



**San José State**  
UNIVERSITY

A campus of The California State University

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**S03-5**

At its meeting of April 21, 2003, the Academic Senate passed the following Policy Recommendation presented by Stephen Branz for the University Library Board.

**POLICY RECOMMENDATION  
LIBRARY POLICY FOR SAN JOSÉ STATE UNIVERSITY**

**Replaces F98-5 as Amended by S99-3 and Modified by S99-5**

- Whereas, University Library Policy F98-5 Section 9.1 charges the University Library Board with recommending revisions and expansions of F98-5,
- Whereas, The University will be assigning student identification numbers that are not based upon social security numbers, rendering Section 3.1.3 obsolete,
- Whereas, The City and University Library have agreed upon a single online circulation system and Section 4.41 must be revised to more clearly specify data that will be collected to track City and University usage of individual Library titles,
- Whereas, The provisions for surveillance of exits in Section 6.3 is revised to clarify how unauthorized individuals exiting through emergency or staff exits will be monitored,
- Whereas, In accordance with Section 7.2.3 on Evaluating Collections, the list of all materials being considered for discard was sent to all departments on campus,
- Whereas, Many departments advised the Library that they did not wish to receive email or paper copies of the entire list despite the provisions of the Library Policy,
- Whereas, The Library no longer has a Library Sales Office to screen materials for discard as required in Section 7.3 Disposal of Discarded Materials,

- Whereas, In accordance with Section 9.2.4 Transition: Reference Collection requests the University Library Board to initiate a study of Reference Services and amend Section 5 of the Library Policy to clarify whether the University will or will not share the delivery of reference services with the City Library,
- Whereas, The University Library Board recommended to the Senate in Spring 2001 that the University share delivery of reference services with the City Library, based on findings that queries received at the City Library reference desk were very similar to those received at the City Library reference desk,
- Whereas, The Senate accepted that recommendation and the second floor reference area has since been designed for shared reference service,
- Whereas, Terminology should be updated in the Library Policy by changing "Library Director" and "University Librarian" to "Dean of the University Library" and by changing "selector" to "liaison"; now, therefore be it
- Resolved, that the attached document, which contains the revisions to the Sections noted above and minor editing changes, be accepted as policy effective immediately upon Presidential signature.

ULB Vote (4/7/03): 12-0-0

Present: Stephen Branz, Patricia Breivik, Ji-Mei Chang, Michael Gorman, Allison Heisch, Paul Kauppila, Arvinder Loomba, Annette Nellen, Bernice Redfern, Shirley Reekie, Blanche Woolls, Diana Wu

Absent: David Parent, Andrew Wood

Financial Impact: none anticipated

**ACTION BY UNIVERSITY PRESIDENT: Approved by President Robert Caret  
4-25-03**

# LIBRARY POLICY FOR SAN JOSE STATE UNIVERSITY

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### 1. Mission.

#### 1.1 General Mission of the Library.<sup>1</sup>

The primary mission of the San José State University Library is to support the academic life of the University. The heart of the Library's mission is academic research and curricular support, broadly defined. First, it makes resources available to students who conduct research related to their curriculum. By teaching students how to retrieve information from the worlds' repositories of knowledge, it helps to make them self-reliant and informed citizens. Second, it helps faculty conduct research necessary for the preparation of classes as well as scholarly research that expands human wisdom and knowledge. By aiding the faculty and students in these ways, the Library makes a major contribution to the well being of both our local and universal communities.

SJSU also recognizes the desirability of encouraging the pursuit of knowledge by all people, and therefore makes its library resources as widely available as is consistent with its primary mission of service to its academic community.

#### 1.2 Mission of the Library Collection.<sup>2</sup>

The Library Collection Development Program's primary objective is to acquire materials that are essential to the University's academic programs at the undergraduate and graduate levels. The Library collects information resources in all formats (e.g., books, periodicals, microforms, software, recordings, electronic formats, etc.). Aware of the increasing diversity of the University's students, faculty, and programs, the Library acquires multicultural materials and works which present a variety of viewpoints.

The Library Collection Development Program's secondary objectives are to support

1) the research needs of San José State University faculty and 2) the informational needs of the University community and the citizens of California. The Library recognizes a responsibility to maintain a collection of materials unique to San José State University as the oldest public institution of higher education in California. The Library collection complements and is supplemented by other materials available within the CSU and from other libraries.

### 2. Governance.

#### 2.1 Administrative authority and officers.

**2.1.1** The administration of the Library is vested in the Board of Trustees of the California State University, who have delegated this authority to the President of San José State University. The Board has also mandated that the Academic Senate shall be the primary advisory body on the academic mission of the Library, which in turn vests this advisory function in its committee structure and its policy recommendations.

**2.1.2** The Library is an essential resource for the Academic division of the University and vital to the curriculum of the University, and is in the administrative charge of the Provost and Vice President for Academic Affairs who is the chief academic officer of the University.

