



# Content 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 e-resources

### 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 use to meet this 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. 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
- Ability to meet needs of target audiences

When selecting for the Information Collections, 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 highly important.

## 2. State Reference Library Collection

### Overview

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

- onsite at the State Library 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 State Library 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 Memory Collection material of relevant, popular content may be purchased but will not be retained in long term storage.

There is a preference for material available in electronic or digital formats, except where the print copy provides added value. Physical formats purchased include monographs, serials, newspapers 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:

- they are no longer considered relevant
- an alternate eresource (that meets selection criteria) for similar content become 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***

Monographs are collected where the content is not available in electronic format, or where the hard copy provides added value for the user.

### ***Serials***

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

### ***Newspapers***

A range of print newspapers are collected for use onsite at South Bank, the print newspaper collection is from Australian states (other than Queensland) and international. Newspaper issues are made available for clients in the reading room and are not stored long term. Online access is provided for a wide range of newspapers in English and multiple languages. Where possible access to back runs of newspaper issues are included in subscriptions.

### ***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 hard copy are collected which are not available for loan. The majority of reference works are collected in electronic formats.

### ***Business resources***

Business related resources in print and electronic formats are collected to support the small business sector, including Business Studio members.

### ***Family history resources***

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

### ***Fiction works***

Works considered to be literary fiction (award winners) are selectively acquired. Fiction works for children are also collected, to include a representative selection of Australian award winners and well-reviewed titles.

## **2.3 Material not collected**

- Older material (more than 5 years) in all formats and subject areas
- Non-Queensland 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
- Items which are damaged or in poor physical condition
- Items which are duplicate titles within State Library collections
- Items which have become available online
- Items with inaccurate or superseded information
- Items with low or no circulation history
- Obsolete technologies and formats

## 3. Asia Pacific Design Library

### Overview

The Asia Pacific Design Library, Design Collection located in the Design Lounge 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.

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 rotation to the State Reference Library Collection. Rationale for items identified for withdrawal may include:

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

## 4. Government Research and Information Library eresources 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. Formats include databases, ejournals and ebooks.

### 4.1 Target audiences

The GRAIL eresources collection target public servants who require information and research for policy development, providing advice to the government, professional development and providing services to the public.

### 4.2 Collecting intentions

The subject areas strengths in the GRAIL eresource collection are:

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

Eresources may be purchased outright under perpetual license or made available through a subscription licence. Selection is based on a number of factors including 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.

## Creative Commons license

---

© State of Queensland (State Library of Queensland) 2018

This policy is licensed under a Creative Commons Attribution 4.0 Australia licence. You are free to copy, communicate and adapt this work, so long as you attribute the State Library of Queensland.



For more information see <http://creativecommons.org/licenses/by/3.0/au>