

Collection Development Policy

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Please note: There are guidelines and processes in this document that are only available on the CQUniversity Library Intranet. These can be obtained by sending a request via email to information-services-admin@cqu.edu.au.

1 Principles

1.1 The CQUniversity Library Collection

The primary function of CQUniversity Library is to collect and provide access to information that is relevant to the learning, teaching and research programs of the University. The Library provides access to such information by acquiring electronic, print and other formatted materials which together form the collection.

The collection is dispersed across all its campus libraries. The libraries at Rockhampton, Gladstone, Bundaberg, Mackay and Emerald are referred to as the Central Queensland (CQ) campus libraries, while the libraries at Brisbane, Gold Coast, Sydney and Melbourne are referred to as the Australian International Campus (AIC) libraries.

The selection of items at each campus library reflects the learning, teaching and research focus of the particular campus. Undergraduate resources are generally purchased ('just in case' principle), and resources for postgraduate students, Honours and coursework Masters students are generally provided by a document delivery service ('just in time' principle). Liaison Librarians, Campus Library Managers and the Deputy Director (Information Services) collaborate in the development of collections. The library refuses to order any material that does not comply with the Collection Development Policy.

The catalogue contains records of all purchased and gratis materials.

The Library assesses the effectiveness of its collection development process on an ongoing basis. Measures used to achieve this include:

- client satisfaction surveys;
- the compilation of statistics on supply times and processing times; and
- qualitative evaluation of collection coverage in conjunction with analysis of usage figures and client groups.

1.2 Library Clientele Served

The collection is developed in accordance with the learning, teaching and research needs of the staff and students of the University. As such, students and staff of the University have priority access to all of the Library's services and facilities, and have exclusive use of all electronic resources.

CQ campus libraries are open to the public and walk-in users may use the collection as a reference resource. Community and corporate clients, including Alumni, may register to borrow physical resources. Students enrolled with other institutions may register for reciprocal borrowing entitlements under the University Library Australia Scheme (www.caul.edu.au/ula)

At the AIC libraries, access is limited to CQUniversity students, staff and registered alumni.

1.3 Collection Sharing

The Library operates a **Floating Collection** which is shared amongst CQ campus libraries. The physical collections of the Rockhampton, Mackay, Gladstone and Bundaberg campus libraries are viewed as one large collection spread across a number of campuses. Individual items in this collection move from campus to campus depending on demand. Emerald Learning Centre clients can request items from other CQ campus libraries, however all items originally purchased for Emerald stay at that location.

Inter-campus loans are processed according to the [Floating Collection Guidelines](#).

The collections at the AIC libraries (Brisbane, Gold Coast, Melbourne and Sydney) are not part of the floating collection.

1.4 Purpose

The Collection Development Policy aims to:

- provide a practical guide for Library staff responsible for the selection of collection materials
- provide a tool which facilitates the coordination of selection within the library and defines the scope of existing collections
- provide a mechanism to measure progress towards meeting collection goals and to aid strategic planning
- provide an instrument for responding to client needs and demands
- indicate to the University and its communities the nature and depth of the library's holdings
- provide a vehicle for cooperative collection development with other libraries and organisations
- contribute to fulfilling the requirements for the accountability of the organisation.

The provision of library services at offshore sites is organised by the local service provider and is not addressed by this policy.

1.5 Audience

This policy has relevance to library staff and staff and students on all campuses. Specifically it:

- helps Liaison Librarians and Campus Library Managers co-ordinate collecting activity by defining collecting levels and outlining the processes and procedures associated with building the collection, and
- promotes the scope, breadth and nature of the collection to all clients.

2 Scope of the Collection

2.1 Background to the Development of the Collection

From its commencement in 1967 and up until the Capricornia Institute of Advanced Education became the University College of Central Queensland in 1989, the University of Central Queensland in 1992, and Central Queensland University in 1994, the collection has been developed to support the learning and teaching programs of the institution.

The transition to university status necessitated that research programs also be supported. It now generally offers support for research via inter-library loans, a document delivery service and electronic services.

To support online course offerings and to increase accessibility of material for all staff and students independent of their location, electronic resources are given preference over physical resources.

2.2 Collecting Levels

The broad level of the collection supports undergraduate and postgraduate studies. See Appendix A for discipline areas.

2.3 Monographs

Liaison Librarians and Campus Library Managers are each given a budget allocation for monograph purchases for their discipline areas and/or campus, and are expected to liaise with clients to identify needs and to collect, prioritise and place orders.

2.3.1 Selection Guidelines - Monographs

The following guidelines assist in the selection of monographs (including purchases and donations):

Quality - The information offered should be authoritative, reliable and well organised.

Currency - This is dependent on the subject area for which the monographs are being selected. In areas such as history and psychology, publication dates are often irrelevant. In areas such as nursing, they can be critical.

Demand - Multiple copies and multiple licences may be required to cope with possible high usage of a resource. When selecting monographs, Liaison Librarians need to consider demand across all CQ campuses. With regard to the number of prescribed textbooks purchased, see section 2.6.1.

Relevance - Resources must relate to the educational and/or research programs of the University and/or the wider personal development of clients.

Access - Resources must be available for loan or reference at a library. In the case of electronic resources, the licence and technical implications must be checked. Unlimited access for all CQUniversity staff and students, irrespective of location (national and international) is preferred, unless cost or licensing conditions preclude this. Where appropriate, for example if a new e-Book platform is required, an [Order and Evaluation Form](#) is to be completed.

Format - In the interests of equity, electronic access is preferred. In the case of multimedia, commonly available formats are selected. The preferred electronic format for publications is portable document format [pdf] or through a recognised e-Book platform. It is recognised that e-Books may have limited numbers of concurrent users, annual access limits and printing/download restrictions, depending upon the various e-Book providers. When only print is available, the preferred format is paperback. Video recordings are purchased in DVD format. Region 4 and Region Free DVDs are preferred but if unavailable, Region 1 or 2 are acceptable.

Sharing Resources - Attempts to rationalise the purchase of resources are made by considering alternative resources, including other collections in the region and cross disciplinary use of resources.

Course Accreditation Committees - Course Accreditation Committee guidelines must be followed.

Resourcing - Cost of resources should be considered in relation to the expected student numbers and the amount of usage.

2.3.2 De-selection guidelines - Monographs

Regular de-selection is an important part of keeping the collection relevant to the needs of the University community. While not a preservation library, the Library aims to build a well-rounded collection and de-selection is undertaken to ensure the currency, quality and relevance of the collection is maintained. Further guidance is provided at section 2.5 regarding permanent retention of resources.

When areas of need for review are identified, the Manager (Lending and Corporate Services) generates usage reports to assist with the de-selection and relocation of resources. The Access Services Librarian provides a list of e-Books upon request. Useful criteria to consider may include:

- usage – titles not used within the last 5 years
- multiple copies
- older editions
- in selected cases publication date may also be useful

Liaison Librarians and Campus Library Managers, in consultation with academic staff, use the following guidelines to de-select:

Quality – In light of current literature, only monographs which are authoritative, reliable and timely should be kept.

Currency – Superseded editions should be checked and discarded if no longer up-to-date. Any items with misleading, inaccurate or dated information should be discarded.

Demand – Usage figures are available and should be checked. Although usage varies between disciplines, a resource not used over a five year period should be considered for de-selection.

Format – Current technology must be available to use the items. Resources requiring outdated technology should be considered for replacement, format-shifting or withdrawal (subject to copyright considerations).

Condition - All items should be in good condition with all essential parts (e.g. CD kits) or sections present and in working order. Items requiring significant repairs should be assessed by Liaison Librarians or Campus Library Managers first, to determine if withdrawal and/or replacement is warranted.