**2.1.3** The Dean of the University Library reports to the Provost and is responsible, through personnel and budget administration, for the effectiveness of the Library's operations, the quality of its collections, the competence of its staff, its governance, and additional programs assigned by the Provost. The Dean of the University Library, equivalent to an academic dean, serves on the Council of Deans as well as appropriate faculty, administrative, or Library committees. The Dean of the University Library works closely with all the Associate Vice Presidents in Academic Affairs and must insure that the plans of the Library are consistent with the overall academic policies and mission of the University. The Dean of the University Library works closely with the City Librarian in coordinating those library operations and facilities that are shared jointly with the City, and sees that academic needs are supported by the relationship. The Dean of the University Library provides leadership to the faculty and staff of the Library and facilitates communication and collegiality between the general faculty and the Library. The Dean of the University Library works with the Academic Senate and its committees to formulate and revise University Policy concerning the Library.<sup>3</sup>

**2.2** Shared resources. San José State University shall seek to maximize its library resources by sharing a facility with the City Library, subject to reciprocity and to the limits imposed by academic needs. The academic needs of San José State University shall be considered absolutely primary in the implementation and administration of any or all library agreements by SJSU personnel.

**2.3** Name of the library organization. The name of the library supporting the academic mission of the University shall be the San José State University Library. This refers to the organizational entity and the academic collection of materials, and will be reflected on all official correspondence by University library personnel. This library may be housed in a physical facility with a different name which reflects a shared use of a building, which should be named in a manner consistent with University Policy and Trustee policy.

**2.4** Administration and shared resources. All decisions that are properly shared with the City Library will be made according to the governing agreements, with University participation in the decisions conforming as closely as possible to the procedures described in this policy.

## **2.5 Charge of the University Library Board\_.**

**2.5.1** The University Library Board\* advises and assists the Dean of the University Library on matters concerning the academic role of the Library.

**2.5.2** It serves as liaison between faculty and students and the Library administration, faculty, and staff; examines the relationships between the Library and the general faculty, the various colleges and the programs of the University, for the purpose of recommending improvements in Library services, as well as the stature of the Library.

**2.5.3** It recommends ways of assuring the stewardship of the Library's various collections of materials.

**2.5.4** It recommends ways of assuring that the Library provides an atmosphere appropriate to quiet study and research.

**2.5.5** It widely consults representatives from all groups and disciplines who use the Library's support for curriculum and research, so as to advise the Dean of the University Library on campus needs for the Library's collections and academic services, and receives periodic reports on the Library's progress and expenditures toward meeting those needs.

**2.5.6** It meets periodically with the City of San José Library Commission as "The Joint Library Committee" for purposes of sharing information regarding the Joint Library, and it appoints three of its members (at least two of whom shall be faculty) to a "Joint Library Subcommittee" to serve with an equal number of City Library Commissioners to advise the Co-Managers of the Dr. Martin Luther King, Jr. Library on policy issues related to joint affairs, as listed in 4.2.3 of the "Operating Agreement."

**2.5.7** It may, with the cooperation of the Library, sponsor events within the Library that bring members of the University community together with other citizens of the region for discourse on subjects of common scholarly and literary interest.

**2.5.8** It conducts periodic reviews of this policy and makes recommendations to the Academic Senate for appropriate revisions.

(2.6 - 2.7.3 added per [S99-5](#))

## **2.6 Organization of the University Library Board**

**2.6.1** The University Library Board is a special agency of the Senate authorized both to formulate and recommend policy related to the Library, and also to advise the Dean of the University Library on the implementation of University policies and generally on Library operations -  
- combining the traditionally separate roles of policy and operating committees. When the Board formulates policy, it shall report directly to the Academic Senate through the Executive Committee. The chair of the University Library Board shall present policies to the Executive Committee and the Senate.

## **2.6.2. Board Membership**

**2.6.2.1.** The Dean of the University Library, ex officio

**2.6.2.2.** The Vice Chair of the Academic Senate

**2.6.2.3** Three university library faculty who represent different professional specializations. These faculty will serve for staggered three-year terms.

**2.6.2.3** One regular faculty member from each college, as well as one faculty member from the School of Library and Information Science. These faculty will serve for staggered three year terms.

**2.6.2.4** Three students apportioned as follows: the President of Associated Students or designee ex officio voting; and one undergraduate and one graduate student. The President of Associated Students will serve as long as he/she holds his/her office. The other student members will serve one-year terms, provided they remain students in good standing. Student members may serve more than one term.

**2.6.3** Faculty members shall be nominated by the Executive Committee and approved by the Senate. Student members shall be nominated by Associated Students and approved by the Senate. Potential faculty nominees to the University Library Board must submit a one-page statement to the Executive Committee indicating their familiarity and experience with Library policy, services, and collections. The Executive Committee shall endeavor to nominate those with the greatest desire to serve and the highest qualifications.

**2.6.4** The University Library Board shall elect its own chair. After the first year, the chair shall be a faculty member who has served a minimum of one year previously on the University Library Board.

