

1 **San José State University**
2 **Academic Senate**
3 **University Library Board**
4 **April 15, 2024**
5 **Final Reading**

AS 1869

6
7 **Amendment E to University Policy S15-10**
8 **Revisions to SJSU Library Policy**
9

10 **Amends S15-10**

11
12 **Whereas:** The adoption of S15-10 called for the ULB to review Section 7 of
13 S15-10 after 5 years, and that review has not been completed.
14

15 **Whereas:** The University Library Program Planning Report noted that the
16 current withdrawal procedure (Section 7) is directly opposed to standard
17 professional practice.
18

19 **Whereas:** The librarian faculty and staff are professional experts in collection
20 management and policy should defer to their expertise.
21

22 **Whereas:** A modern and effective withdrawal policy is vital to maintaining a
23 healthy collection to support the academic mission of the university.

24 **Whereas:** The language in other parts of the policy does not reflect current
25 terminology and practice.
26

27 **Resolved:** University Policy S15-10 be amended as follows.

28
29 Approved: April 8, 2024
30

31 Vote: Michael Aguilar, Nada Attar, Edgar Bering , Natali Carmona-Guzman,
32 Deborah Hicks, Christine Holmes, Carli Lowe, Alison McKee, Anamika Megwula,
33 Ali Mehran, Chunhui Peng, Morgan Sanchez, Sharon Thompson, Gemma
34 Viñuales and April Wood
35

36 Present: 15-0-0
37

38 Absent: Anne Marie Engelsen
39

40 Financial Impact:

41 The financial impact of this amendment will be minimal and included in the
42 library's budget. The majority of changes proposed in this amendment do not
43 have any cost implications. The expected costs related to changes proposed in
44 section 7 will be for a collection analysis performed by an approved library
45 vendor.

46

47 **Workload Impact:**

48 The majority of changes included in this amendment have no direct workload
49 impact. Changes in section 7 will require labor from library staff and librarians as
50 they manage the collection. Furthermore, any faculty or staff of the university
51 participating in the consultation processes around collection will also contribute
52 their labor. The labor is expected to be distributed over several years.

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UNIVERSITY POLICY

58

S15-10, University Policy, Revisions to SJSU Library Policy

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Legislative History:

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63 At its meeting of April 27, 2015, the Academic Senate approved the following
64 policy recommendation presented by Chair Eggers for the University Library
65 Board. The first SJSU Library Policy (S98-06) was drafted and adopted with
66 special attention to how the SJSU Library would operate and safeguard its
67 collection should the joint library agreement with the City of San José be
68 approved. The joint library contract was signed in December 1998, and the new
69 Dr. Martin Luther King Jr. Library opened its doors in August 2003. Just prior to
70 the grand opening, the Library Policy was replaced by S03-5 which updated the
71 language in several sections to acknowledge that services provided by the
72 reference desk could be managed jointly by SJSU and the City of San José.
73 Subsequently, modifications to S03-5 were made to delete sections no longer
74 relevant (section 3.1.3, 7.3, 9.2.4), to clarify decision authority with respect to the
75 cancellation of duplicate reference subscriptions, to clarify ownership and provide
76 for the co-location of the reference collection (section 5.1), to clarify data
77 collection to track usage, to update terminology related to the Dean of the
78 University library, and to make minor editing changes. S15-10 was approved and
79 signed by President Mohammad Qayoumi on May 15, 2015.

80

81 At its meeting of December 11, 2017, the Academic Senate approved
82 Amendment A to S15-10 presented by Chair Taylor for the University Library
83 Board. Amendment A removes language specifying location of the reference
84 desk in Section 5.1 of S15-10. Amendment A was approved and signed by
85 President Mary A. Papazian on December 19, 2017.

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On September 11, 2019, President Mary A. Papazian signed and approved University Policy S19-2. S19-2 amended (Amendment B) the charge of the University Library Board in University Policy S15-10 and is incorporated into the policy below.

On May 4, 2020, President Mary A. Papazian signed and approved Amendment C to University Policy S15-10 updating the charge and membership of the University Library Board to include a general unit seat. Amendment C is incorporated into the policy below.

On March 8, 2021, President Mary A. Papazian signed and approved Amendment D to University Policy S15-10 updating the membership of the University Library Board to include two University Library staff members on the University Library Board. Amendment D is incorporated into the policy below.

