

COLLECTION STORAGE PRINCIPLES

22 July 2008

The underlying principles for *collection storage* in the new Library are:

- locations are easily managed and communicated to clients
- the ASRS is managed and communicated as an integral/easily retrievable location
- all physical items also available electronically are stored in the ASRS
- large scale donations/purchases to be assessed for storage on a case-by-case basis

The underlying principles for the selection of items for the *Open Access Collection* in the new Library are that these items:

- reflect a teaching and research collection
- are responsive to user behaviour/requirements
- meet immediate needs
- provide a 'pathway' through a discipline or are representative of discipline, where this is easily identifiable
- are arranged using a minimum number of separate runs of call numbers

A. Open Access Collection

The Open Access Collection will contain:

1. All copies of the latest edition of monograph titles that have circulated once in the past five (5) years
2. All copies of new book titles acquired (except for those acquired for closed access collections) in the past five (5) years
3. Physical items that are in high demand by staff and students.
 - a. Reserve titles
 - b. Frequently used Reference materials
 - c. New serials display and current serial issues (last 2 years unbound)
 - d. Brunner Collection (except digitised items)
 - e. Past 5 years examination papers.
 - f. Microfilm – *SMH*, *AFR* and *Australian* newspapers only.

4. Physical collections that cannot easily be stored in the ASRS.
 - a. Sheet maps
 - b. Curriculum book, kit, poster, realia, etc. titles
 - c. Oversized items
 - d. Current 3 months loose newspapers
 - e. Loose-leaf services requiring constant interfiling.
 - f. Multi-volume works with separate indexes

5. Representative items from specific disciplines, such as:
 - a. Seminal works e.g. disciplinary classics
 - b. One example of collected works for each major author
 - c. Other items identified in consultation with academic staff

B. Automated Storage and Retrieval System

The Automated Storage and Retrieval System will contain:

1. All bound and non-current (more than two years old) serials
2. Monograph titles not circulated in past five years and not acquired in last five years.
3. Earlier editions of titles in Open Access Collection
4. All existing Stack and Offsite Store located items
5. All items that require equipment to view or use
 - a. Microfilm
 - b. Microfiche
 - c. Audiovisual (including Curriculum AV)
 - d. Reel to reel tapes
6. Items located in closed access areas in the existing Library. These items will be stored in dedicated, password protected bins
 - a. Rare Books
 - b. Identified items from Australian Collection
 - c. Theses
 - d. Closed Access
 - e. Palaeontology
 - f. Uncatalogued donations and special collections
 - g. Curriculum Historic Collection