**2.6.5** The University Library Board shall meet regularly according to the same schedule as Senate Policy Committees.

## **2.7 Relationship of the University Library Board to Internal Library Governance**

**2.7.1** Nothing in this policy should be construed to limit the University Library Dean's prerogative to solicit advice from any or all library faculty and staff, or to organize the internal advisory capacity of the Library in any manner suitable to the Library, i.e. use of a Library Cabinet, etc.

**2.7.2** Nothing in this policy should be construed to limit the Dean or the Library faculty and staff from constructing internal Library policies on the details of Library operations as appropriate, provided such policies are consistent with University Policy.

**2.7.3** On matters related to the academic role of the Library, the Dean of the University Library should consult internally, with the University Library

Board, and with the university community, so as to insure that multiple views and perspectives are considered.

### **3. Users' Rights and Responsibilities.**

#### **3.1 Confidentiality of Patron Records.<sup>4</sup>**

**3.1.1** The San José State University Library has the responsibility to protect each individual library user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.

**3.1.2** All patron records of San José State University Library are confidential. Such records, whether print or electronic, include but are not limited to, circulation records from any library department, interlibrary loan requests, faculty book requests, and requests generated from online searches. The confidential information in these records includes, but is not limited to, subjects researched, materials consulted, individual titles borrowed, and patron name, address and social security number.

**3.1.3** With the exception of persons acting within the scope of their duties within the operation of the library, patron records are disclosed only upon written consent of the patron involved or under court order or subpoena.

**3.1.4** When an individual has urgent need for library material that has been checked out by another, the Library staff will contact the individual who has the material and ask the person if he/she is willing to return it immediately.

**3.1.5** The Library may keep statistics to track circulation patterns based upon user status or other factors, but this information will be aggregated and not released with any individual identifiers.

#### **3.2 Users of the library have a right to:<sup>5</sup>**

**3.2.1** -- a library environment free of disruptive activity,

**3.2.2** -- confidential access to library materials,

**3.2.3** -- library materials that are complete and not defaced,

**3.2.4** -- surroundings free from tobacco smoke, carelessly discarded waste materials, and resulting problems, most notably infestation by insects and vermin,

**3.2.5** -- quiet areas for individuals to study and to engage in research.

**3.3** Ensuring a pleasant and productive environment for study and research for all users requires that each user of the library follow this policy and refrain from the following activities:

**3.3.1** Talking or noise in the areas designated as quiet study areas.

**3.3.2** Smoking in the library.

**3.3.3** Cutting, defacing, ripping, or tearing pages from any library materials. Mutilating or destroying records, compact disks, computer software or other library media material.

**3.3.4** Removing library books, magazines, other materials, or library property without proper library check-out.

**3.3.5** Soliciting in the library, i.e., asking people for money, to sign petitions, and so forth.

**3.3.6** The University will actively pursue disciplinary action and other legal action for the offenses listed above.

**3.3.7** Persons who commit or attempt offenses as stated in this policy may be asked to leave the library and the campus, may be subject to the sanctions of warning, fines, restitution, forfeiture of library use, suspension, expulsion, and prosecution, and may be accountable to the University and to city, state, or federal authorities.

**3.4** Academic freedom and freedom of information.

Recognizing the need for complete freedom of information in an academic environment, there shall be no censorship of any library resources within the San José State University Library.

#### **4. Circulation.**

**4.1** Circulation rules, fines, borrowing periods, etc.

**4.1.1** Unless otherwise indicated in this policy, all circulation categories and rules, fines, borrowing periods, borrowing limits, recall and wait list procedures, and all other matters necessary to assure the availability of the collection and resources of the University Library for academic purposes shall be set by the Dean of the University Library in consultation with the University Library Board\* .

**4.1.2** Guidelines for circulation rules, fines, etc. The purpose of circulation fines and rules are to assure the availability of the collection for academic purposes. Fines should serve both as a substantial deterrent to those who would unfairly deprive others of access to materials, and should also provide sufficiently for the true replacement costs of any lost materials. Lost out-of-print materials warrant a substantially higher fine than lost in-print materials.

**4.2.** Faculty Loans and Charges for Library Materials.<sup>6</sup>

**4.2.1** Faculty/staff loan period. The loan period for faculty and staff for regular stack books shall be until the last day of the semester in which the books are checked out.

**4.2.2** At the end of each regular semester, all regular stack books loaned to faculty are to be returned or renewed. The library will notify faculty members each semester of the regular stack books charged to them. Faculty may renew books in person, by mail, or electronically.

**4.2.3** Any library materials charged to a faculty member which are needed by another University patron or are needed for reserve will be recalled and must be returned within 14 days. For overdue recalled materials, faculty will be charged rates similar to those charged student borrowers.

**4.2.4** Faculty with outstanding fines will be blocked from remote access and blocked from library services.

**4.2.5** Faculty on leave are responsible for providing their departments with forwarding addresses. Faculty who do not wish to receive library notices through their departments are responsible for providing the library with their current address. Faculty who will be beyond reach of recall notices or otherwise unable to return materials within 14 days are responsible for returning all library materials before leaving.

**4.2.6** Temporary faculty, teaching associates, and graduate assistants who are issued faculty identification cards and University staff will be treated as faculty members with regard to library privileges.