Library Policy for San José State University

1. Mission.

1.1 General Mission of the University Library. 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 to provide the resources needed for SJSU's constituents to pursue academic research and curricular endeavors. The Library also fills a fundamental educational mission by contributing to information literacy. To support its constituents, the library provides information and guidance with respect to effective identification, retrieval, evaluation, and use of information from the wide range of both print and digital materials available. The University Library values and continues to develop a robust browsable print collection of books and monographs while developing access to e-books and e-monographs. The Library seeks to foster an environment that supports lifelong learning, a campus culture of reading, and a forum for the lively exchange of ideas. By aiding faculty and students in these ways, the Library makes a major contribution to the wellbeing of our university community. SJSU also recognizes the desirability of encouraging the pursuit of knowledge by all people, and making its library resources as widely available as is consistent with its primary mission of service to its academic community.

1.2 The Library Collection. In partnership with the San José Public Library, the SJSU Library provides all library users with access to information and materials in print and digital formats. Maintenance of robust print and electronic collections suited to the various needs of SJSU's academic programs and research

129 endeavors is essential. Recognizing the rich diversity of programs and
130 constituents that the library serves, the library is committed to
131
132 ● Developing and maintaining both the breadth and depth of the print and
133 electronic collections.
134 ● Developing and maintaining an up-to-date academic collection that is
135 convenient to browse and desirable to use on the 6th, 7th and 8th floors of the
136 library building.
137 ● Archiving selected special-use, little-used, and unique materials in
138 compact shelving and other areas of the library.
139 ● Archiving rare and valuable materials to the extent possible to maintain
140 the breadth and depth of its Special Collections.
141 ● Acquiring materials that are essential to the University's academic
142 programs.
143 ● Collecting and protecting information resources in all formats.
144 ● Acquiring multicultural materials and works which present a variety of
145 viewpoints.
146 ● Supporting the research needs of SJSU faculty and students.
147 ● Maintaining a collection of materials unique to San José State University
148 as the oldest public institution of higher education in California.
149 ● Working with libraries throughout and beyond the CSU to complement and
150 supplement materials available to all library patrons.

151

152 **2. Governance.**

153

154 2.1 Administrative Authority and Officers.

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156 2.1.1 The administration of the Library is vested in the Board of Trustees of the
157 California State University, which has delegated this authority to the President of
158 San José State University. The Board has also mandated that the Academic
159 Senate shall be the primary advisory body on the academic mission of the
160 Library, which in turn vests this advisory function in its committee structure and
161 its policy recommendations.

162

163 2.1.2 The Library is an essential resource for the Academic division of the
164 University and vital to the curriculum of the University, and is in the administrative
165 charge of the Provost and Vice President for Academic Affairs who is the chief
166 academic officer of the University.

167

168 2.1.3 The Dean of the University Library reports to the Provost and is
169 responsible, through personnel and budget administration, for the effectiveness
170 of the Library's operations, the quality of its collections, the competence of its
171 staff, its governance, and additional programs assigned by the Provost. The
172 Dean of the University Library, equivalent to an academic dean, serves on the
173 Council of Deans as well as appropriate faculty, administrative, or library
174 committees. The Dean of the University Library works closely with all the College
175 Deans and the Associate Vice Presidents in Academic Affairs and must ensure
176 that the plans of the Library are consistent with the overall academic policies and
177 mission of the University. The Dean of the University Library works closely with
178 the City Librarian in coordinating those library operations and facilities that are
179 shared jointly with the City, and sees that academic needs are supported by the
180 relationship. The Dean of the University Library provides leadership to the faculty
181 and staff of the Library and facilitates communication and collegiality between the
182 general faculty and the Library. The Dean of the University Library works with the
183 Academic Senate through its committees to formulate and revise University
184 Policy concerning the Library.

185

186 2.2 Shared Resources. San José State University shall seek to maximize its
187 library resources by sharing a facility with the City Library, subject to reciprocity
188 and to the limits imposed by academic needs. The academic needs of San José
189 State University shall be considered absolutely primary in the implementation
190 and administration of any or all library agreements by SJSU personnel.