2.3.3 Request for Purchase - Monographs

Academic staff and students may submit suggestions for the purchase of monographs to their Liaison Librarian or the relevant Campus Library Manager verbally, via email or by using the [Suggest item for library purchase form](#). This activity is co-ordinated by the Deputy Director (Information Services).

Requests for purchasing monographs are added to the Acquisitions Section at Rockhampton either through internal mail or by email at library-orders@cqu.edu.au by Liaison Librarians, Campus Library Managers and staff responsible for acquisition accounts. The essential information Acquisitions staff need for processing purchase requests are:

- bibliographic information
- number of copies
- locations of these copies
- funding source
- preferred format, if outside collection guidelines.

Standing orders are not the preferred library option for acquiring resources.

2.3.3.1 Recreational Collection

The Recreational Collection is a browsing collection and our aim is to give access to current high demand titles quickly. As such:

- acceptance of donations for the collection are discouraged as usage analyses indicate that current purchased titles are much more heavily used than older donated ones,
- four copies of each title are ordered and distributed across the CQ campus libraries.

2.3.3.2 Expensive items

The purchase of single items costing more than \$500, or multiple copy purchases which total more than \$2000 (excluding set texts and recommended readings) are discussed with and supported by members of the faculty/school for which the item is being purchased. These purchase requests are then raised and discussed at an Access and Collection Development Committee meeting. The Director, or nominee, then approves the placement of the order. Details of decisions to purchase resources are forwarded to Library Orders (library-orders@cqu.edu.au) by the relevant Liaison Librarian.

More detailed guidelines for staff ordering resources are available from the 'FAQs for Librarians' section of the [Acquisitions website](#).

2.4 Serials

The Library has a defined budget and staff work collaboratively to identify and discuss priorities.

2.4.1 Selection Guidelines – Serials

CQUniversity Library aims to provide access to a broad collection of serials with depth in the discipline areas that form the teaching, learning and research focus of the University. In the interests of equity, electronic resources are preferred. When selecting new titles, the following criteria are considered:

- whether or not comprehensive electronic access is available
- relevance of Open Access journals and other freely available electronic resources
- embargo periods
- cost, and other title/s of equivalent value which can be cancelled to fund the selected title

- the size and nature of the collection in the subject area related to the recommended subscription
- where the title is indexed , cited and reviewed
- demands for Inter-Library Loan and Document Delivery Services
- local, state and national holdings
- whether or not backsets are necessary (e.g. to support the introduction of a new discipline)
- the availability of a sample copy/trial.

Recommendations are made on the [Order and Evaluation Form](#). Generally, suggestions for new subscriptions are considered as part of the annual Review of Serials where all subscriptions are authorised by the Director, or nominee.

2.4.2 Serial Review Guidelines

Serial subscriptions are reviewed regularly to ensure the collection continues to meet the Library's objectives. Serials usage is monitored on all titles, where possible, to assist in evaluation and de-selection. An annual review of subscriptions is completed by the end of August each year.

Serial subscriptions may be cancelled when:

- the title(s) no longer meet the learning, teaching and research focus of the University
- the lack of an index constrains access and use
- there are duplicate holdings readily available from a local, state or national source
- holdings are available electronically and print overlap is no longer required.

The annual serials review also deals with database suites and serial datasets. Suites and datasets are assessed in terms of scope, coverage, relationship to learning, teaching and research at CQUniversity, audience and relationship to other subscriptions. If usage data is available, it is also taken into consideration. New offers are evaluated using the same criteria.

2.4.3 Request for Subscription – Serials

The Library maintains responsibility for the ordering and management of serials subscriptions.

All subscriptions must undergo an evaluation by academic and Library staff. The following guidelines apply to both print and electronic subscriptions:

- The availability of serials in electronic format and the access to document delivery services means that it is not necessary for the collection to include very expensive or low use print titles.
- Wherever possible, electronic is preferred to print format. The most efficient use of library resources is the overriding consideration. Licence agreement restrictions are considered before any electronic product is ordered.

Subscriptions are ordered or renewed by the Serials Section (library-serials@cqu.edu.au) of Resource and Access Services on an annual basis.

The Serials Officer tables a list of subscriptions due to expire within the next two months at Access and Collection Development Committee meetings. Before any new electronic subscriptions or online platforms are ordered, the licence agreement must be approved by the Deputy Director (Resource and Access Services).

In the case of subscriptions:

- the Electronic Services Librarian liaises with CAUL
- the Serials Officer liaises with non-CAUL vendors
- where decisions regarding the relevance of contents are difficult, or if further clarification or evaluation is required, trials may be arranged
- potential licensing issues and availability of funding should be determined prior to a trial being requested.

Recommendations by academic staff are appropriately actioned by the relevant Liaison Librarian. Such recommendations may be accepted, denied or kept aside, pending further discussion and/or investigation.

In the event of subscriptions being purchased from non-library funds, a three-year subscription must be funded by the relevant faculty to ensure some degree of continuity. Three years is considered a reasonable period over which to assess the usefulness of a title. Such subscriptions are ordered through the Library and maintained by the Library.

It is not library policy to purchase personal subscriptions to journals.

2.5 Permanent Retention of Resources

2.5.1 Monographs

Liaison Librarians and Campus Library Managers, in conjunction with academic staff, determine which monographs are relocated to the Rockhampton Store area for permanent retention. Only items considered of permanent or long term value are relocated to the Store.

Resources which involve research or content contributed by CQUniversity staff and students may be considered for permanent retention in the ACQUIRE collection.

2.5.2 Print Serials

Where print serials are relevant to the learning, teaching and research focus of the University and are not duplicated in stable electronic resources, they should be permanently retained. If duplicated in electronic format, retention of print serials should be justified by the relevant Liaison Librarian, in consultation with Academics. Reasons for keeping print holdings which overlap electronic holdings may include:

- images, layout, graphics or tables are unavailable in the electronic version
- licence restrictions on electronic version prevent linking, so a hard copy is required to scan for CROs
- a significant backset has been collected and is considered a journal of significance
- electronic version is incomplete, or selective
- significant Australian content.

The latest five years of currently received titles are available in the Journal Collection, while earlier issues and titles that are not currently received are located in the Store. Any duplicate issues are discarded at the time of relocation to the Store.

2.5.3 Electronic Resources

Permanent retention of electronic resources, both serials and monographs, is dependent upon licensing arrangements of the various database providers.

2.5.4 Replacement of resources

As resources from the collection are declared 'missing' or are damaged, Liaison Librarians and Campus Library Managers are notified via reports co-ordinated by the Manager (Lending and Corporate Services). Resources may be replaced if they are in demand, current, available and relevant to the collection. Replacement monographs are purchased from the relevant faculty's funds. In the case of 'out-of-print' titles (no longer commercially available), replacement photocopies or reformatted items may be considered, subject to copyright legislation.

2.6 Selection and Purchasing Guidelines

2.6.1 Textbooks

As a general rule:

- Students are expected to buy their own prescribed textbooks and this expectation is outlined in individual course profiles.
- The Library purchases one copy of the prescribed textbook per CQ campus where the course is offered and an additional copy if the course is offered in Flex mode.
- The Liaison Librarian or Campus Library Manager may request the ordering of additional copies in exceptional circumstances (e.g. limited availability of a text or texts used across multiple courses in one term.) AIC libraries purchase two copies for the first 20 students, then one for every subsequent 20 students or part there of.

2.6.2 Solutions and Instructor's Manuals

Solutions manuals and Instructor's manuals are not purchased for the Library collection unless requested by the lecturer.

2.6.3 Out of Print Material

Requests for out-of-print material are handled on a case by case basis. Where out of print material is needed to meet the specific requirements of a course, the following options may be considered:

- provision of links to open access material
- copy of material under Course Resources Online, subject to meeting copyright conditions
- photocopy of print material, subject to meeting copyright conditions
- document delivery.