**4.2.7** Immediate family members of faculty may use the library by applying for a special card at the Circulation Desk. They must observe the same rules as apply to courtesy borrowers.

**4.3** Types of circulation access.

**4.3.1** General access.

General access refers to the bulk of the academic collection, to which normal access and borrowing privileges apply.

**4.3.2** Reserve access.

Reserve access refers to readings required by faculty for courses and examinations, which are set aside for short term lending. SJSU faculty shall have the right to place materials on "reserve" for short-term lending--typically 1-3 hours or several days, as appropriate for the nature of the course or exam. The length of the periods and the fines for failure to return the materials will be set by the Dean of the University Library, in consultation with the University Library Board\*. Instructors will be consulted to help determine the most appropriate lending period for the reserve materials supporting their course or exam. These materials would typically be reading either required or recommended for a particular

course or a particular examination. Reserve circulation restrictions will apply equally to all users, including faculty.

#### **4.3.3 Periodicals access.**

Periodicals, whether new or old, will circulate only to faculty and only for periods of three days or less, as determined by the Dean of the University Library in consultation with the University Library Board\*.

#### **4.3.4 Reference and Rare and Valuable Materials.**

Books designated as reference works, printed indexes, particularly rare or expensive scholarly texts and similar materials should be restricted to use in the Reference Room or in Special Collections. Faculty may nominate titles to their respective Liaisons for transfer to Special Collections.

#### **4.3.5 Restricted Circulation.**

Materials in high demand may circulate under special restrictions necessary to assure their availability for legitimate academic uses. These restrictions may include shorter lending periods, shorter recall return periods, limited borrowing at peak academic times, or limiting borrowing to University users only ("University use"). Restricted materials will normally receive priority status for reshelving and will be clearly marked upon checkout to alert borrowers of the special return requirements and abbreviated lending period.

#### **4.4 Procedures for Restricting the Circulation of materials in high demand.**

The Operating Agreement for the Joint Library provides the University a mechanism (the "safety clause") to assure that public circulation of its collection will not endanger the Library's primary obligation to support the academic mission of the University. The following provisions in this University Policy outline how the University shall go about determining whether and how to exercise this safety clause. Two principles must guide all University decisions concerning this matter. First, the academic mission of the Library, and support for curriculum and research, is of primary importance. Second, in the interest of making public resources widely available, there should be no arbitrary or unnecessary restrictions on circulation if the academic mission of the Library is assured.

**4.4.1 Circulation system.** The University shall, either alone or in conjunction with the City Library, maintain a circulation system capable of tracking the history of use by each title in the collection, subject to the confidentiality of patron records indicated elsewhere in this policy. The system must be able to track the frequency of usage during the past year for each item that circulates, and the general category of each user of the title over that time period. It must be capable of making this information automatically addressable so that it can be used in setting and adjusting the circulation category for the title, and for generating data about the usage patterns of the collection, including the usage patterns for individual subject categories of the collection.

**4.4.2** Activating circulation restrictions. The Dean of the University Library, in consultation with the University Library Board\*, shall identify specific circulation patterns, based on circulation frequency, recall frequency, and borrower category, that will activate each form of restricted status. These patterns shall be regularly reviewed and adjusted in order to assure that academic needs are well served.

**4.4.2.1** "High demand" pattern. The "High demand" pattern results in reduced circulation periods and in review by faculty to determine if the item is essential for reserve status in order to support particular courses or exams. The City Library will be automatically notified of University materials that are placed on "High Demand" due to heavy non-University use, and given the opportunity to provide appropriate mitigations for this use.

**4.4.2.2** "Excessive demand" pattern. The "Excessive demand" pattern shall be activated if items already on "High demand" status continue to circulate at a rate that endangers their reasonable availability for academic use, and a significant proportion of the circulation derives from non-University use. These items will be temporarily restricted to "University Use" for up to six months. The City Library will automatically be informed and a request made for an appropriate mitigation -- normally the purchase of an additional copy if the book is in print. If no mitigation is available or the City is unable to grant the request for mitigation before the end of the six month period, then the title will become permanently restricted to University Use, subject to review if additional information or developments arise. If an appropriate mitigation is attempted and proves to be effective, then this restricted status will be lifted.

**4.4.3** Review and alternatives to the Automated Restriction process.

**4.4.3.1** The Dean of the University Library shall exercise judgment in cases where the automated restriction process produces inappropriate, unforeseen, or undesirable results, and shall consult the University Library Board\* concerning problems that arise in the automated restriction process.

**4.4.3.2** Procedure for rapid declaration of restriction. Titles that are in high demand for reasons other than circulation history may be preemptively placed on temporary restricted status. Normally a faculty member, via his/her department chair, will inform the Dean of the University Library that a particular item or monograph should be treated as a "high demand" title either for the balance of the semester or until the ordinary electronic process has triggered the restricted status. The Dean of the University Library, in consultation with the University Library Board\* , shall develop appropriate guidelines and a simple procedure for implementation.

