



Collection Guidelines – Information Collections

1. Objective

To provide Information Services to the people of Queensland

The Information Collections underpin State Library of Queensland's commitment to provide reference and information services to the State of Queensland, as outlined in the Libraries Act (1988). State Library maintains collections to provide for the information needs of all Queensland residents as well as focused collections intended to meet the specific requirements of identified audiences.

1.1 Relevant collections

- State Reference Library Collection
- Asia-Pacific Design Library Collection
- Government Research and Information Library Collection

1.2 Intent

The Information Collections are intended to meet a specific need; to provide relevant information efficiently and effectively to the Queensland population. It is vital these collections remain responsive and relevant to changing community information needs. The value of these collections lies primarily in their ability to meet these need and they are not retained in order to contribute to the state's collective memory.

1.3 Selection

The collecting focus is responsive to the existing and future research needs of the community. Particular attention is given to the quality and currency of information provided by these collections. Support for State Library's exhibitions and programs is also a selection consideration. A digital first policy applies to selecting new material, to align with the intent of State Library's Digital Strategy.

1.3.1 Content

The following factors contribute to the assessment of content in the Information Collections:

- Quality of information
- Currency of information
- Research value

When selecting for the Information Collections, content is highly important.

1.3.2 Usage

Usage is a key consideration for making decisions regarding the Information Collections. The following factors contribute to determining the extent of an item's benefit to users:

- Level of current usage
- Level of anticipated usage
- Benefit to researchers
- Ability to meet needs of target audiences

When selecting for the Information Collections, expected usage is highly important.

1.3.3 Viability

In making any collection decision, consideration must be given to the following issues that may impact the State Library's ability to make that item accessible. For the Information Collections they include:

- Physical condition
- Access restrictions that limit access, usage and engagement opportunities
- Storage requirements
- Cost of acquisition and maintenance

When selecting for the Information Collections, viability is important.

2. State Reference Library Collection

Overview

The State Reference Library Collection is a physical and digital collection developed for all Queenslanders, to meet their information needs. Physical items are available;

- onsite at the South Bank building
- as a lending collection to State Library members

This collection is also made available for lending via the interlibrary loan network throughout Australia and overseas.

Most digital items are available online to all State Library members, with limited items only available at the South Bank building.

2.1 Target audiences

The Information Collection is principally aimed at the adult community, although senior high school students are also an audience. It aims to support advanced independent study, the needs of the small business sector, and knowledge seekers. It provides resources to Queenslanders who are not eligible to access academic or other library collections.

2.2 Collecting intentions

The collection reflects a broad range of subjects. Queensland content in physical formats meeting the Information Collection guidelines may be collected for the purposes of onsite use and lending. Duplicate copies of physical items are not purchased, although duplicate copies of physical items may be available in the digital collection. Duplicate copies of relevant or popular content in the Memory Collection may be purchased but will not be retained in long term storage.

There is a preference for material available in digital formats, except where the print copy provides added value. Physical formats purchased include monographs, serials, newspapers, microfilm and music scores.

Eresources

Eresources include aggregated databases of journals, newspapers and ebooks across a broad range of subject areas. Some eresources are purchased outright, ensuring perpetual access. Most eresources are subscription services and reviewed annually.

They may be discontinued if:

- an alternate resource (that meets selection criteria) for similar content becomes available
- they no longer meet the information needs of the community,
- usage is low, or
- cost becomes prohibitive.

Audio visual

New acquisition of audio-visual material is primarily via online listening and viewing services.

Monographs

Physical monographs are collected where the content is not available in digital format, or where the physical copy provides added value for the user.

Serials

Physical serials are collected where they support the information and research needs of Queenslanders and are not available in digital format. Usage is reviewed annually to support ongoing renewals.

Newspapers

A range of physical newspapers are collected for use onsite at South Bank, -Australian and international. Newspaper issues are made available for clients in the reading room and are not retained long term.

Music scores

Print copies of music scores are only selectively acquired, principally to replace lost or non-returned items of significance. Online resources of music scores and sound recordings are available to State Library members.