2.6.4 Document Delivery Services

Document Delivery services are available for all CQUniversity staff and students. Requests through this service are regularly analysed to see if frequently requested materials or recent publications should be purchased for the collection. Guidelines for the Document Delivery service are available on the [Document Delivery webpage](#).

Document delivery requests for research students and eligible staff are funded from [Researchdoc](#).

The library has made available a small budget (\$1,000 in 2010) to fund document delivery requests for undergraduate and postgraduate course work students. These funds may be used to order resources for CQUniversity approved topics or assessment tasks and is conditional on:

- students conducting a thorough search of the Library catalogue and databases and ascertaining that sufficient relevant materials are not available locally or by inter-campus loan.
- Liaison Librarians checking that relevant materials are not available locally or by inter-campus loan.
- document delivery requests falling within the usual costs associated with document delivery in Australia.
- usual timelines associated with document delivery being observed. Fast track requests will not be approved.
- students forwarding the details of the request and a completed [copyright declaration form](#) to the relevant Liaison Librarian (who complete the request, adding “Library – Undergraduate Funds” as the funding source).

2.6.5 Purchases from Non-Library Funds

The Library catalogues resources purchased from non-library funds on the condition that all material is housed in the library and is available to all library clients. It is preferable that funds are ‘transferred’ to the library prior to resources being purchased.

2.6.6 Conference Proceedings

The Library aims to collect relevant conference proceedings. Conference proceedings can be difficult to acquire due to the transient nature of conference organisations.

Academic staff who attend conferences are encouraged to purchase relevant proceedings. The item and the receipt should be forwarded to the Library for reimbursement. Conference papers authored by CQUniversity researchers should be submitted to ACQUIRE.

2.6.7 Reports

Reports and handbooks are received from a variety of sources. They are retained for a variable time period. The following table provides guidance on selection and de-selection of reports.

Type	Annual Report	Newsletter	Research Report	Statistical Report	Handbook
Central Queensland University Publication	Keep	Keep	Keep	Keep	n/a
University (Faculties/divisions) within Australia	Discard	Discard	Liaison Librarian to advise	Liaison Librarian	Discard
University (Faculties/divisions) outside Australia	Discard	Discard	Discard	Discard	Discard
University Libraries within Australia	C2Y*, if not on web	Discard	Deputy Director (Information Services)	Deputy Director (Information Services)	Discard

University Libraries outside Australia	Discard	Discard	Deputy Director (Information Services)	Deputy Director (Information Services)	Discard
State Governments (including their libraries)	C2Y, if not on web	Discard	Liaison Librarian to advise	Liaison Librarian to advise	Discard
Commonwealth Government (including its libraries)	Discard	Discard	Liaison Librarian to advise	Liaison Librarian to advise	Discard
Private company reports within Australia	Liaison Librarian to advise	Discard	Liaison Librarian to advise	Liaison Librarian to advise	Discard
Private company reports outside Australia	Liaison Librarian to advise	Discard	Liaison Librarian to advise	Liaison Librarian to advise	Discard
Working papers and technical reports donated	Liaison Librarian to advise	Discard	Liaison Librarian to advise	Liaison Librarian to advise	Discard
All local area reports from Capricornia CQ Collection	Kept in Capricornia CQ Collection indefinitely	Liaison & CQ Collections Librarian	Kept in Capricornia CQ Collection indefinitely	Kept in Capricornia CQ Collection indefinitely	Regional Collection Library

*C2Y=current 2 years held

Annual reports from any other libraries and bodies/associations not listed above are treated as 'display and discard' unless they have specific relevance to the Library.

3 Areas of Responsibility

The Collection Development Policy and collection development activity is co-ordinated by the Deputy Director (Information Services). The Deputy Director (Resource & Access Services) supervises licensing, ordering, cataloguing and end-processing of all resources. Responsibility for the development of the various library collections is delegated to Liaison Librarians and Campus Library Managers according to their areas of responsibilities.

The development of the Capricornia CQ Collection is co-ordinated by the CQ Collections Librarian. Regional Collections are the responsibility of the CQ Campus Library Managers. Decisions about collection development activity are discussed at the Access and Collection Development Committee meetings.

Collection development responsibilities of Liaison Librarians and Campus Library Managers include:

- keeping the collection up to date
- developing the collection according to the academic focus of the University
- monitoring and co-ordinating orders from academic staff (particularly for duplication and balance).

Academic staff play a vital role in:

- identifying resources to support areas of learning and teaching and ensure they meet the ongoing and future needs of students
- identifying resources to support areas of research.

Liaison Librarians and Campus Library Managers actively consult with academic staff to ensure that discipline collection areas remain current and relevant. Other members of the Library staff are encouraged to recommend resources for the various library collections.

Suggestions for library purchase may be made to a Liaison Librarian or via the Library website form [Suggest item for library purchase](#).

4 Resource Funding

4.1 Purchase Authority

All material purchased by the Library must be approved by the Director, or delegate. Purchasing for the AIC libraries must be authorised by the delegated manager, C Management Services.

4.2 Budget

The Director allocates a budget for the purchase of monographs and subscriptions. From the total allocation, the Director apportions funds between subscriptions and monographs. Funding for subscriptions is allocated on the basis of discipline need. Monographs are then subdivided by formula for notional allocation to Liaison Librarians for expenditure on resources to support faculty/discipline areas. The Deputy Director (Resource & Access Services) has the responsibility for the administration of this budget. Further detail is provided in 4.3 and 4.4.

Funding for Brisbane, Gold Coast, Melbourne and Sydney Libraries is provided by C Management Services and is determined independently on the advice of the Campus Library Managers.

4.3 Monograph Funding

The formula for the distribution of monograph funds is reviewed annually according to the budget and the perceived needs of clients.

In general, the allocation for CQ campus libraries is approximately:

5% of the total materials budget for general purchases. General funds were allocated to specific areas according to requirements.

6% to discipline areas on a flag fall basis.

29% according to EFTSL at the third semester census date of the previous year. (Enrolments at AICs and overseas campuses are not considered in this allocation.)

60% to schools according to an average reading factor.

(The average reading factor relates to the number of items needed to support learning in a

particular course of study. In courses such as history there is a high dependence on resources and the reading factor is high. In practical courses, e.g. laboratory science, dependence on resources is much lower and the reading factor is low.)

Allocations to Liaison Librarians for discipline areas cover purchases for all CQ campus collections.

The Vanderlinde Trust is in memory of a former student. The interest earned annually from the trust is used to purchase health science / nursing titles for the collection.

Once the budget has been drafted on a formula basis there may be disproportionate amounts allocated to some faculties or schools. The Director, Deputy Director (Information Services) and Deputy Director (Resource and Access Services) review these allocations at the start of the year and on an ongoing basis throughout the year. When changing allocations, factors such as perceived requirements, availability of material, enrolments and previous allocations, are taken into consideration.

The AIC libraries are responsible for developing individual campus monograph budgets and advising the Deputy Director (Resource and Access Services) at the start of each year the detail of these funds for allocation in to Virtua. The funds are broken down into the following areas

- Readings
- New Courses
- Main collection and
- Inter-Library loans (MIC and SIC only)

4.3.1 Vending Machines Purchases

These funds are used for the purchase of new titles for the Recreational Collection at CQ campuses and are allocated several times a year via the Library Management Committee. The ordering of replacement copies of popular recreational collection titles are part of this process.

4.3.2 Penalties Money Purchases

Monies recouped from students for the payment of library penalties at Bundaberg, Gladstone and Mackay Libraries may be used by the Campus Library Managers to:

- contribute to the local collection e.g. local directories, maps etc.
- enhance/strengthen the collection
- provide resources which can be used across a number of disciplines
- provide additional recommended readings.