**4.5** Monitoring circulation patterns.

Annual Report on Circulation patterns. The Dean of the University Library shall report annually to the University Library Board\* on the circulation patterns within the lending portion of the collection. This report shall help

monitor the number of books that qualify for various categories of circulation usage, as well as helping to identify problem areas and areas of high-use. The report should also be shared with library faculty and staff and with the general faculty to inspire feedback germane to collection development.

## **5. Faculty and Staff Support for the Curricular and Research Needs of the University.**

### **5.1 General faculty and staff support.**

The academic mission of the Library shall be advanced by specialized practices unique to a University or an academic library setting, whenever such practices are customary in libraries of institutions of higher education. Library faculty and staff will be enabled to carry out academically oriented functions and shall not merge unique academic functions and practices with the City Library. The City and University will share delivery of basic reference services through a common service area on the second floor. Referral policies and procedures will ensure that faculty and students, who seek specialized assistance for University coursework and research, will receive the most appropriate type of assistance from qualified University experts.

### **5.2 Expert support for the curricular and research needs of the University.**

The University Library shall provide support for the curriculum and the research needs of the University by maintaining an academically oriented reference collection and employing a department of Library faculty to assist general faculty and students with their curricular and research needs. The Library faculty, through formal instruction in a classroom setting, individual appointments, at the reference desk, and through well printed and electronic guides to selected discipline information resources, will advise students in identifying, locating, evaluating, and effectively communicating information required for coursework assignments, thesis research, and other academically related research. The University Library will establish and maintain its academic support services in such a way that University faculty and students, who seek help for University coursework and research, will receive the most appropriate type of assistance from qualified University experts. For University faculty and students using services and collections within the physical Library building, the University Library will enable faculty and students to quickly identify services and collections provided to meet their curricular needs. As a component within a varied mix of services and collections, the University will provide a proximate service point or service points with personnel qualified to assist students with the use of the main University collection.

### **5.3 Professional expertise of Reference Librarians.**

**5.3.1** Librarians assisting SJSU students and faculty with their curricular or research needs shall be University faculty governed by the University Policies regarding appointment, retention, tenure, and promotion, post-

tenure review, academic freedom and professional responsibility, and all other appropriate University Policies. These faculty members will have appropriate qualifications in both Library and Information Science (the MLS) as well as qualifications in relevant specialized academic disciplines. To obtain the necessary knowledge of the curriculum and the nature of research assignments, the Library faculty must develop and maintain close working relationships with faculty in the subject disciplines for which they do specialized reference, instruction, and collection development. Library faculty must have a knowledge of scholarly publication and research strategies appropriate to all disciplines with a deeper understanding of those in the librarian's own subject specialties. The Library will take appropriate measures to assure that Library services are designed to enable Library faculty to maintain their expertise related to disciplines and that University students and faculty are directed to the most appropriate University Library faculty for their academic needs.

**5.3.2** Adjunct or temporary faculty and staff may be appointed to assist in the delivery of these services provided that their qualifications are approved through procedures agreed to by the Reference Department, its Head, and the Dean of the University Library -- corresponding to the normal appointment process for adjunct and temporary faculty in other academic departments, with Department Chairs, and Deans.

#### **5.4** Library Academic Services Plan.

The University Library shall develop an evaluation plan to determine the effectiveness of services supporting the curricular and research needs of the University, which shall parallel the Program Planning process in the other academic disciplines of the University.<sup>7</sup> The University Library in consultation with the University Library Board\* shall use the evaluation plan to assess these services, and use the results of the assessment to redesign services to enhance research and instructional services provided to University faculty and students. After the initial assessment, the evaluation shall be conducted every five years.

## **6. Security of the Collection.**

**6.1** Electronic anti-theft systems. The University shall see that effective electronic anti-theft systems are positioned at all public exits.

**6.2** Possibility of search. All individuals who have physical access to the University Collection must be informed that they may be subject to search upon egress from the facility. The Dean of the University Library, in consultation with the University Library Board\* and legal counsel, shall determine whether and in what circumstances to actually conduct searches.

**6.3** Surveillance of other exits. If any person leaves the Library facility by an emergency exit, an alarm will sound at the exit and in the Library Security control room that is also interfaced with the University Police Department. In addition, an unauthorized person leaving through an

emergency exit, staff exit, or the loading dock will be visually recorded by video cameras covering the exterior and interior of the building.

#### **6.4 Physical security of the collections.**

Installation, regular maintenance, and necessary replacement of flood control equipment, fire suppression equipment, earthquake mitigations, and other repairs and equipment necessary to assure the physical safety and condition of the collection in the event of flood, fire, earthquake, or disaster shall always occupy the Library's highest budgetary priority, after any measures necessary to assure public safety. Regular maintenance of such equipment shall never be deferred.

#### **6.5 Monitoring of theft and loss.**

##### **6.5.1 Regular audit of the collection.**

The University shall conduct a complete inventory of its collection every ten years to determine the number and distribution of missing items. The results of this audit, including the number and distribution of missing items, shall be publicly reported to the University Library Board\* and the University as a whole.

