

Deakin University Library Reading List Ordering Guidelines

Updated April 2021

Prescribed Reading List Ordering Guideline for e-texts - total licences for all campuses				
	Unlimited user	Non-linear /concurrent user	3-user/textbook	1-user
Enrolments	Copies	Copies	Copies	Copies
1-24	1	1	2 (6 users)	4
25-49	1	1	3 (9 users)	4
50-99	1	2	4 (12 users)	5
100-150	1	2	4 (12 users)	6
151-199	1	2	5 (15 users)	6
200-249	1	3	5 (15 users)	7
250-299	1	3	6 (18 users)	7
300-399	1	3	6 (18 users)	8
400-499	1	4	6 (18 users)	9
500-599	1	4	6 (18 users)	10
600-699	1	4	7 (21 users)	11
700-799	1	4	7 (21 users)	12
800-899	1	5	7 (21 users)	13
900-999	1	5	7 (21 users)	14
1000 +	1	5	8 (24 users)	15

Exceptions: If demand exceeds the formula additional licences can be considered on a case-by-case basis.

Unlimited user licences: These licences allow unlimited user access.

Non-linear/concurrent licences: These licences allow a certain number of loans per calendar year. If the loans have been expended before the end of the calendar cycle, access to the title will lock. Access can only be restored with the purchase of an additional licence.

1 or 3 user/limited concurrent users: These licences allow a limited number of users to borrow the book simultaneously. Once all loans are being utilised, no further access is possible until a loan is completed. If someone tries to access the title while all loans are being used, we receive a turnaway notification.

Prescribed Reading List Ordering Guideline for print texts - total copies for all campuses		
Enrolments	Total Print	Total Print if avail as e- book
	Copies	Copies
1-24	2	1
25-49	3	1
50-99	4	2
100-150	5	2
151-199	6	3
200-249	7	3
250-299	8	4
300-399	9	4
400-499	10	5
500-599	10	5
600-699	12	6
700-799	12	6
800-899	12	7
900-999	12	7
1000 +	15	8

Exceptions: If demand exceeds the formula additional copies can be considered on a case-by-case basis. Lost and long-term overdue items will be replaced before additional print will be purchased.

Recommended Reading List Ordering Guideline for e-texts - total licences for all campuses				
Recommended Text	Unlimited user	Non-linear /concurrent user	3-user/textbook	1-user
Enrolments	Copies	Copies	Copies	Copies
1-24	1	1	1 (3 users)	3
25-49	1	1	2 (6 users)	3
50-99	1	2	2 (6 users)	4
100-199	1	2	3 (9 users)	5
200-299	1	2	3 (9 users)	6
300-399	1	2	3 (9 users)	7
400-499	1	2	4 (12 users)	8
500-599	1	3	4 (12 users)	9
600-699	1	3	4 (12 users)	10
700-799	1	3	4 (12 users)	10
800-899	1	3	5 (15 users)	11
900-999	1	4	5 (15 users)	11
1000 +	1	5	6 (18 users)	12

Exceptions: If demand exceeds the formula additional licences can be considered on a case-by-case basis.

Unlimited user licences: These licences allow unlimited user access.

Non-linear/concurrent licences: These licences allow a certain number of loans per calendar year. If the loans have been expended before the end of the calendar cycle, access to the title will lock. Access can only be restored with the purchase of an additional licence.

1 or 3 user/limited concurrent users: These licences allow a limited number of users to borrow the book simultaneously. Once all loans are being utilised, no further access is possible until a loan is completed. If someone tries to access the title while all loans are being used, we receive a turnaway notification.

Recommended Reading List Ordering Guideline for print texts - total copies for all campuses		
Recommended Text	Print	Print if also e- book
Enrolments	Copies	Copies
1-24	2	1
25-49	2	1
50-99	3	1
100-199	4	2
200-299	5	2
300-399	6	2
400-499	8	3
500-599	9	3
600-699	10	3
700-799	11	4
800-899	12	4
900-999	13	4
1000 +	14	5

Exceptions: If demand exceeds the formula additional copies can be considered on a case-by-case basis. Lost and long-term overdue items will be replaced before additional print will be purchased.