QUT Library Collection Development Manual

6. Branch Libraries

6.6. QUT Library Store

Identification Block

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

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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 locations at the Kelvin Grove (88 Musk Avenue) and Gardens Point (V Block) campuses; 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 4.13 Steady State Physical Collections.
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 low and medium use materials (this is intended to be a circulating collection)
- 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 low to medium demand materials from the branch libraries to the QUT Library Store
- To provide attractive and current collections of high use materials only in the branch libraries, facilitated by the relocation of older materials from the branch libraries into the QUT Library Store
- To migrate from print to electronic collections – relocation of print materials to the QUT Library Store is supported by 24x7 online access to resources from both on and off campus.

3. Responsibilities

Located at the Kelvin Grove campus, the QUT Library Store KG is a distinct and separate facility from the Kelvin Grove and other Branch Libraries for the purpose of management and support. The Kelvin Grove Branch Library Manager is responsible for the overall management of the QUT Library Store KG and the Kelvin Grove Library Collection Access Supervisor is responsible for day-to-day operations.

Located on level 1 V Block, Library, at the Gardens Point, the QUT Library Store GP is part of the Gardens Point Library. The Gardens Point Branch Library Manager is responsible for the overall management of the QUT Library Store GP 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 Kelvin Grove and Gardens Point Library Collection Access teams.

The maintenance of this policy is the responsibility of the Associate Director, Library Services (Information Resources and Research Support).

The Information Resources Committee oversees 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.

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

The QUT Library Store KG has a physical capacity for 138,600 physical items in the compactus shelving. Store currently holds items relocated from Gardens Point and Kelvin Grove Branch Libraries.

The QUT Library Store GP has a physical capacity for 30,000 monographs relocated from GP GEN and Law GEN collections in the compactus shelving and is also the location for the storage of bound periodicals.
The QUT Library Store collection is indicated using the STORE (hgen, hav, hproj) collection location in the QUT Library Catalogue. QUT Library Store collection items will have STORE coloured tape affixed. A status of AVAILABLE will be used for available items.

Items placed in the Library Store KG from mid 2012 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.

Items placed in the Library Store GP from 2016 are arranged in a separate and higher “running number” order (thank Store KG) and rather than in Dewey order.

The QUT Library Store collection materials were previously arranged in Dewey Decimal Classification (DDC) order using the call numbers already assigned to items. Items from the GEN collections in Kelvin Grove and Gardens Point Branch Libraries which were transferred to the QUT Library Store were interfiled in one continuous DDC arrangement. All other previously used collection codes and prefixes are removed from items.

A project is underway to retrospectively update all the QUT Library Store collection materials which have a DDC number with a running number.

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 KG and (GP and LAW) collections respectively 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 the application of the following rules applied to Branch Library collections:

Items are candidates for QUT Library Store if they have been catalogued more than 5 years ago. If these items have low use within the last 5 years they will be evaluated for transfer to the QUT Library Store. The definition of low use will be dictated by local campus borrowing patterns. An example is one or two loans in five years and no loans in the most recent two years. Items which have no use in 5 years will be considered for de-selection as per CDM 4.12 Deselection and 4.13 Steady State Physical Collections.

Material may be retained in the branch at the discretion of the Branch Library Manager and the Associate Director, Library Services (Information Resources and Research Support) if the branch library can accommodate the material, as this is the Library’s preference to do so.

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:

5.2.1 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.

5.2.2 The QUT Library Store collection can include a maximum of one copy only of an edition of a work. This copy will be the last copy of an edition held in the QUT Library collection (i.e. not duplicated in the branch libraries). The last copy of older editions may be included in the QUT Library Store. A copy or copies of the latest two editions of a work (such as a text) normally remains in branch libraries.
5.2.3 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.

6. Access to QUT Library Store collections

All QUT Library clients may request materials from the QUT Library Store using the HOLD function of the QUT Library Catalogue. Members of the public may request Store items by contacting the Library Helpdesk staff who will place the hold on the clients behalf via Millennium. 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

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<th>Date</th>
<th>Sections</th>
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<tr>
<td>18 August 2009</td>
<td>All</td>
<td>ADIRRS</td>
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<td>28 October 2009</td>
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