##### **6.5.2 Limited audits of portions of the collection.**

If there is some evidence of substantial theft or losses in particular portions of the collection, and if there has been no recent general audit, the University Library Board\* shall request that the Dean of the University Library conduct an immediate inventory of the portion of the collection in question to verify the loss rate.

**6.5.3** The prevention of the theft of the University Collection is one of the highest obligations of stewardship. If an audit reveals a high theft rate in part or all of the collection, the Dean of the University Library shall consult with the University Library Board\* and take all necessary measures to reduce the theft rate. These measures might include restricted access, changed circulation policies, additional security guards, superior anti-theft devices, additional searches of patrons upon egress, and building reconfiguration.

### **7. Evaluation of the Print Collection.<sup>8</sup>**

Maintaining a high-quality academic Library collection requires periodic evaluation of the collection with reference to the mission of the University and periodic relocating or discarding of materials. In all cases, the primary goals are to improve the effectiveness of browsing and to provide space for new acquisitions. Collection evaluation is a responsibility of all librarians involved in collection development. (The government publications collections are evaluated in accordance with depository requirements.)

## **7.1 Relocating Materials (Stack Shift).**

This level does not involve discarding any materials. Criteria are usually frequency of use and publication date. The procedures are relatively automatic and standardized and usually require minimal liaison review. Library units involved: Collection Management, Information Technology, Access, and affected units in cases of specific collection review (Reference, for example).

## **7.2 Discarding Materials.**

### **7.2.1 Withdrawal of Duplicates.**

This type of evaluation begins with computerized identification of duplicate copies and circulation history. Since this does not involve the withdrawal of unique copies, the procedure requires a moderate level of liaison review. Library departments involved: Collection Development, Systems, Stack Maintenance, Cataloging, Acquisitions.

### **7.2.2 Evaluating Collections Supporting Discontinued Programs.**

Recognizing that the interests of departments frequently overlap, the primary liaison must consult with his/her assigned faculties and other liaisons, who in turn will consult with faculty of relevant departments and other University constituencies. The historical research value of materials should also be taken into account. Library support of the informational needs of the community should also be considered, and the evaluator should retain at least a "basic information" level in the discontinued program subject area. Consultation with other CSU institutions maintaining programs similar to the one discontinued should be part of the process of disposing of discarded materials. Library departments involved: Collection Development, Systems, Stack Maintenance, Cataloging, Acquisitions. Other involved: faculty, community, other CSU libraries.

### **7.2.3 Evaluating Collections Supporting Current Programs.**

Collection evaluation of this type is the most labor intensive and requires extensive in-depth review. Recognizing that the interest of academic departments frequently overlap, the primary liaisons must consult with his/her assigned faculties and other liaisons, who in turn must consult with faculty of relevant departments. The interests of other University constituencies, the community, other CSU libraries, and area libraries should also be taken into account. Because of the need to protect collection integrity, to maintain curricular focus, and to provide support for research, materials should be discarded with the greatest caution. Items, especially single copies, should not be discarded solely because of low use. Liaisons must be aware that any collection that supports student and faculty research will contain valuable materials that do not circulate frequently. All materials deemed discardable by liaisons shall be listed by subject on a passworded Web site. All department chairs and department faculty liaisons to the Library shall be notified of the address and password of the Web site. Within four weeks, a department may request that

particular items not be discarded. Any materials that a department deems worthy of preserving shall be kept in the San José State University Library collection. After this four-week period, materials deemed discardable shall be announced and made available to faculty for a final evaluation for a period of at least four weeks during a regular semester in a designated place.

### **7.3 Disposal of Discarded Materials.**

Materials to be discarded that are not wanted by other CSU or area libraries will be screened by Library staff designated by the University Library Administration. Materials deemed salable will be transferred to the designated staff. The remaining materials will be placed in a designated, well-marked area in the Library for at least two weeks, giving faculty, students, and the public the opportunity to claim them free of charge.

## **8. Advancement of the Library Collection.**

University Advancement shall endeavor to raise funds for the support of the Library collection as a high priority. Normally, whenever the University uses the Library facility to help raise funds for the University, a significant portion of those funds should be designated for support of the acquisitions budget of the University Library.

## **9. Revision of this policy.**

**9.1** It shall be the charge of the University Library Board\* to recommend revisions and expansions of this policy as are appropriate to the Senate.

**9.2** Transition: The University Library Board\* shall create a time line to review all outstanding concerns related to the operations of the Joint Library and to prepare any additions to this policy as may be appropriate. This provision (all of 9.2 ) shall expire with the conclusion of the transition period 2-5 years after the opening of the facility, and be deleted from the policy.

**9.2.1** The University Library Board\* shall be consulted and shall help to guide transition plans related to the collection and Library services in general.