191

192 2.3 Name of the Library Organization. The name of the library supporting the
193 academic mission of the University shall be the San José State University
194 Library. This refers to the organizational entity and the academic collection of
195 materials, and will be reflected on all official correspondence by University
196 Library personnel. This library is housed in a physical facility with a different
197 name which reflects a shared use of the building.

198

199 2.4 Administration of Shared Resources. All decisions that are properly shared
200 with the City Library will be made according to the governing agreements, with
201 University participation in the decisions conforming as closely as possible to the
202 procedures described in this policy.

203

204 2.5 Charge of the University Library Board.

205

206 2.5.1 The University Library Board advises and assists the Dean of the University
207 Library on matters concerning the academic role of the Library.

208

209 2.5.2 It serves as liaison between faculty and students and the Library
210 administration, faculty, and staff; examines the relationships between the Library
211 and the general faculty, the various colleges and the programs of the University,
212 for the purpose of recommending improvements in Library services and policy,
213 as well as the stature of the Library.

214

215 2.5.3 It recommends ways of assuring the stewardship of the Library's various
216 collections of materials in all formats.

217

218 2.5.4 It recommends ways of assuring that the Library provides an atmosphere
219 appropriate to quiet study and research, collaboration, student academic
220 success, and thoughtful reading.

221

222 2.5.5 It widely consults representatives from all groups and disciplines who use
223 the Library's resources for curriculum and research, so as to advise the Dean of
224 the University Library on campus needs for the Library's collections and
225 academic services, and receives periodic reports on the Library's progress and
226 expenditures toward meeting those needs.

227

228 2.5.6 The University Library Board receives reports from the Library Dean
229 regarding any issues raised at the King Library Management Team meetings that
230 affect the management of the King Library. ~~Presently, the King Library
231 Management Team is comprised of eight members from the San José Public
232 Library: the Library Director, Administrative Officer, and two Division Managers—
233 and from the University Library: the Library Dean, Administrative Officer, and two
234 Associate Deans.~~

235

236 2.5.7 In the event a joint task force from the University Library Board is needed to
237 advise the King Library Management Team on policy issues related to joint
238 affairs of the King Library, it will be constituted as detailed in 4.2.2 and 4.2.3 of
239 the "Operating Agreement."

240 (~~https://library.sjsu.edu/files/documents/ULB_Operating_agreement.pdf~~)[https://w
241 ww.sjlibrary.org/files_king/documents/operating_agreement.pdf](https://www.sjlibrary.org/files_king/documents/operating_agreement.pdf))

242

243 2.5.8 The University Library Board may, in cooperation with the Library, co-
244 sponsor events within the Library that bring members of the University
245 community together with other citizens of the region for discourse on subjects of
246 common scholarly and literary interest.

247

248 2.5.9 The University Library Board conducts periodic reviews of this policy and
249 makes recommendations to the Academic Senate for appropriate revisions.

250

251 2.6 Organization of the University Library Board.

252

253 2.6.1 The University Library Board is a committee of the Senate authorized both
254 to formulate and recommend policy related to the Library, and also to advise the
255 Dean of the University Library on the implementation of University policies and
256 generally on Library operations, combining the traditionally separate roles of
257 policy and operating committees. When the Board formulates new policies or
258 modifies the existing policy for consideration, it shall report directly to the
259 Academic Senate. The chair of the University Library Board shall present policy
260 recommendations to the Senate.

261

262 2.6.2. Board Membership.

263

264 2.6.2.1. The Dean of the University Library, ex officio (non-voting).

265

266 2.6.2.2. The immediate past chair of the Senate, or, in the absence of a past
267 chair, the faculty-at-large elected to the Executive Committee, ex officio (voting).

268

269 2.6.2.3 Three regular (tenured or tenure-track) university library faculty who
270 represent different professional specializations. These faculty will serve for
271 staggered three-year terms.

272

273 2.6.2.4 Two members of the Library staff should be added to the membership.
274 These members will serve for staggered three-year terms.

275

276 2.6.2.5 One ~~regular (tenured or tenure-track)~~ faculty member from each college
277 as well as one faculty member from the School of Information. One member from
278 the general unit [faculty or staff (SSP III or SSP IV)]. These faculty will serve for
279 staggered three year terms.