Use of monies recouped from students for the payment of library penalties at the AIC libraries is determined by C Management Services.

4.4 Serials Funding

The Library has a budget for subscriptions based on the previous year's expenditure plus a factor for inflation and currency movements. The Director may choose to apportion more to the serials budget according to the amount and type of material available by subscription.

Although funds for subscriptions are not subdivided by faculty or school, the Library endeavours to maintain a reasonable balance between discipline areas in terms of the number of subscriptions titles. Annually, Deans of Schools are sent lists of subscriptions in their discipline area to review and suggest changes to subscriptions where appropriate. New titles or database suites are generally only ordered if cancellations to a similar value are made. The AIC libraries are responsible for developing individual campus print serial budgets.

The Deputy Directory (Resource and Access Services) advises the designated C Management Services representative of the anticipated electronic subscriptions costs subject to the annual Serials Review and inflation and currency cost.

4.5 Research Funding

Each year, the Office of Research allocates funds to the Library to provide resources to support research activity within the University. The funds are managed by the Deputy Director (Resource and Access Services). The selection of resources purchased from these funds is coordinated by the Liaison Librarians (Research) and discussed at the Access and Collection Development Committee meeting. The following resources and services are considered:

- subscriptions including databases and indexes
- document delivery
- monographs
- alerting services
- materials for inclusion in the institutional repository (ACQUIRE).

The actual disbursement of these funds is dependent on the requirements of researchers at the time.

4.6 New Courses and Programs Funding

All new courses offered by the University must be approved by Academic Board. Staff members in the faculties enter details of new courses and programs on the University's program and course approvals system. Once approved by the relevant Faculty Education Committee (FEC), these details are circulated to the various divisions to assess the resource implications for each new course and program. The Deputy Director (Information Services) is responsible for ensuring that proposals are circulated to the relevant Liaison Librarian and that resource implications for the Library are entered into the system one week prior to each meeting of the Education Committee of Academic Board (ECAB). Generally resources for new areas not previously supported by the Library Collections are recharged to the faculties.

Processes outlining the use of the system and the assessment of new courses and programs can be found at on the Information Services [intranet](#).

5 Lending Collections

5.1 Monographs

Monographs account for the majority of the Lending Collection at each campus library.

5.2 Curriculum Materials Collection

The Curriculum Materials Collection consists of teaching resources used in early childhood centres and primary and secondary school classrooms. These include school textbooks, curriculum syllabuses and materials, books, kits, sample units, posters, software and other instructional items. Materials relating to areas such as pedagogy, curriculum design, educational philosophy and theory are included in the Lending Collection.

5.3 Course Study Guides and Resource Materials

A collection of printed study guides and resource books produced by the University for specific courses may be kept at the AIC libraries. Materials for current courses only are collected and replaced with each new edition. Materials for online courses are not collected and materials for superseded courses are discarded.

5.4 Journal Collection

The Journal Collection comprises physical resources that are issued in parts over an extended or indefinite period of time (i.e. serials). The collection includes journals, almanacs, annual reports, research reports and some newspapers. Resources within the collection are available as print items (either single issues or in bound volumes), CD-ROM, DVD or microfilm/microform.

5.5 Music

The Music Collection consists of music-related books and scores (including orchestral, miniature, choral, Big Band), CDs, DVDs, kits and theatre programmes. All items, except those listed below at 5.5.1 and 5.5.2, are part of the Floating Collection.

5.5.1 Mackay Orchestras Inc. Collection

The Mackay Library currently holds the Mackay Youth Orchestra and Mackay Orchestras Inc. Music Library Collection which consists of various community orchestral collections.

This collection is managed by the Campus Library Manager (Mackay) and Liaison Librarian – Music and Performing Arts, in consultation with the current Librarian of Mackay Orchestras Inc. and according to the Lending Agreement between the Library and the Mackay Orchestras Inc. committee.

Borrowing is at the discretion of the Campus Library Manager (Mackay).

5.5.2 Alfred Epplere (1890-1983) Music Collection

This collection is formed around items from the collection of Alfred Epplere, a well known former Mackay music teacher and identity. The collection consists mainly of sheet music and music albums, which are either shelved amongst the main music score collection at the Mackay Library and available for loan, or located with the Rare Music Collection according to specific criteria, see section 7.4.2.

5.6 Recreational Collection

Each library provides a separate browsing collection of current popular titles including fiction, television and film releases to meet the recreational needs of library clients. (Fiction titles relating to courses and programs of study or deemed to have long term literary merit are ordered and located in the Lending Collection. At times, copies of titles may be included in both the Lending Collection and the Recreational Collection.) All items at CQ campuses are part of the Floating Collection.

Selections are based on one or more of the following criteria:

- bestselling authors and / or titles
- national and international prize winning titles
- short listed titles for national and international competitions, including the Miles Franklin Award, the Australian / Vogel Award, Prime Minister's Literary Prize for Fiction, Man Booker Prize, National Book Awards, Commonwealth Writers' Prize and Costa Book Awards.
- major Australian authors and producers
- positive reviews
- recommendations from patrons.

Paperback, DVD and CD are the preferred formats for this collection.

The responsibility for the selection and maintenance of the Recreational Collection at CQ campuses rests with the Deputy Director (Information Services) or nominee, and at AIC libraries rests with the Campus Library Managers

5.7 Travel the World Collection

The Travel the World Collection, co-located with the Recreational Collection at Rockhampton Campus (and other campuses at the discretion of the Campus Library Managers), is a collection of travel-related resources. Selection is likely to include popular travel destinations, with an emphasis placed on visually attractive resources such as Eyewitness Travel Guides (Dorling Kindersley) and Australian publications such as Lonely Planet Guides.

The responsibility for the selection and maintenance of the Travel the World Collection rests with the Deputy Director (Information Services) or nominee.

6 Electronic Collections

Most electronic resources are available from all locations via the internet, however some electronic resources published on CD-ROM/DVD may only be available for use on networked computers in the libraries, including maps, statistics and historical data.

6.1 ACQUIRE (CQUniversity's Institutional Repository)

CQUniversity's digital repository, ACQUIRE captures, describes and, subject to publisher permission and/or research grant conditions, provides online, open access to the University's research publications and datasets. ACQUIRE metadata is harvested by internet search engine such as Trove, Google and Google Scholar, thereby exposing the University's research to the world. The University's [Institutional Repository Policy](#) provides details regarding who may submit to the collection and the types of research outputs that may be included. Research outputs captured within ACQUIRE are retained permanently.

Physical items may be collected for ACQUIRE – see 7.1.

6.2 Course Resources Online (CROs)

Course Resources Online (CROs) is a collection of print and multimedia resources that have been made available online to CQUniversity staff and students, subject to the provisions of the *Copyright Act 1968*, or with publisher permissions.

Selection of [CROs](#) is made by academic staff and is generally limited to 30 items per course.

6.3 e-Journals

e-Journals comprises electronic resources that are issued in parts over an extended or indefinite period of time. The collection includes scholarly journals, popular/trade journals, annual reports, research reports and newspapers (i.e. serials). There are also numerous conference proceedings available online. Most of the e-Journals are delivered through subscription databases, although some relevant web-based journals are linked through the library as well. These resources are accessible through the Library Catalogue and the Library's [e-Books and e-Journals website](#).

6.4 e-Books

Increasingly monographs are made accessible as e-Books (electronic books), which provides equity of access to users across all locations. These resources are accessible through the Library Catalogue and the Library's [e-Books and e-Journals website](#).

6.5 Photographs

The Library is in the process of digitising photographs from the Capricornia CQ Collection for viewing online through the Library Catalogue, see - 7.8.1.

