QUT Library Collection Development Manual

6. Branch Libraries

6.6. QUT Library Store

Identification Block

<table>
<thead>
<tr>
<th>QUT Library Collection Development Manual</th>
<th>6.6. QUT Library Store</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Officer</td>
<td>Director, HiQ and Library Services</td>
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<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
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</tr>
</tbody>
</table>

Policy Statement

1. Purpose and scope
2. Why have a QUT Library Store?
3. Responsibilities
4. Capacity, arrangement and labelling of items in the QUT Library Store
5. Selection of materials for inclusion into the QUT Library Store collection
   5.1. Selection of Materials for Inclusion into the QUT Library Store Collection
   5.2. General and ongoing selection of materials for inclusion into the QUT Library Store collection.
6. Access to QUT Library Store collections

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 at the Gardens Point (V Block) 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 guideline should be used in conjunction with the guideline 4.12 Deselection and Physical Collections Strategy.
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 provide fast, efficient and cost-effective storage of and access to materials which are of ongoing value and use but are not high circulation for retention on open shelves
- 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 lower demand materials from the branch libraries to the QUT Library Store
- To provide a preservation space for special collections of research and historical value and material unique to QUT

3. Responsibilities

Located on level 1 V Block, Library, at the Gardens Point, the QUT Library Store is part of the Gardens Point Library. The Gardens Point Branch Library Manager is responsible for the overall management of the QUT Library Store and the Gardens Point Library Collection Access Supervisor 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 Library Collection Access Supervisor (Kelvin Grove and Gardens Point) and Library Collection Access staff in accordance with this guideline.

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

The Information Resources Committee overseas 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.

The maintenance of this policy is delegated by Information Resources Committee in the schedule of updating Collection Development Manual Guidelines.

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

The QUT Library Store has a physical capacity for 30,000 monographs relocated from GP KG and Law GEN collections in the compactus shelving and is also the location for the storage of backsets of periodicals that are more than current and two years old.

The QUT Library Store collection is indicated using the Library Store (hgen, hav) collection location in the Library Search (Primo).

Items placed in the Library Store are arranged in “running number” order rather than in Dewey order. The purpose of implementing this arrangement is to make best use of available space as it allows for more compacted shelving of materials. Allocation of running numbers for new Library Store items takes place after the physical item has been relocated. Items are stored under their dewy decimal number at the end of the Library Store collection until processed.

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 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 liaison librarians marking annual deselection lists generated from Kelvin Grove and Gardens Point collections with ‘r’ for Retain. Any items marked ‘r’ for Retain should be added to the QUT Library Store. Special and historical collections may also be included in the QUT Library Store. Therefore, the only items in the QUT Library Store should be those that have been marked ‘r’ for Retain or in a special or historical collection.

For items currently in the QUT Library Store every two years the GP Collection Access Supervisor sends out a list of items marked ‘r’ for Retain for review by liaison librarians.

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:

- 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.
- 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.
- The QUT Library Branch Library Managers may at their discretion ask for items to be sent to the QUT Library Store.

6. Access to QUT Library Store collections

All QUT Library clients may request materials from the QUT Library Store using the Place Hold and Request Scan of Chapter functions from within Library Search (Primo). Members of the public may request Store items by contacting the HiQ staff who will place the hold on the clients behalf via the Library system. Whole items are delivered to the branch library as per the request in accordance with the courier 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. Delivery is a same-week-day or next-week-day service, depending on the time of day of the request.

**Modification History**

<table>
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<th>Sections</th>
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<td>All</td>
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<td>16 November 2009</td>
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<td>14 October 2011</td>
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