**9.2.2** Transition: Policy Revisions: Library Mission, Reference Services, Circulation issues. The University Library Board\* shall initiate a study of sections 1, 4, and 5 of this policy beginning Fall 1999 and continuing during the transition period. It shall widely consult university librarians and the University community in general, and shall also consult with the Dean of the University Library. If necessary, it shall prepare Policy Recommendations amending section 1 of this policy that will expand or clarify the mission of the University Library, amending section 5 of this policy that will clarify whether, as a matter of policy, the University will or will not share the delivery of reference services with the City Library, and amending section 4 of this policy to clarify any inconsistencies or

ambiguities arising from circulation issues in light of the transition to a joint library facility. This policy recommendation shall be delivered for Senate deliberation and action prior to two years before the opening of the joint library facility.

**9.2.3** Transition: Library Academic Services Plan. The Provost, in consultation with the Dean of the University Library and the University Library Board\* , shall set the date for the first cycle of the Library Academic Services Plan (see 5.4 of this policy), but this date shall be no earlier than 2 years after the opening of the Joint Library or later than 5 years after the opening of the Joint Library.

**9.2.4** Transition: Reference Collection. To allow for adequate study of usage patterns prior to any irreversible decision to combine the University Reference collection with the City reference collection, there shall be a moratorium on comingling of the University and City reference collections prior to completion of the first cycle of the Library Academic Services Plan. The University shall not discontinue acquisitions of materials for its reference collection, except for electronic materials, on the basis of duplication with City materials during this period. As part of the first cycle of the Library Academic Services Plan, the Dean of the University Library, the Head of the Reference Department, and the University Library Board\* will study reference usage patterns and shall then recommend a permanent arrangement for the Senate to consider incorporating into section 5 of this policy.

**9.2.5** Transition: Audit of the Collection. The provision in the policy for a regular ten year audit of the University Collection shall be immediately implemented such that a complete "baseline" audit of the collection is completed prior to the opening of the Joint Library. This audit may be accomplished in conjunction with the moving of the books.

**9.2.6** Transition: University Library Board\*. The Senate refers to the Organization and Government Committee the charge to examine the organization and membership of the University Library Board\* in the context of a joint library facility, the Operating Agreement, this policy, and the suggested plan from the Special Committee ([Appendix A](#)) and to prepare a first reading recommendation for presentation no later than April 5, 1999.

**9.2.7** Transition: Circulation system. The circulation system identified in 4.4.1 shall be in place and operational prior to the expected opening of the Joint Library facility. The University shall identify such a system as a high priority budget item and shall supplement the Library budget as needed to acquire or create such a system. The University may explore sharing the costs of such a system with the City if circulation services are to be merged, but must be assured that the system will be in place to generate the data required for the successful implementation of this policy.

**9.2.8** Transition: Policy implementation times. Section 4.4.2.2 "Excessive Demand Pattern" (leading to University Use Only) shall be activated only after the general public acquires regular access to the University

collection, while the rest of section 4.4. "Procedures for the Restriction of Circulation" shall be activated as soon as an appropriate circulation system can be operational. Section 6 "Security" shall be activated no later than the opening of the new facility. All other sections are effective immediately, unless other provisions have been made for them elsewhere in section 9.2.

**9.2.9 Transition: Access to Library Holdings Housed in Temporary Facilities.** In general, library materials which must be housed in a temporary facility during the construction phase shall be available on request. Paged materials shall be transported to a designated place on campus and held for pickup by the borrower. In addition, the temporary facility itself shall be open a specified number of hours per week to be set by the Dean of the University Library or his/her designee in order to provide adequate access to the temporarily housed materials by faculty, staff and students for browsing in the collection. (this section included as amendments sanctioned by [S99-3](#))

## 10. Effects of termination of the Joint Library agreement on this policy.

In the event that the joint facility agreement is terminated, then only those parts of this policy germane to the University will remain in effect. The Dean of the University Library will consult with the University Library Board\* to determine which policy elements to abandon on a temporary basis, and the University Library Board\* will promptly recommend permanent revisions to the Senate.

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### Footnotes

#### to the

#### Library Policy for San José State University

- <sup>1</sup> This statement is mostly drawn from the preamble of SS-S98-1
- <sup>2</sup> This statement was approved by the Library Committee and by the Library but previously considered by the full senate.
- <sup>3</sup> This statement was mostly drawn from the previous policy on Selection and Review of the Library Director that was rescinded by the more general policy on Administrators.
- <sup>4</sup> This section (3.1) derives from S88-11 "Library Confidentiality of Patron Records."
- <sup>5</sup> This section (3.2 and 3.3) derives from S91-4 "Library User's Rights and Responsibilities."
- <sup>6</sup> Section 4.2 derives from F97-11 "Faculty Loans and Charges for Library Materials."
- <sup>7</sup> See transition provision in section 9.
- <sup>8</sup> Section 7 is S98-13, "SJSU Library Print Collection Evaluation Policy."

\* Per S99-5, second resolve statement: "Resolved that all references to "Library Committee" in University Policy F98-5 be changed to "University Library Board""

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## Appendix A

### **Suggested Reorganization of the Library Committee.<sup>1</sup>**

The Special Committee on the Joint Library Project suggests that Organization and Government consider the following reorganization of the Senate Library Committee to make it more effective, to improve its expertise, and to make it more broadly representative of the Library's numerous constituencies.