6.6 Websites

Information on websites often supports learning, teaching and research. A website may be considered for inclusion in the Library catalogue if:

- it is listed as essential reading on a course profile or within course material,
- it is considered critical by the Liaison Librarian in terms of learning outcomes within a course, or
- it meets the ready reference needs of clients and makes a unique contribution to the list of ready reference sources.

Websites deemed suitable for inclusion in the catalogue are taken to the Access and Collection Development Committee meeting and if approved the Liaison Librarian should complete the relevant order form for free electronic resources.

Websites which provide additional or supplementary information are added to LibGuides but are not catalogued.

7 Non-Lending Collections

7.1 ACQUIRE (Physical)

CQUniversity's institutional repository ACQUIRE captures the University's research publications and datasets (see 6.1). Where digital copies of research publications are not available and/or publisher permission for open access is unlikely to be granted (eg. for books and book chapters, DVDs), a physical copy is purchased. Conference proceedings may be purchased for this collection if they contain multiple papers indexed in ACQUIRE. Resources in this collection are not available for loan, but can be used at CQ campus libraries. At the time of ordering for the ACQUIRE collection, Liaison Librarians are to determine if additional copies are required for the Lending Collection and/or a Regional Collection.

7.2 Maps and Atlases

The Library holds a collection of census, geological, topographical, cadastral and political maps and atlases. The Library comprehensively collects maps of the Central Queensland region and selectively collects maps of Queensland and the rest of Australia. The Library also aims to have a basic collection of world maps. Most map and atlas resources are for use in the Library only.

7.3 Newspapers

Current and past issues of selected local, state and national newspapers are collected in a variety of formats. Each campus library collects copies of its local daily newspaper in print. Newspapers are kept for a limited time period at the discretion of the Campus Library Manager. A permanent copy of Rockhampton, Queensland and national newspapers is kept in microfilm format in Rockhampton.

Online access to the text of many Australian and international newspaper articles is provided through e-journals – see 6.3.

7.4 Rare Items

7.4.1 Rare Books Collection

The Rare Books Collection comprises materials considered rare because of age, uniqueness or aesthetic importance.

An item is considered for inclusion if it meets one or more of the following criteria:

- It was published before 1901.
- It is an irreplaceable or unique edition, e.g. a limited edition of value in respect to content, an important association or autographed copy, a first edition of significance or an edition of special note.
- It is of aesthetic importance, including fine printing, illustration or binding.
- A copy is held in the National Library of Australia's "Rare Books Collection".

Most of the items in the Rare Books Collection are located in the Capricornia CQ Collection for preservation purposes. Some items are located in the Mackay Regional Collection.

The collection is not limited to the geographical area designated as Central Queensland. The type of material collected is predominantly, but not exclusively, Australiana.

The above criteria is designed to provide a context for selection, however it should be noted that selection still involves an element of subjectivity.

Donations of rare books are considered by the CQ Collections Librarian in consultation with the Deputy Director (Information Services) and the Director of Library.

7.4.2 Rare Music Collection

The Rare Music Collection includes items from the Alfred Epplere (1890-1983) Music Collection, as well as other music items considered rare because of age, fragility, uniqueness or aesthetic importance.

Many of the items, despite being published in the 20th century, are housed in the Rare Music Collection due to their fragility and ephemeral nature.

Donations of rare music are considered by the Liaison Librarian - Music and Performing Arts, in consultation with the Director and Deputy Director (Information Services).

7.5 Reference Collection

A Reference Collection is available at each campus library and comprises resources such as indexes, bibliographies, directories, style guides, encyclopaedias, thesauri and dictionaries. The collection also contains ready reference resources and the selection of these resources is based on their ability to provide quick consultation and perceived frequency of use by library clients. Ready reference

resources are shelved separately at the Rockhampton Library. All print reference resources within the Reference Collections are non-circulating, however Flex students may request photocopies of required material, subject to copyright limits.

Some reference-type resources, such as English and subject dictionaries, are included in the Lending Collection at each campus and are available for borrowing.

7.6 Statistics and Census Data

The Australian Bureau of Statistics (ABS) publications and data are available publicly on the ABS website (<http://www.abs.gov.au>). Currently all ABS publications from 1994 onwards are available full-text and the ABS is in the process of digitising issues earlier than 1994 for a range of key titles.

The Library does not generally keep print copies where publications are available online, apart from the following exceptions which are kept regardless of online availability:

- publications containing data at the level of Local Government Area or Statistical Local Area for Central Queensland and the corresponding publications in the same category for Australia (e.g. 5460.3 and 5460.0).

Electronic Census products purchased from ABS (e.g. CDATA) are networked to library computers. Statistics other than ABS data are collected as monographs or serials through normal collection processes.

Selected material may be retained permanently (Rockhampton Store).

7.7 Theses

7.7.1 CQUniversity Theses

CQUniversity theses are deposited into the Theses Collection located at Rockhampton Library. Resources in this collection include:

- CQUniversity research higher degree theses, including Doctorate and Masters by Research degrees
- selected postgraduate Coursework Dissertations completed in conjunction with coursework for a program
- Professional Doctorate Theses involving a course of study leading to the degree of Doctor which combines advanced coursework and/or practicum and research
- Final Year Engineering Projects.

Since 2007, it is mandatory to also submit electronic copies of CQUniversity theses into ACQUIRE. PhD and Masters (Research) theses are harvested from ACQUIRE (see 6.1) by TROVE (National Library of Australia search engine) <http://trove.nla.gov.au/>.

7.7.2 Deposit Guidelines

Higher degree research theses are deposited via the Office of Research. The Library does not accept print copies of theses directly from students unless it is a second copy. The second copy may be

placed in the Lending Collection or another appropriate collection at the discretion of the Campus Library Manager and/or CQ Collections Librarian.

Students have the right to restrict access to their thesis for a limited time e.g. one year.

7.7.3 Theses from Other Institutions

Theses from other universities are selectively acquired as monographs or through Document Delivery for inclusion in the Lending Collection or relevant Regional Collection.

7.8 Regional Collections

Rockhampton, Mackay, Gladstone and Bundaberg Libraries each host a special collection of locally-focused resources which aim to preserve the history of Central Queensland and to provide regional resources for use by local scholars and researchers.

The geographical area designated as Central Queensland for the purpose of collection development, is defined as extending between Bundaberg and Mackay, from the offshore islands and westwards to the Northern Territory border. Collections from a specific region may be housed in the relevant CQ campus library. Queensland Regional maps are available online:

<http://www.tmr.qld.gov.au/Community-and-environment/Regional-information.aspx>

The content of the collections is determined by such factors as relevance to the area, usage, preservation requirements, technological requirements, donor requests, and the relationship to the rest of the collection.

In addition to published materials, the Regional Collections may collect some unpublished materials and 'grey literature'. Grey literature in the form of unpublished reports and working papers produced by local stakeholders are only accepted if it contains no commercial-in-confidence content.

In cases where resources are offered as donations to the Library and the resources fall outside of the Library's collecting policy, the Library may recommend that they are passed on to other collections external to the Library. The Library co-operates with other agencies in ensuring that resources relating to Central Queensland are preserved.

The Library collects posters and programs of CQUniversity performing arts productions for research purposes. These are located in the relevant regional collection, predominantly the Mackay Library Regional Collection for items promoting the Central Queensland Conservatorium of Music productions in Mackay. Items are catalogued as manuscripts.

The archival records of CQUniversity and its predecessor institutions are the responsibility of the Records Management Office, and are generally not collected in the Regional Collections, except as they may pertain to the history of Central Queensland – see section 7.9.