280

281 2.6.2.6 Three students recommended by the Associated Students board to the
282 Chair of the Senate's Committee on Committees and apportioned as follows: one
283 undergraduate and one graduate student (voting members); the President of
284 Associated Students or designee ex officio (voting member). The President of
285 Associated Students will serve as long as he/she holds his/her office. The other
286 student members will serve one-year terms, provided they remain students in
287 good standing. Student members may serve more than one term.

288

289 2.6.3 Faculty members, including Library Faculty, shall be recruited through
290 normal Committee on Committees processes and approved by the Senate. If
291 there are multiple applicants, potential faculty nominees may be asked to submit
292 a one-page statement to the Executive Committee indicating their familiarity and
293 experience with Library policy, services, and collections. The Executive
294 Committee shall endeavor to nominate those with the greatest commitment to
295 serve and the highest qualifications. Student members shall be nominated by
296 Associated Students and approved by the Senate.

297

298 2.6.4 The University Library Board shall elect its own chair(s). The chair(s) shall
299 be a faculty or or staff member who has preferably served a minimum of one
300 year previously on the University Library Board.

301

302 2.6.5 The University Library Board shall meet regularly according to the same
303 schedule as Senate Policy Committees.

304

305 2.7 Relationship of the University Library Board to Internal Library Governance

306

307 2.7.1 Nothing in this policy should be construed to limit the University Library
308 Dean's prerogative to solicit advice from any or all library faculty and staff, or to
309 organize the internal advisory capacity of the Library in any manner suitable to
310 the Library, e.g., use of the University Library Leadership Team.

311

312 2.7.2 Nothing in this policy should be construed to limit the Dean or the Library
313 faculty and staff from constructing internal Library policies on the details of
314 Library operations as appropriate, provided such policies are consistent with
315 University Policy.

316

317 2.7.3 On matters related to the academic role of the Library, the Dean of the
318 University Library should consult with library faculty and staff, with the University
319 Library Board, and, as needed, with the university community, so as to ensure
320 that multiple views and perspectives are considered in decision making.

321

322 2.7.4 The Dean of the University Library shall report annually at the beginning of
323 the fall semester to the University Library Board on the status and usage of the
324 library collection; on proposals that would substantially impact faculty, staff, or
325 student access to the collection; and on CSU-wide initiatives. ~~Public access to
326 the report will be provided via the library newsletter or website.~~

327

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

329

330 3.1 Confidentiality of Patron Records. The San José State University Library has
331 the responsibility to protect each individual library user's right to privacy with
332 respect to information sought or received and materials consulted, borrowed or
333 acquired. All patron records of San José State University Library are confidential.
334 Such records, whether print or electronic, include patron name, usage data, and
335 contact information. Thus, in compliance with the State of California's Public
336 Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

337

338 "All patron use records of any library which is in whole or in part
339 supported by public funds shall remain confidential and shall not be
340 disclosed by a public agency, or private actor that maintains or stores
341 patron use records on behalf of a public agency, to any person, local
342 agency, or state agency except as follows: (a) By a person acting
343 within the scope of his or her duties within the administration of the
344 library. (b) By a person authorized, in writing, by the individual to whom
345 the records pertain, to inspect the records. (c) By order of the
346 appropriate superior court. As used in this section, the term "patron
347 use records" includes the following: (1) Any written or electronic record,
348 that is used to identify the patron, including, but not limited to, a
349 patron's name, address, telephone number, or e-mail address, that a
350 library patron provides in order to become eligible to borrow or use
351 books and other materials. (2) Any written record or electronic
352 transaction that identifies a patron's borrowing information or use of
353 library information resources, including, but not limited to, database
354 search records, borrowing records, class records, and any other
355 personally identifiable uses of library resources information requests,
356 or inquiries. This section shall not apply to statistical reports of patron
357 use nor to records of fines collected by the library."

358

359 3.1.1 The Library may keep statistics to track circulation patterns based upon
360 user status or other factors, but this information will be aggregated and not
361 released with any individual identifiers.

362

363 3.1.2 Adheres to the principles and guidelines embedded in the American Library
364 Association's Code of Ethics, Library Bill of Rights, Freedom to Read, and
365 Freedom to View Statements.

366 (<http://www.ala.org/advocacy/intfreedom/statementspols>/<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>)
367

368

369 3.2 Users Rights. Users of the Library have a right to the following:

370

371 3.2.1 A library environment free of disruptive activity.