In addition, we suggest consideration of a name change of the Library Committee to reflect a status different than of an operating committee, and to avoid confusion with City committees, e.g., "The University Library Advisory Board."

#### **1.1 Organization of the Library Committee**

**1.1.1** The Library Committee is an administrative agency of the Senate authorized both to formulate and recommend policy related to the Library, and also to advise the Dean of the University Library on the implementation of University policies and generally on Library operations--combining the traditionally separate roles of policy and operating committee. When the Committee formulates policy it shall report directly to the Academic Senate. If a Senator is a member of the Committee then that Senator shall present policy recommendations to the Senate. If no Senator is a member of the Committee then the Committee Chair shall appear before the Senate, being restricted to presentation and explanation of Library Committee recommendations.<sup>1</sup>

#### **1.1.2 Committee membership<sup>2</sup>**

**1.1.2.1** The Dean of the University Library, ex officio, non voting.<sup>3</sup>

**1.1.2.2** Three faculty who are working librarians from the University Library, one of whom may also hold appointment from the School of Library and Information Science. These librarians should be selected to represent different professional expertise. These faculty will serve for staggered three year terms.

**1.1.2.3** Seven regular faculty from the University at-large (but not from the University Library and/or the School of Library and Information Science), representing a minimum of five colleges. These faculty will serve for staggered three year terms.

**1.1.2.4** Four students apportioned as follows: The President of Associated Students or designee ex officio voting, the Director of Academic Affairs ex officio voting, each of whom will serve as long as they hold their respective offices; and two additional students, one of whom must be a graduate student, both of whom shall serve as long as they are willing and remain students in good standing.

**1.1.3** Faculty members shall be nominated by the Executive Committee and approved by the Senate. Student members shall be nominated by Associated Students and approved by the Senate. Preference for membership shall be given to willing Senators, particularly when Senators would remain unassigned after Policy Committees are populated with one representative per college. However, assignment to the Library Committee is never coterminous with Senate office and is always for a three year term. Potential nominees to the Library Committee must submit a statement to the Executive Committee indicating their familiarity and experience with Library policy, services, and collections, and the Executive Committee shall endeavor to nominate those with the greatest desire to serve and the highest qualifications.

**1.1.4** The Library Committee shall elect its own chair, who shall be a faculty member who has served a minimum of one year previously on the Library Committee.

**1.1.5** The Library Committee shall meet regularly according to the same schedule as Senate Policy Committees.

## **1.2 Relationship of the Library Committee to Internal Library Governance<sup>4</sup>**

**1.2.1** Nothing in this policy should be construed to limit the University Library Dean's prerogative to solicit advice from any or all faculty and staff within the Library, or to organize the internal advisory capacity of the Library in any manner suitable to the Library, i.e., use of a Library Cabinet, etc.

**1.2.2** Nothing in this policy should be construed to limit the Dean or the Library faculty and staff from constructing internal Library policies on the details of Library operations as appropriate, provided such policies are consistent with University Policy such as this document.

**1.2.3** Normally, on matters related to the academic role of the Library, the Dean of the University Library should consult both internally and with the Library Committee so as to assure that multiple views and perspectives are considered. Whenever this policy states "the Dean of the University Library [decides] in consultation with the Library Committee" it presumes that the Dean has consulted with the Library faculty and staff and carefully considers their advice when rendering decisions.

<sup>1</sup>This year's Chair of the Library Committee, the Chair from the last two years, and at least one other long time Chair all recommend this change in reporting for the committee. The added layer of reporting through the Curriculum and Research Committee seems inappropriate for two reasons: 1) the new Library Committee will have considerably greater expertise on the Library than C&R, and 2) even under the old system we could not think of ANY Library policies that had ever originated with the "policy" committee--all policies originated with the Library Committee--meaning that it already combines a policy and an operating role, albeit in a clumsy, layered structure.

<sup>2</sup>The Special Committee greatly desires to modify the membership of the Library Committee to include working Library Faculty. The old Library Committee predated the inclusion of Librarians in the general faculty unit, and so had excluded their membership, leading to a serious loss of legitimacy of this committee in the eyes of many Librarians. A Committee that brings Librarians, students, and general faculty together may have an opportunity to be both more effective and more legitimate. The reliability and expertise of general faculty and student membership also is upgraded. Two student members are identified by title in an effort to assure more student participation than has been the case in the past. General faculty membership is based on a BOGS model to assure both sufficient distribution across disciplines but also the flexibility necessary to attract the most committed and knowledgeable members.

<sup>3</sup>The University Library Dean's vote on the old committee should be removed if the Library faculty are added, to avoid the situation in which he/she votes in view of three other members over whom he holds RTP responsibility. There is also something of an inconsistency in the Dean voting on matters that are advisory to the Dean. The President, for example, does not possess a vote on the Budget Advisory Committee because the President is the recipient of BAC advise.

<sup>4</sup>This section could be added to clarify that the Library should continue to maintain its own governance structure.

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