7.8.1 Capricornia CQ Collection

The Capricornia CQ Collection acquires, by purchase or donation, regional resources for use by scholars researching any aspect of the Central Queensland region. The content of this collection consists of material which deals with, in whole or in part, some aspect of Central Queensland. The

proportion of such content is usually at least one quarter but this may vary from time to time according to the relevance and importance of the document or the information within it.

While the main focus of the Capricornia CQ Collection is Rockhampton and the Fitzroy Region (also known as the Capricorn Region), the Collection also covers the Central West Region, the Mackay-Whitsunday Region and the northern part of the Wide-Bay Burnett Region. The Capricornia CQ Collection collects unpublished and original material including personal records, records of socio-cultural and business organisations, and grey literature as part of its Manuscript Collections. Material may be in any format. This material is accepted as part of the Capricornia CQ Collection at the discretion of the CQ Collections Librarian. The records of socio-cultural and business organisations are only accepted from defunct or ceased organisations.

All donations of manuscripts, records and photographs must be accompanied by the appropriate donor form. Formal collections which are offered are considered on a case-by-case basis.

Items collected include published and unpublished material:

- relevant to the geographical scope
- by and about local authors
- manuscripts – records of individuals, as well as records of socio-cultural and business organisations
- photographs
- ephemera
- archived websites.

7.8.2 Mackay Library Regional Collection

The geographic region covered by the Mackay Library Regional Collection is the Mackay-Whitsunday Region, which extends from Bowen in the north to St Lawrence in the south, and from the coast inland to Dysart and Glenden, and includes Mackay, Airlie Beach and Proserpine.

The collection is available for use in the Mackay Library and is co-ordinated by the Campus Library Manager. In collaboration with staff from Mackay Campus and the Library, and other interested parties such as the Mackay Library Society, suggestions are made for purchase, and donations evaluated for inclusion in the collection.

Items collected include published and unpublished material:

- by and about local authors
- related to Mackay, Hinterland, Bowen Basin and Whitsundays local history
- government reports, local government reports, annual reports, relating to the Mackay economy: mining, sugar cane mills, tourism and industry
- local tourism industry reports
- annual reports of local businesses, Chamber of Commerce
- posters and programs of CQUniversity performing arts productions
- historical and cultural material about the Mackay indigenous population.

7.8.3 Port Curtis Environmental Collection

The geographic region covered by the Port Curtis Environmental Collection is located within the Fitzroy Region. Port Curtis comprises the coastal area east of the Calliope and Dawson ranges, and includes Gladstone City, Calliope Shire and part of Miriam Vale Shire.

The Port Curtis Environmental Collection is available for use in the Gladstone Library and is co-ordinated by the Campus Library Manager. Interested parties in the collection are CQUniversity staff and students, particularly researchers attached to the Centre for Environmental Management, as well as affiliated researchers with the previous Coastal Zone CRC (or future recognised collaborative research), interested stakeholders from business and industry in the Port Curtis and Gladstone Harbour regions and interested general public.

Items collected include published and unpublished material:

- environmental impact assessments
- local planning documents
- material relevant to the Port Curtis harbour and coastal environments
- research reports, annual reports, statistical reports of government, businesses, organisations, relating to the Port Curtis region
- research articles relevant to coastal zone monitoring and environmental impacts; including material published on other habitats worldwide that are similar in structure and environment to the Port Curtis region
- unpublished documents and reports, donated by major stakeholders involved in the environmental monitoring and assessment of the Port Curtis region.

7.8.4 Bundaberg Library Regional Collection

The geographic region covered by the Bundaberg Library Regional Collection extends from Eidsvold in the west to Bundaberg and Maryborough in the east, and from Monto in the north to Kingaroy in the south.

The Bundaberg Library Regional Collection is available for use in the Bundaberg Library and is co-ordinated by the Campus Library Manager. In collaboration with staff from Bundaberg Campus and other interested parties such as local community groups, suggestions are made for purchase, and donations evaluated for inclusion in the collection.

Items collected include published and unpublished material:

- by and about local authors
- related to the history of the Wide-Bay Burnett Region
- related to the unique nature of the region in relation to Queensland and Australia
- related to the region's economy: sugar cane, horticulture, aquaculture, water management, coastal management, tourism
- related to the region's social structure: publications from local businesses, government departments and organisations
- related to local indigenous groups: history and culture.

The Bundaberg Library Regional Collection does not collect photographs, realia or ephemera.

7.9 University Art Collection

The Library is responsible to managing the University Art Collection and the Art Collection database has been integrated into the Library Catalogue. Original works of art in a range of media are displayed in various university buildings, in particular the Rockhampton Library, or stored in the Library for viewing by prior arrangement.

7.10 University Records

The archival records of CQUniversity and its predecessor institutions including the CIAE, UCCQ and UCQ are the responsibility of the Records Management Office, in the Governance Division. Permission to access this material must be sought from the Records Management Office. All decisions regarding the acceptance of archival material are determined by the [Records Management Office](#).

8 Appendix A - Collecting Levels by Discipline

Collecting levels have been determined using the **ANZRC Codes**

(1297.0 Australian and New Zealand Standard Research Classification (ANZRC), 2008, www.abs.gov.au/AUSSTATS accessed 10 December 2008).

AGRICULTURAL AND VETERINARY SCIENCES

Agriculture, Land and Farm Management

Agricultural Land Management
Sustainable Agricultural Development

Fisheries Sciences

Aquaculture
Fisheries Management
Fish Pests and Diseases
Fish Physiology and Genetics

Forestry Sciences

Agroforestry

Horticultural Production

Horticultural Crop Growth and Development
Horticultural Crop Improvement (Selection and Breeding)
Horticultural Crop Protection (Pests, Diseases and Weeds)

Other Agricultural and Veterinary Sciences

Agricultural Hydrology (Drainage, Flooding, Irrigation, Quality, etc.)

BIOLOGICAL SCIENCES

Biochemistry and Cell Biology

Analytical Biochemistry
Cell Development, Proliferation and Death
Cell Metabolism
Cellular Interactions (inc. Adhesion, Matrix, Cell Wall)
Biology
Structural Biology (incl. Macromolecular Modelling)

Ecology

Freshwater Ecology
Marine and Estuarine Ecology (incl. Marine Ichthyology)
Terrestrial Ecology

Evolutionary Biology

Biological Adaptation
Evolution of Developmental Systems
Evolutionary Impacts of Climate Change
Phylogeny and Comparative Analysis
Plant Systematics and Taxonomy
Speciation and Extinction

Genetics

Cell and Nuclear Division
Gene Expression (incl. Microarray and other genome-wide approaches)
Genetic Immunology
Genome Structure and Regulation
Genomics
Molecular Evolution

Microbiology

Bacteriology
Microbial Genetics
Microbial Ecology
Mycology
Virology

Physiology

Animal Physiology - Systems
Comparative Physiology

Plant Biology

Phycology (incl. Marine Grasses)
Plant Cell and Molecular Biology
Plant Developmental and Reproductive Biology
Plant Pathology
Plant Physiology

Zoology

Animal Structure and Function
Invertebrate Biology
Vertebrate Biology

Other Biological Sciences

Forensic Biology
Global Change Biology

BUILT ENVIRONMENT AND DESIGN

Building

Building Construction Management and Project Planning
Building Science and Techniques
Quantity Surveying

Engineering Design

Engineering Design Empirical Studies
Engineering Design Knowledge
Engineering Design Methods
Engineering Systems Design
Models of Engineering Design

Urban and Regional Planning

Land Use and Environmental Planning

CHEMICAL SCIENCES

Analytical Chemistry

Analytical Spectrometry
Flow Analysis
Immunological and Bioassay Methods
Instrumental Methods (excl. Immunological and Bioassay Methods)
Quality Assurance, Chemometrics, Traceability and Metrological Chemistry
Separation Science