372

373 3.2.2 Confidential access to library materials.

374

375 3.2.3 Library materials that are complete and not defaced.

376

377 3.2.4 Surroundings free from tobacco smoke, carelessly discarded waste
378 materials, and resulting problems, most notably infestation by insects and
379 vermin.

380

381 3.2.5 Quiet areas for individuals to study and to engage in research.

382

383 3.3 Environment. Ensuring a pleasant and productive environment for study and
384 research for all users requires that each user of the library follow this policy. The
385 University will actively pursue disciplinary action(s) and other legal action(s) for
386 the offenses listed below:

387

388 3.3.1 Talking or noise in the areas designated as quiet or silent study areas.

389

390 3.3.2 Smoking in the library.

391

392 3.3.3 Cutting, defacing, ripping, or tearing pages from any library materials.
393 Mutilating or destroying records, compact discs, computer software or other
394 library media material.

395

396 3.3.4 Removing library books, magazines, other materials, or library property
397 without proper library check-out.

398

399 3.3.5 Soliciting in the library, i.e., asking people for money, to sign petitions, and
400 so forth.

401

402 3.3.6 Harassing library patrons.

403

404 3.4 Users have the rights inherent in the principles of academic freedom,
405 intellectual freedom, and complete freedom of information. Recognizing the need
406 for freedom of information in an academic environment, there shall be no

407 censorship of any library resources, exhibits, or materials within the San José
408 State University Library.

409

410 **4. Circulation, Access, Rules and Fines.** The SJSU library seeks to make its
411 collection widely available to all library users. Existing operational policies related
412 to the circulation of materials are found in internal library policies and can be
413 accessed through the library's website. ([http://library.sjsu.edu/policies-](http://library.sjsu.edu/policies-procedures)
414 [procedures](http://library.sjsu.edu/policies-procedures))

415

416 4.1 Unless otherwise indicated in this policy, all circulation categories and rules,
417 fines, reserves, borrowing periods (including faculty semester loans), borrowing
418 limits, recall and wait list procedures, and all other matters necessary to assure
419 the availability of the collection and resources of the University Library for
420 academic purposes shall be set by the Dean of the University Library in
421 consultation with the University Library Board.

422

423 4.1.1 With regard to items identified as high demand, it is the library's practice to
424 purchase items for multiple simultaneous users in print or electronic format
425 multiple copies and, as needed, place items on course reserve to limit the
426 circulation period of those items.

427

428 4.1.2. Materials in high demand may circulate under special restrictions
429 necessary to assure their availability for academic uses.

430

431 4.2 The Library Dean will consult with the University Library Board prior to the
432 implementation of any changes in procedures that would substantially impact
433 faculty, staff, and student access to the library collection.

434

435 4.3 The Library Dean will consult with the University Library Board prior to the
436 implementation of any changes in charges for library materials which affect
437 faculty, staff, or students. Examples of charges include fines and item
438 replacement costs.

439

440

441 4.4 All SJSU patrons with outstanding fines will be blocked from library services
442 in accordance with the library's internal fines & fees policy
443 (~~[https://library.sjsu.edu/policies-procedures/fines-and-fees-](https://library.sjsu.edu/policies-procedures/fines-and-fees-policy)~~
444 ~~[policy](https://library.sjsu.edu/policies-procedures/fines-and-fees-policy)~~<https://library.sjsu.edu/policies-procedures/policies-procedures>).

445

446 4.5 Temporary faculty, emeriti faculty, teaching associates and graduate
447 assistants who are issued faculty identification cards, and University staff will be
448 treated as faculty members with regard to library privileges.
449

450 **5. Faculty and Staff Support for the Curricular and Research Needs of the** 451 **University.**

452
453 5.1 General Faculty and Staff Support. The academic mission of the Library shall
454 be advanced by specialized practices unique to a University or an academic
455 library setting, whenever such practices are customary in libraries of institutions
456 of higher education. Library faculty and staff will be enabled to carry out
457 academically oriented functions and shall not merge unique academic functions
458 and practices with the City Library. ~~The City and University will share delivery of~~
459 ~~basic reference services. City and University materials in the reference collection~~
460 ~~shall be classified in the Library of Congress system and shall be co-located.~~ All
461 reference materials acquired by the University Library through purchase or
462 donation shall be clearly identified as the property of the University by ownership
463 marks. Referral policies and procedures will ensure that faculty and students,
464 who seek specialized assistance for University coursework and research, will
465 receive the most appropriate type of assistance from qualified University experts.
466

