QUT Library Collection Development Manual

5. Collection Services

5.1. High Use Material

Identification block

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<tr>
<td>Contact Officer</td>
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<td>Approval Authority</td>
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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 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 in those cases 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.

The Library purchases all high demand monographs e.g. prescribed text books and recommended reading, as designated by the QUT Bookshop Textbook Adoption Scheme informed by Faculties, in time for effective student use.
Recommended readings (chapters) are made available via QUT Readings – see CDM 3.6.2 Course Materials Database.

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: CDM: Course Reserve Collection

3. Selection

Reading lists are sourced from the QUT Bookshop Textbook Adoption Scheme lists and contain information about the unit, student numbers, campus and title information. Titles are acquired in ebook format where financially sustainable library access models permit with a preference for unlimited simultaneous user access. Where concurrent access models apply, titles are purchased in proportion to student enrolments. Multiple copies are purchased in print format from preferred book suppliers, 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 being offered by QUT).

The Library purchases all prescribed print texts in the ratio of 1 item to 50 students (1:50) to an initial ceiling of ten (10) copies per title edition across the QUT Library system (excluding Caboolture). Caboolture Library, in consultation with lecturers, may purchase prescribed texts at a higher 1:20 student ratio in recognition of student need, also with a ceiling of 10 copies. Copies held at Caboolture are in addition to the maximum 10 copies across the QUT Library system.

Recommended readings (whole book) are purchased in the ratio of 1 item to 100 students (1:100) up to an initial ceiling of 3 copies per title edition across the QUT Library System.

The Library purchases all concurrent access etextbooks in the following ratios based on print text ratios:

- <5=1
- 5-7=2
- 8-10=3
- 11+ and high usage/turnaways = 4

Exceptional use/turnaways = discretionary

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

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 most recent edition of a text book, and a maximum of three copies of the previous edition is transferred to the QUT Library Store. This makes it possible for the Library to hold a maximum of 13 copies across the most recent two editions of a text (excluding Caboolture).

5. System Identified Demand

Shortcomings in access are brought to the Library’s attention via exception reporting:
Holds Reports are generated regularly by staff in each branch library. These reports identify items with two or more holds. They are sent to Branch Library Managers and on to Liaison Librarians for action. Library staff can check demand using Millennium Reports functionality.

- Bonus+ Reports are scrutinised on a regular basis to inform selection of ebooks and books.
### Modification history

<table>
<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>24 Nov 2007</td>
<td>1. Purpose and scope</td>
<td>Associate Director Information Resources via IRMG</td>
<td>Note Library does not undertake supply large quantities of set texts where students are expected to buy their own.</td>
</tr>
<tr>
<td>16 Oct 2008</td>
<td>2. Pre Identified demand</td>
<td>Associate Director Library Services via IRC</td>
<td>Reviewed formula in light of student feedback, commencement of LRS ordering prescribed texts via Bookshop lists. Executively approved by Director 11/11/08</td>
</tr>
<tr>
<td>8 November 2010</td>
<td>All</td>
<td>ADIR&amp;RS via IRC</td>
<td>Adjustment of ratio students : text book copies and max copies Deletion of 7 day loans.</td>
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<tr>
<td>14 December 2010</td>
<td>All</td>
<td>ADIRRS via LLT</td>
<td>Approval</td>
</tr>
<tr>
<td>2 October 2012</td>
<td>Maximum copies changed</td>
<td>AD(IR&amp;RS) via LLT</td>
<td>Maximum copies set at 25. Ration for Caboolture documented at up to 1:10.</td>
</tr>
<tr>
<td>11 October 2012</td>
<td>Maximum copies</td>
<td>AD(IR&amp;RS) via LLT</td>
<td>Documented that Caboolture copies are in addition to the 25 maximum copies.</td>
</tr>
<tr>
<td>9 April 2015</td>
<td>General Update</td>
<td>LRS Manager via Information Resources Committee</td>
<td>General update including change to ratio and ceiling for prescribed and recommended. Inclusion of ebook versions.</td>
</tr>
<tr>
<td>10 July 2017</td>
<td>Maximum copies</td>
<td>LRS Manager via Information Resources Committee</td>
<td>Ratio for etexts and older edition print copies.</td>
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