Inorganic Chemistry

Inorganic Green Chemistry
Main Group Metal Chemistry
Non-metal Chemistry
Solid State Chemistry
Transition Metal Chemistry

Macromolecular and Materials

Chemical Characterisation of Materials
Physical Chemistry of Materials
Polymerisation Mechanisms
Synthesis of Materials

Medicinal and Biomolecular Chemistry

Biologically Active Molecules
Biomolecular Modelling and Design
Characterisation of Biological Macromolecules

Organic Chemistry

Natural Products Chemistry
Organic Chemical Synthesis
Organic Green Chemistry
Physical Organic Chemistry

Physical Chemistry

Catalysis and Mechanisms of Reactions
Chemical Thermodynamics and Energetics
Colloid and Surface Chemistry
Electrochemistry
Solution Chemistry
Structural Chemistry and Spectroscopy
Transport Properties and Non-Equilibrium Processes

Other Chemical Sciences

Environmental Chemistry (incl. Atmospheric Chemistry)
Forensic Chemistry
Industrial Chemistry

COMMERCE, MANAGEMENT, TOURISM AND SERVICES

Accounting, Auditing and Accountability

Accounting Theory and Standards
Auditing and Accountability
Financial Accounting
International Accounting
Management Accounting
Sustainability Accounting and Reporting
Taxation Accounting

Banking, Finance and Investment

Finance
Financial Econometrics
Financial Institutions (incl. Banking)
Insurance Studies
Investment and Risk Management

Business and Management

Business Information Management (incl. Records, Knowledge and Information Management, and Intelligence)
Business Information Systems
Corporate Governance and Stakeholder Engagement
Entrepreneurship
Human Resources Management
Industrial Relations
Innovation and Technology Management
International Business
Logistics and Supply Chain Management
Organisation and Management Theory
Organisational Behaviour
Organisational Planning and Management
Quality Management
Small Business Management

Commercial Services

Food and Hospitality Services
Hospitality Management
Real Estate and Valuation Services
Sport and Leisure Management

Marketing

Consumer-Oriented Product or Service Development
Marketing Communications
Marketing Management (incl. Strategy and Customer Relations)
Marketing Measurement
Marketing Research Methodology
Marketing Theory
Pricing (incl. Consumer Value Estimation)
Marketing not elsewhere classified

Tourism

Tourism Management
Tourism Marketing

Transportation and Freight Services

Air Transportation and Freight Services
Rail Transportation and Freight Services
Road Transportation and Freight Services

EARTH SCIENCES

Atmospheric Sciences

Climate Change Processes
Climatology

Geology

Petroleum and Coal Geology
Structural Geology

Geophysics

Geodynamics
Geophysical Fluid Dynamics

ECONOMICS

Economic Theory

History of Economic Thought
Macroeconomic Theory
Mathematical Economics
Microeconomic Theory

Applied Economics

Agricultural Economics
Economic Development and Growth
Economic History
Economics of Education
Environment and Resource Economics
Experimental Economics
Financial Economics
Health Economics
Industry Economics and Industrial Organisation
International Economics and International Finance
Labour Economics
Macroeconomics (incl. Monetary and Fiscal Theory)
Public Economics- Public Choice
Public Economics- Publicly Provided Goods
Public Economics- Taxation and Revenue
Tourism Economics
Transport Economics
Urban and Regional Economics
Welfare Economics

Econometrics

Cross-Sectional Analysis
Econometric and Statistical Methods
Economic Models and Forecasting
Panel Data Analysis
Time-Series Analysis

Other Economics

Comparative Economic Systems
Ecological Economics

Specialist Studies in Education

Aboriginal and Torres Strait Islander Education
Education Assessment and Evaluation
Educational Administration, Management and Leadership
Educational Technology and Computing
Gender, Sexuality and Education
Special Education and Disability
Teacher Education and Professional Development of Educators

EDUCATION

Education Systems

Early Childhood Education
Higher Education
Primary Education
Secondary Education
Technical, Further and Workplace Education

Curriculum and Pedagogy

Creative Arts, Media and Communication
Curriculum and Pedagogy
Curriculum and Pedagogy Theory and Development
English and Literacy Curriculum and Pedagogy
Humanities and Social Sciences
Curriculum and Pedagogy
LOTE Curriculum and Pedagogy
Mathematics and Numeracy Curriculum and Pedagogy
Medicine, Nursing and Health Curriculum and Pedagogy
Physical Education and Development
Curriculum and Pedagogy
Religion Curriculum and Pedagogy
Science, Technology and Engineering
Curriculum and Pedagogy
Vocational Education and Training
Curriculum and Pedagogy

ENGINEERING

Aerospace Engineering

Aircraft Performance and Flight Control Systems
Avionics
Flight Dynamics

Automotive Engineering

Automotive Engineering Materials
Automotive Safety Engineering

Chemical Engineering

Process Control and Simulation
Rheology

Civil Engineering

Civil Geotechnical Engineering
Construction Engineering
Construction Materials
Earthquake Engineering
Infrastructure Engineering and Asset Management
Structural Engineering
Transport Engineering
Water Quality Engineering
Water Resources Engineering

Electrical and Electronic Engineering

Circuits and Systems
Control Systems, Robotics and Automation
Industrial Electronics
Microelectronics and Integrated Circuits
Photodetectors, Optical Sensors and Solar Cells
Photonics and Electro-Optical Engineering (excl. Communications)
Power and Energy Systems Engineering (excl. Renewable Power)
Renewable Power and Energy Systems Engineering (excl. Solar Cells)
Signal Processing

Environmental Engineering

Environmental Engineering Design
Environmental Engineering Modelling
Environmental Technologies

Geomatic Engineering

Geospatial Information Systems

Manufacturing Engineering

Manufacturing Management
Manufacturing Safety and Quality

Materials Engineering

Metals and Alloy Materials

Mechanical Engineering

Acoustics and Noise Control (excl. Architectural Acoustics)
Automation and Control Engineering
Autonomous Vehicles 030601 Catalysis and Mechanisms of Reactions
Dynamics, Vibration and Vibration Control
Energy Generation, Conversion and Storage Engineering
Microelectromechanical Systems (MEMS)
Numerical Modelling and Mechanical Characterisation
Solid Mechanics
Tribology

Resources Engineering and Extractive Metallurgy

Geomechanics and Resources
Geotechnical Engineering
Mining Engineering

Interdisciplinary Engineering

Computational Fluid Dynamics
Computational Heat Transfer
Engineering Practice
Fluidisation and Fluid Mechanics
Heat and Mass Transfer Operations
Nuclear Engineering (incl. Fuel Enrichment and Waste Processing and Storage)
Risk Engineering (excl. Earthquake Engineering)
Turbulent Flows

ENVIRONMENTAL SCIENCES

Ecological Applications

Ecological Impacts of Climate Change
Ecosystem Function
Invasive Species Ecology
Landscape Ecology

Environmental Science and Management

Conservation and Biodiversity
Environmental Impact Assessment
Environmental Management
Environmental Monitoring
Environmental Rehabilitation (excl. Bioremediation)
Natural Resource Management

Soil Sciences

Carbon Sequestration Science
Land Capability and Soil Degradation
Soil Biology
Soil Chemistry (excl. Carbon Sequestration Science)

HISTORY AND ARCHAEOLOGY

Historical Studies

Aboriginal and Torres Strait Islander History
Asian History
Australian History (excl. Aboriginal and Torres Strait Islander History)
Biography
British History
Classical Greek and Roman History
European History (excl. British, Classical Greek and Roman)
Latin American History
Middle Eastern and African History
North American History

INFORMATION AND COMPUTING SCIENCES

Artificial Intelligence and Image Processing

Adaptive Agents and Intelligent Robotics
Computer Graphics

Computer Software

Multimedia Programming
Programming Languages
Software Engineering

Distributed Computing

Networking and Communications
Web Technologies (excl. Web Search)