Reference works

A limited selection of core and significant reference works in physical formats are collected. These works are not available for loan. Most reference works are collected in electronic formats.

Business resources

Business related resources in physical and electronic formats are collected to support the small business sector.

Family history resources

A diverse range of resources in physical and electronic formats are collected to support family history researchers.

Fiction works

Works considered to be literary fiction (award winners) are selectively acquired.

2.3 Material not collected

- Older material (more than 5 years) in all formats and subject areas
- sheet maps freely available online material
- Popular fiction
- Duplicates of existing Information Collection material
- International government publications
- Material in languages other than English (physical)
- Working tools/resources required to support State Library staff

2.4 De-selection

Items may be identified for withdrawal individually or as part of a specific collection review. Rationale for items identified for withdrawal may include items which:

- are missing, or not returned from loan
- are damaged or in poor physical condition
- are duplicate titles within State Library collections
- have become available online
- have inaccurate or superseded information
- have low or no circulation history
- Are in obsolete technologies and/or formats

3. Asia Pacific Design Library

Overview

The Asia Pacific Design Library, Design Collection located in the Design Lounge on Level 2 is a bespoke collection of books, journals, magazines, digital content and ephemera supporting the design community.

It is a sub-collection of the State Reference Library Collection, a curated selection, rather than a general design reference collection. The collection is limited in size with only the most current and relevant resources available in the Design Lounge.

3.1 Target audiences

- Industry
- Para-professionals
- Academia
- Students (Secondary/Tertiary)
- Education (Teachers)

3.2 Collecting intentions

Items considered for inclusion in the design collection are assessed according to four *content significance criteria*: contemporary, social benefit, innovation, and significance to the Asia Pacific region. Physical formats may be preferred for this collection. Collection items may also be selected to support exhibitions and public programming.

Items selected for the design collection are displayed in five key categories:

- *Public Places*: design disciplines associated with designing the public realm
- *Better Living*: design of products and services that sustain and improve quality of life
- *Communication*: graphic design, visual communication, book and editorial design, typography, digital and web-based design
- *Design Thinking*: history and theory of design, design criticism, education and practice, the strategic value of design in business and innovation
- *Fashion*: styles, trends, textiles, materials and sustainable fashion

3.3 De-selection

Items from the Asia Pacific Design Library may be identified for withdrawal on an individual basis or as part of a specific collection review, including annual review of the content before adding to the State Reference Library Collection. Rationale for items identified for withdrawal may include those which:

- are missing, or not returned from loan
- are damaged or in poor physical condition

- are duplicate titles within State Library collections
- have become available online
- have inaccurate or superseded information
- have low or no circulation history
- are in obsolete technologies and/or formats

4. Government Research and Information Library collection

Overview

The Government Research and Information Library (GRAIL) eresources collections aim to provide relevant information efficiently and effectively to public servants who work in the Queensland Government departments and agencies who are members of GRAIL. Include are print monographs and serials, databases, ejournals and ebooks.

4.1 Target audiences

The GRAIL eresource collection is targeted to staff at Queensland Government departments and agencies. It aims to support policy development, professional development and the delivery of public services.

4.2 Collecting intentions

The subject areas strengths in the GRAIL collection are:

- Public administration
- Governance
- Economics
- Urban planning
- Law
- Health
- Regional development
- Innovation
- Business
- Tourism
- Trade
- Human Resouces
- Leadership

Eresources may be purchased outright under perpetual license or made available through a subscription licence. Selection is based on factors including relevance, subject coverage, access and licence conditions, content and cost effectiveness.

4.3 De-selection

Databases and ejournals are reviewed annually at the time of renewal and de-selected if they are no longer considered relevant. Ebook titles are reviewed bi-annually and de-selected if the content is out of date.

Items may be identified for withdrawal individually or as part of a specific collection review or as part of the Information Collection de-selection process.

Rationale for items identified for withdrawal may include items which:

- are missing, or not returned from loan
- are damaged or in poor physical condition
- are duplicate titles within State Library collections

- have become available online
- have inaccurate or superseded information
- have low or no circulation history
- Are in obsolete technologies and/or formats

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