467 ~~5.1 General Faculty and Staff Support. The academic mission of the Library shall~~
468 ~~be advanced by specialized practices unique to a University or an academic~~
469 ~~library setting, whenever such practices are customary in libraries of institutions~~
470 ~~of higher education. Library faculty and staff will be enabled to carry out~~
471 ~~academically oriented functions and shall not merge unique academic functions~~
472 ~~and practices with the City Library. The City and University will share delivery of~~
473 ~~basic reference services.~~
474

475 5.2 Expert Support for the Curricular and Research Needs of the University. The
476 University Library shall provide support for the curriculum and research needs of
477 the University by maintaining a scholarly and up-to-date collection; by
478 maintaining electronic access to resources through a web site; and by employing
479 Library faculty to assist general faculty and students with their curricular and
480 research needs. The University Library will establish and maintain its academic
481 support services in such a way that University faculty and students, who seek
482 help for University coursework and research, will receive the most appropriate
483 type of assistance from qualified University experts. For University faculty and
484 students using services and collections within the physical Library building, the
485 University Library will enable faculty and students to quickly identify services and

486 collections to meet their curricular and research needs. As a component within a
487 varied mix of services and collections, the University will provide a proximate
488 service point or service points with personnel qualified to assist students and
489 faculty with the use of the University collection.

490

491 5.3 Professional Expertise of Library Faculty. Library faculty assisting SJSU
492 students and faculty with their curricular or research needs shall be University
493 faculty governed by the University Policies regarding appointment, retention,
494 tenure, and promotion, post tenure review, academic freedom and professional
495 responsibility, and all other appropriate University Policies. These faculty
496 members will have a Masters of Library and Information Science as well as
497 qualifications in relevant specialized academic disciplines. To obtain the
498 necessary knowledge of the curriculum and the nature of research assignments,
499 the Library faculty must develop and maintain close working relationships with
500 faculty in the subject disciplines for which they do specialized reference,
501 instruction, and collection development. Library faculty must have knowledge of
502 scholarly publication and research strategies appropriate to all disciplines with a
503 deeper understanding of those in the library faculty member's own subject
504 specialties. The Library will take appropriate measures to assure that Library
505 services are designed to enable Library faculty to maintain their expertise related
506 to disciplines and that University students and faculty are directed to the most
507 appropriate University Library faculty for their academic needs.

508

509 5.4 ~~Library Academic Services Plan~~ Library Program Plan. ~~The University Library~~
510 ~~shall develop an evaluation plan to determine the effectiveness of services~~
511 ~~supporting the curricular and research needs of the University, which shall~~
512 ~~parallel the Program Planning process in the other academic disciplines of the~~
513 ~~University.~~ The University Library shall develop a Program Plan which is a future-
514 oriented process based on assessment, which shall parallel the Program
515 Planning process in the other academic disciplines. The University Library, in
516 consultation with the University Library Board, shall use the **evaluation program**
517 plan to assess ~~its~~ **research and instructional services** and shall use the results of
518 the assessment to enhance these ~~research and instructional~~ services provided to
519 University faculty and students. After the initial assessment, the **evaluation**
520 **program planning** shall be conducted every **seven** years.

521

522 **6. Security of the Collection.**

523

524 6.1 The security of the collection is currently maintained via electronic anti-theft
525 systems, physical search in appropriate situations, and surveillance of exits. Prior

526 to the implementation of any changes or modifications to these security
527 measures the Dean will consult with the University Library Board. Every effort will
528 be made to maintain the physical security of collections. The ULB recommends
529 high budgetary priority be given to regular equipment maintenance to assure the
530 physical safety and condition of the collection in the event of flood, fire,
531 earthquake, or disaster.

532

533 6.2 Monitoring of Theft and Loss.

534

535 6.2.1 Periodic audit of the collection. In order to conduct a complete inventory,
536 the University shall fund an audit of the library collection every ten years to
537 determine the number and distribution of missing items. The results of this audit,
538 including the number and distribution of missing items, shall be publicly reported
539 to the University Library Board and the University as a whole.