Information Systems

Aboriginal and Torres Strait Islander Information and Knowledge Systems
Human Computer Interaction
Global Information Systems
Information Engineering and Theory
Information Systems Development
Methodologies
Information Systems Management
Information Systems Organisation
Information Systems Theory

Library and Information Studies

Human Information Behaviour
Information Retrieval and Web Search
Informetrics
Librarianship
Organisation of Information and Knowledge Resources
Records and Information Management (excl. Business Records and Information Management)

LANGUAGE, COMMUNICATION AND CULTURE

Communication and Media Studies

Communication Studies
Communication Technology and Digital Media Studies
Media Studies
Organisational, Interpersonal and Intercultural Communication

Cultural Studies

Aboriginal and Torres Strait Islander Cultural Studies
Cultural Theory
Culture, Gender, Sexuality
Globalisation and Culture
Multicultural, Intercultural and Cross-cultural Studies
Postcolonial Studies
Screen and Media Culture

Language Studies

English Language
English as a Second Language
Chinese Languages
Japanese Language

Literary Studies

Aboriginal and Torres Strait Islander Literature
Australian Literature (excl. Aboriginal and Torres Strait Islander Literature)
British and Irish Literature
North American Literature
Literary Theory

LAW AND LEGAL STUDIES

Law

Aboriginal and Torres Strait Islander Law
Access to Justice
Commercial and Contract Law
Comparative Law
Conflict of Laws (Private International Law)
Constitutional Law
Corporations and Associations Law
Criminal Law and Procedure
Environmental and Natural Resources Law
Equity and Trusts Law
Family Law
Human Rights Law
Intellectual Property Law
International Law (excl. International Trade Law)
International Trade Law
Labour Law
Law and Society
Legal Institutions (incl. Courts and Justice Systems)
Legal Theory, Jurisprudence and Legal Interpretation
Litigation, Adjudication and Dispute Resolution
Property Law (excl. Intellectual Property Law)
Taxation Law
Tort Law

MATHEMATICAL SCIENCES

Pure Mathematics

Applied Mathematics

Financial Mathematics

Statistics

Applied Statistics

MEDICAL AND HEALTH SCIENCES

Clinical Sciences

Clinical Chemistry (Diagnostics)
Clinical Microbiology
Emergency Medicine
Radiology and Organ Imaging
Pathology (excl. Oral Pathology)

Immunology

Applied Immunology
Cellular Immunology
Innate Immunology

Human Movement and Sports Science

Biomechanics
Exercise Physiology
Motor Control
Sports Medicine

Nursing

Aged Care Nursing
Clinical Nursing: Primary (Preventative)
Clinical Nursing: Secondary (Acute Care)
Clinical Nursing: Tertiary (Rehabilitative)
Mental Health Nursing
Midwifery

Nutrition and Dietetics

Clinical and Sports Nutrition
Dietetics and Nutrigenomics
Nutritional Physiology
Public Nutrition Intervention

Pharmacology and Pharmaceutical Sciences

Basic Pharmacology
Clinical Pharmacology and Therapeutics
Toxicology (incl. Clinical Toxicology)

Medical Biochemistry and Metabolomics

Cardiorespiratory Medicine and Haematology

Cardiology (incl. Cardiovascular Diseases)
Haematology
Respiratory Diseases
Cardiorespiratory Medicine and Haematology

Public Health and Health Services

Aboriginal and Torres Strait Islander Health
Aged Health Care
Care for Disabled
Community Child Health
Environmental and Occupational Health and Safety
Epidemiology
Family Care
Health and Community Services
Health Care Administration
Health Counselling
Health Promotion
Mental Health
Pacific Peoples Health
Preventive Medicine
Primary Health Care
Residential Client Care

PHILOSOPHY AND RELIGIOUS STUDIES

Applied Ethics

Bioethics (human and animal)
Human Rights and Justice Issues
Professional Ethics (incl. police and research ethics)

Philosophy

Feminist Theory
Phenomenology
Social Philosophy

Philosophy and Religious Studies

Comparative Religious Studies
Religion and Society

PHYSICAL SCIENCES

Astronomical and Space Sciences

Stellar Astronomy and Planetary Systems

Classical Physics

Acoustics and Acoustical Devices; Waves
Electrostatics and Electrodynamics
Fluid Physics
Thermodynamics and Statistical Physics

Optical Physics

Classical and Physical Optics
Lasers and Quantum Electronics
Nonlinear Optics and Spectroscopy
Photonics, Optoelectronics and Optical Communications

Quantum Physics

Degenerate Quantum Gases and Atom Optics
Field Theory and String Theory
Quantum Information, Computation and Communication
Quantum Optics

PSYCHOLOGY AND COGNITIVE SCIENCES

Psychology

Biological Psychology (Neuropsychology, Psychopharmacology, Physiological Psychology)
Developmental Psychology and Ageing
Educational Psychology
Gender Psychology
Health, Clinical and Counselling Psychology
Industrial and Organisational Psychology
Personality, Abilities and Assessment
Psychological Methodology, Design and Analysis
Sensory Processes, Perception and Performance
Social and Community Psychology
Sport and Exercise Psychology

STUDIES IN CREATIVE ARTS AND WRITING

Art Theory and Criticism

Visual Cultures

Film, Television and Digital Media

Cinema Studies
Computer Gaming and Animation
Electronic Media Art
Film and Television
Interactive Media

Journalism and Professional Writing

Journalism Studies
Professional Writing
Technical Writing

Performing Arts and Creative

Writing

Creative Writing (incl. Playwriting)
Dance
Drama, Theatre and Performance
Studies
Music Composition (esp. Jazz and
Popular Music)
Music Performance (esp. Music
Performance)
Musicology and Ethnomusicology

(Additional fields)

Jazz

Popular Music

Music theatre

STUDIES IN HUMAN SOCIETY

Anthropology

Social and Cultural Anthropology

Criminology

Correctional Theory, Offender Treatment
and Rehabilitation

Human Geography

Economic Geography
Recreation, Leisure and Tourism
Geography
Social and Cultural Geography
Urban and Regional Studies (excl.
Planning)

Policy and Administration

Aboriginal and Torres Strait Islander
Policy
Arts and Cultural Policy
Communications and Media Policy

Political Science

Australian Government and Politics
Government and Politics of Asia and the
Pacific

Social Work

Clinical Social Work Practice
Counselling, Welfare and Community
Services
Social Program Evaluation

Sociology

Applied Sociology, Program Evaluation
and Social Impact Assessment
Environmental Sociology
Race and Ethnic Relations
Rural Sociology
Social Change
Social Theory
Sociological Methodology and Research
Methods
Sociology and Social Studies of Science
and Technology
Sociology of Education
Urban Sociology and Community Studies

Other Studies in Human Society

Gender Specific Studies
Studies of Aboriginal and Torres Strait
Islander Society

TECHNOLOGY

Agricultural Biotechnology

Genetically Modified Field Crops and Pasture
Genetically Modified Horticulture Plants

Environmental Biotechnology

Biological Control
Bioremediation

Industrial Biotechnology

Biocatalysis and Enzyme Technology
Bioprocessing, Bioproduction and
Bioproducts
Industrial Microbiology (inc.
Biofeedstocks)

Medical Biotechnology

Medical Biotechnology Diagnostics (incl. Biosensors)

Communications Technologies

Computer Communications Networks
Data Communications
Optical Networks and Systems
Satellite Communications
Video Communications
Wireless Communications

Computer Hardware

Input, Output and Data Devices
Logic Design
Memory Structures
Performance Evaluation; Testing and Simulation of Reliability