



**Collections and Content Development
FLTC (Arts) 18th July 2016**

UNIT READINGS (Reserve Collection & Online Readings in iShare)

1) RESERVE COLLECTION

- Consisting of physical items located on Level 2, Library
- Built up and cleaned out twice yearly, according to Reading Lists provided by teaching staff
- Consists of core texts, recommended items, some AV, 'Private Copies' and Unit Readers
- Short loan period (3hrs or overnight)
- Number of copies ordered is determined by enrolment figures
- Preference for ebook if possible
- Records available in MultiSearch during teaching period (search Unit Readings tab)

2) Online Readings in iShare

- Readings are made available for each teaching period by date and so are not available outside that period
- Consists of articles and chapters, which are subject to copyright controls
- iShare is the designated University repository for digitized copyright material
- Records are collectively available in MultiSearch, or individually by linking from iLearn

Customised Unit URL

- A single short URL can be embedded in iLearn. This URL leads straight to MultiSearch, retrieving all of your Reserve and iShare content in one list, sorted by author.
eg: <http://multisearch.mq.edu.au/?course=AHIS110>
- Substitute your Unit code for 'AHIS110' in the above example.

Faculty Staff Action:

- Faculty-wide emails are sent out 8 weeks before start of next teaching session.
- Send annotated Reading List to lib.reserve@mq.edu.au prior to advertised cut-off date.
- If your content is the same as previously taught, please indicate in email.
- We have a record of titles held in Reserve and readings used in iShare and we can restore these items.

ORDERING REQUESTS (to support Unit Readings or the general Library collection)

- Ordering provides resources to meet research, teaching and learning needs
- Ordering consists of ebook and print monographs, AV material (streaming & DVDs), individual journals and journal collections, databases
- Unless specified, e-books will be purchased in preference to print books
- Requests for large budget items, such as journal and e-book collections, are sent to Research Librarians who will place it on a 'Wishlist'. These items are prioritized according to our budget and actioned during the year.
- Multiple copy purchases will only be considered for titles going to Reserve.

Faculty Staff Action:

General order requests:

2 options for placing order requests -

- 1) For single title requests you may use the 'Book Purchase Request Form' located at: https://public.mq.edu.au/on_campus/library/forms/book_purchase_request_form/
- OR
- 2) email single or multiple ordering requests to lib.acqdep@mq.edu.au

Reserve/Reading List order requests - please email lib.reserve@mq.edu.au.
- phone any enquiries to 9850 7551

New serial subscriptions requests - please contact the Research Librarian for your department.