4. Collection Management

4.13. Reducing Physical Collections

Identification Block

QUT Library Collection Development Manual
4.13. Reducing Physical Collections

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Associate Director, Library Services (Information Resources and Research Support)</th>
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<tbody>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
</tr>
<tr>
<td>Approval Date</td>
<td>December 2015</td>
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1. Purpose and Scope
2. Responsibility
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5. Related Policies
Appendix: De-selection guidelines for Reducing Physical Collections

4.13. Reducing Physical Collections

1. Purpose and Scope

The physical library collections include books, print periodicals, audiovisual materials and curriculum collection materials. The purpose of this policy is twofold: to define the space requirements for physical collections; and to define the decreasing size of QUT Library’s physical collections, limited to the availability of collection storage space. Space requirements for physical collections change as the Library moves from largely print-based collections to predominantly online collections. The print to online transition is largely completed for journals, however the transition to ebooks is still current, although very significant change is occurring. QUT Library already has the smallest physical collections of any large university in Australia. It is important for the Library to maintain relevant and useful collections of selected and required print materials that best meet the needs of students and researchers, and supplement the online collections appropriately, and offer the highest return on investment possible. Reducing physical collections is used to mean a reduction in physical collections across the QUT Library system as a whole. Branch libraries may negotiate for the transfer of collections in accordance with available physical collection space at each branch library, as long as the total physical collections are maintained in volume (and not increased)
from the current 450,000 items, and reducing over time. The QUT Library has previously capped the size of the physical collection in order to ensure a suitable shelving density is maintained.

The policy applies to the following QUT library collections:
- Caboolture Library
- Gardens Point branch Library
- Kelvin Grove branch Library
- QUT Library Store (Gardens Point and Kelvin Grove)
- QUT Law Library

2. Responsibility

Because this policy applies to the physical collections across all campuses, responsibility for compliance lies with the Associate Director, Library Services (Information Resources and Research Support) and the Branch Library Managers for the Caboolture, Gardens Point, Kelvin Grove (and QUT Library Store) and QUT Law Library.

The Library CDM 4.12 Deselection guideline is used to ensure only the most appropriate and used materials are retained as they age.

To maintain appropriate and reducing physical collections, a deselection schedule is maintained, to ensure the collection houses materials that are relevant and used.

3. Drivers

Drivers for the approach include:
- QUT Library’s preference for electronic resources over print where possible
  - Increasing availability of books in ebook format
  - Increasing availability of ejournal backsets in electronic format, replacing print backsets of periodicals
- Availability of items via BONUS+
- Availability of materials via the Library’s document delivery service which includes desktop delivery of articles to Library clients
- Ensuring the collections are accessible and well presented
- Ensuring the collections are used
- Managing the physical collection spaces to provide the best return on investment
- Repurposing of some spaces to provide study and group work spaces for students
- Limited availability of open access print periodicals store spaces at Gardens Point and Kelvin Grove
- Availability of a closed access collection in the QUT Library Store.


QUT Library’s physical collections are distributed across the Caboolture, Gardens Point, Kelvin Grove, and the QUT Law libraries and the QUT Library Store. The size of the physical collection at each branch library, the QUT Library Store, and across the QUT Library system as a whole is limited to a maximum of 450,000 monographic items by the availability of suitable collection space.
To maintain steady state collections, the monographic collections (using 75% shelving capacity with 5 shelves) are limited to:

- Caboolture Library 20,000 items
- Gardens Point Library 110,000 items
- Kelvin Grove Library 135,000 items
- QUT Law Library 30,000 items
- QUT Library Store Gardens Point 30,000
- QUT Library Store Kelvin Grove 120,000

Total up to: 450,000 items

The Library aims to reduce the physical collections by 5% per annum or as ebooks replace print books and as usage of existing print books declines. Reductions beyond this level would leave learning and research materials unavailable to QUT students and staff. QUT Library already has the smallest physical collections of any large university in Australia. The Library’s selection and procurement processes are currently resulting in 70% of books required for the collection to be available in ebook format. Whereas the Library was buying up to 30,000 print books p.a., this has reduced to between 5,000 and 10,000 print books p.a. depending on the purchasing power of the Library Resource Allocation (LRA).

QUT Library physical collection size – five year modelling:

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<th>Year</th>
<th>Quantity</th>
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<tr>
<td>2015</td>
<td>450,000</td>
</tr>
<tr>
<td>2016</td>
<td>425,000</td>
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<tr>
<td>2017</td>
<td>400,000</td>
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<tr>
<td>2018</td>
<td>375,000</td>
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<tr>
<td>2019</td>
<td>350,000</td>
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Collection storage and use is monitored annually and reported to Information Resources Committee and Library Leadership Team.

The print serials collection is reducing in size as the Library has replaced most print subscriptions with online, and is replacing many print holdings with online backsets. Guidelines on library procedures are provided in Appendix 1.

5. Related Policies

CDM 4.12 Deselection
CDM 6.6 QUT Library Store

Appendix: De-selection guidelines for Reducing Physical Collections

The guidelines below require coordinated activity across the branch libraries and QUT Library Store. Any Store de-selection is aligned to Branch de-selection in context of Steady State. The guidelines include both de-selection from Store and Branches, and transfer of Branch items to Store. The target for de-selection from Store will be based on the number of items anticipated from branches, although the Library may be able to reconsider space requirements in the future.

1. Run lists for de-selection of items from the Branch Library general collections for either withdrawal or transfer to Store (to be conducted each year) based on criteria:
   - Candidates for withdrawal (items created more than 5 years ago, with zero total checkouts or no checkouts in 5 years). This is implemented only if space issues in the branch library require it, as the library prefers to maintain materials in the branch libraries and not the Store when possible.
Candidates for transfer to STORE (items created more than 5 yrs ago; total checkouts between 1 & 7; last check-in more than 4 years ago).

Lists will determine the de-selection to be undertaken by Library Collection Access staff. In the case of multiple copies, items in the worst condition should be de-selected first.

2. De-select for withdrawal from STORE, is based on a combination of the usage and perceived value of the material

- To be determined (e.g. total checkouts less than 3; last check-in more than 5 years ago).
- Using collection sharing information, document delivery, last copy etc.

3. Liaison Librarians review lists to:

- Identify Dewey ranges in Branches where borrowing records do not reflect use (e.g. where in-house usage is considered)
- Identify Store items that should not be withdrawn (e.g. Working papers authored by QUT staff).

4. Evaluation of the branch collections will continue in accordance with the branch’s Evaluation and De-selection Register and Plan.

5. Library Collection Access will continue to de-select material which may be superseded such as previous editions, damaged material etc.

6. The guidelines are reviewed annually to take account of changing electronic/print environment.

**Responsibility**

Branch Library Managers are responsible for the implementation of the processes.

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**Modification History**

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<td>ADIRRS</td>
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<td>Drivers</td>
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<td>Library Leadership Team</td>
<td>Approved</td>
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<td>4.0 Collection size</td>
<td>AD(IR&amp;RS) via IRC</td>
<td>Reduced physical collections</td>
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<td>4 Collection size</td>
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<td>Change title to Reducing Physical Collections</td>
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<tr>
<td>11 May 2016</td>
<td>Formatting update</td>
<td>PA to Associate Directors, Library Services</td>
<td>Format overhaul in accordance with new Library look and feel</td>
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