

Content guidelines: Information Collections

Objective

To provide collections that meet the research and information needs of Queenslanders and to enable all Queenslanders to engage in lifelong learning.

State Library's [Content Strategy](#) provides a decision-making framework for collections, including Information Collections.

Description

Information Collections underpin State Library's commitment to provide reference and information services to Queensland, as outlined in the Libraries Act 1988 (Qld).

The Information Collections comprise both print and eresources:

- **State Reference Library**, includes print resources and subscriptions to robust, relevant eresources which provide quality, current information.
- **Asia-Pacific Design Library (ADPL)**, a curated collection of books and journals supporting the design community. The collection focuses on the most recent and relevant design resources.
- **Government Research and Information Library (GRAIL)**, a collection providing relevant information resources to public servants who work in Queensland Government departments and agencies who are members of GRAIL.

Intent

Information Collections aim to

- be responsive and relevant to changing community information needs
- observe and confirm the rights of the individual to seek and access information
- provide quality and currency of information
- provide resources in a broad range of subject areas.

Information Collections observe and confirm the rights of the individual to seek and access information, therefore are provided free and without censorship.

Priorities for the Information Collections are reviewed annually in response to changing community requirements and usage patterns.

Content selection

Three criteria are used to assess all State Library collections: content, impact, and viability and accessibility.

These criteria inform a range of collection tasks including selection, description, preservation, storage, digitisation, discovery, access, engagement and deselection. Decisions, including what content we accept, decline and exclude are informed by these criteria. The three criteria must be considered collectively within the context of the collection's intended purpose.

1. Content

Items for the Information Collections are assessed for their attributes and qualities. The following factors can be considered:

- representation – ability to provide new perspectives and information
- ability to reflect diversity
- quality of information
- relevance of information.

2. Impact

How content is used is a key consideration when selecting and maintaining the Information Collections including:

- level of current, and anticipated usage
- ability to enable, establish or grow connection with diverse audiences and communities
- strong community outcomes to support government strategies
- ability of meet needs of all Queenslanders.

3. Viability and accessibility

In making collection decisions, consideration must be given to the following issues that may impact State Library's ability to make collections accessible and realise public benefit:

- physical condition
- copyright status
- access requirements that limit access and use
- cost of acquisition and processing
- storage requirements (physical and digital)
- level of description provided or required for discovery and access
- cost of acquisition, maintenance and storage.

State Reference Library Collection

Overview

The State Reference Library Collection comprises eresources and physical collections. Subscription to robust, high impact eresources provide quality, current information.

- Eresources are available online to all Queensland residents that are State Library members, with limited items only available onsite at State Library, as defined by publisher licence conditions.
- Physical items are available onsite and may be available as a lending collection to State Library members.

Target audience

The State Reference Library Collection is primarily aimed at the adult community but also supports use by senior high school students. It aims to support general knowledge seekers and those undertaking advanced independent study across a diverse range of subject areas. It provides resources to all Queenslanders, including those who may not have access to academic or other library collections.

Collecting intentions

The collection reflects a broad range of subjects to support the diverse needs of Queenslanders, with usage of collections a key driver for acquisition across each respective subject area.

Digital is preferred in alignment with State Library's Digital Technology Strategy. Physical formats for selected subject areas will continue to be collected where physical format is integral to the user experience.

Specific categories of material and formats are collected, including:

- **Eresources:** may include aggregated databases of journals and newspapers provided via subscription services. Some eresources may be purchased outright, ensuring perpetual access
- **Books and ebooks:** are primarily non-fiction across a diverse range of subject areas. (Works of literary fiction are only selectively acquired e.g. Australian and/or Queensland literary award winners. Children's works only include a representative selection of Australian or Queensland award winners)
- **Newspapers:** Australian newspapers are collected in print for onsite reading; subscription services provide access to many online newspapers
- **Reference:** works are only acquired in online formats
- **Family history resources:** works are only acquired in online formats
- **Journals and magazines:** physical formats are acquired for a curated selection which provided onsite. Online is preferred and available via subscription services.

Material not collected

- audio-visual material
- music scores (with exception where required to replace lost or non-returned items of significance)
- older material (more than 5 years) in all formats and subject areas
- freely available online material
- popular fiction children's literature (with exception of a selection of Australian award winners)
- 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.

Deselection

Eresources which are subscription services are reviewed annually to ensure they continue to meet the needs of target audiences. They may be discontinued if:

- usage is low, reflecting that they may no longer be considered relevant in meeting the information needs of the community
- an alternate eresource delivering similar content becomes available at a comparable or lower cost
- cost becomes prohibitive.

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

- are missing or not returned from loan
- are damaged or in poor physical condition
- are duplicate titles within other State Library collections
- have become available online
- contain inaccurate or superseded information
- have low or no use
- require obsolete technologies and formats.

The withdrawal process is managed in accordance with our Content Withdrawal Policy.

Asia Pacific Design Library

Overview

The Asia-Pacific Design Library (ADPL) is a curated collection of books and journals supporting the design community. The collection focuses on the most recent and relevant design resources. The collection is limited in size, with only the most current and relevant resources available.

Target audience

The ADPL Collection is principally aimed at the adult community, including:

- industry
- para-professionals
- academia
- educators
- senior high school and tertiary students.

Content selection

Items selected for the design collection are assessed according to four content significance criteria: contemporary, social benefit, innovation, and significance to the Asia Pacific region. Physical formats for this collection may be preferential where physical format is integral to the user experience.

Items selected for the design collection are aligned to 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

Deselection

Physical 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 an annual review of the content before rotation to the State Reference Library Collection. Rationale for items identified for withdrawal may include items that:

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

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

Government Research and Information Library

Overview

The Government Research and Information Library (GRAIL), comprises primarily of eresource collections, including databases, ejournals, and ebooks, aims to provide relevant information efficiently and effectively to public servants in Queensland Government departments and agencies who are members of GRAIL. Limited items are collected in physical format but may include print books and series that are otherwise unavailable in electronic format.

Target audience

The GRAIL collection is targeted to staff at Queensland Government departments and agencies supporting research for policy development, professional development, and the delivery of public services.

Content selection

The subject areas strengths in the GRAIL collection include:

- public administration
- governance
- economics
- urban planning
- law
- health
- regional development
- innovation
- business
- tourism
- trade
- human resources
- leadership.

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

Deselection

Eresources are reviewed annually at the time of renewal, and de-selected if they are no longer considered relevant.

Approved

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State Librarian and CEO

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