540

541 6.2.2 Limited audits of portions of the collection. If there is some evidence of
542 substantial theft or losses in particular portions of the collection, and if there has
543 been no recent general audit, the University Library Board shall request that the
544 Dean of the University Library conduct an inventory of the portion of the
545 collection in question to verify the losses.

546

547 6.2.3 Prevention of the theft of University Library resources is an important
548 obligation of stewardship. If an audit reveals a high theft rate in part or all of the
549 collection, the Dean of the University Library shall consult with the University
550 Library Board and take all necessary measures to reduce the theft rate.

551

552 **7. Evaluation of the General Print Collection.** Maintaining a high-quality
553 academic library collection requires periodic evaluation of the collection with
554 reference to the mission of the University and the diverse needs of each
555 discipline. This reflects the academic library's commitment to meet its primary
556 responsibility to maintain the library collection's relevance now and into the future
557 as well as a recognition that the library's collections must evolve as the amount
558 of information grows and methods to access it change. The evaluation process is
559 conducted by liaison librarians in collaboration with faculty to facilitate sound
560 decision making with regard to the periodic relocating or discarding of materials.
561 In all cases, the primary goals are to improve the quality of the collection,
562 improve the effectiveness of browsing, and to provide space for new acquisitions.
563 Collection evaluation is a professional responsibility of all library faculty involved
564 in collection development.

565

566 7.1 Relocating Materials (Stack Shift). This process does not involve discarding
567 any materials. The procedure is standardized and only requires minimal review
568 by the liaison librarian and not the full procedure of 7.2.2. ~~The procedures are~~
569 ~~relatively automatic and standardized and usually require minimal review by the~~
570 ~~liaison librarian and the specific department associated with a particular Library~~
571 ~~of Congress classification. The Library of Congress Classification system is used~~
572 ~~to determine the scope and range of subject areas~~
573 ~~(<http://www.loc.gov/catdir/cpsol/cco/>).~~

574

575 7.2 Withdrawal of Materials. Withdrawal is an important procedure designed to
576 maintain the quality of the collection. The Library recognizes that each
577 disciplinary or interdisciplinary program has a unique set of needs in regards to
578 library use and materials. These needs will be taken into account as withdrawal
579 criteria are developed and decisions are made.

580

581 7.2.1 Withdrawal of Duplicates. This type of withdrawal is standardized and only
582 requires review by the liaison librarian, and not the full procedure of 7.2.2. ~~This~~
583 ~~type of evaluation begins with computerized identification of duplicate copies and~~
584 ~~circulation history. The procedures are relatively automatic and standardized and~~
585 ~~usually require minimal review by the liaison librarian, and the specific~~
586 ~~department associated with the relevant Library of Congress classification.~~

587

588 7.2.2 Withdrawal Procedures. First, the liaison librarian will identify all
589 departments and faculty associated with a particular Library of Congress
590 classification. ~~First, liaison librarians will collaborate with faculty in departments~~
591 ~~associated with that Library of Congress classification to identify the criteria the~~
592 ~~liaison librarian will use to review the collections (7.2.2.1).~~ Second, the liaison
593 librarian will work closely with all such identified departments to identify the
594 appropriate criteria for use during the withdrawal review (7.2.2.1; 7.2.3). ~~Second,~~
595 ~~materials identified for potential withdrawal will be made available for review by~~
596 ~~all faculty campus wide (7.2.2.2).~~ Third, materials identified for potential
597 withdrawal will be made available for review by all departmental faculty in the
598 associated classifications (7.2.2.2). ~~Third, a final review will take place with the~~
599 ~~departments associated with that Library of Congress classification (7.2.2.3).~~
600 Finally, the library will make every effort to offer materials approved for
601 withdrawal to other institutions through existing consortial relationships.

602

603 7.2.2.1 Identify Criteria for Withdrawal. Liaison librarians have the primary
604 responsibility for evaluation of the collection. Liaison librarians will collaborate
605 with all departments and faculty associated with the relevant Library of Congress

606 classification to determine the criteria for reviewing the associated collection.
607 Liaison librarians will attend to interdisciplinary needs when developing criteria. If
608 no department remains associated with a Library of Congress classification due
609 to program discontinuation, then other CSU institutions maintaining programs
610 similar to the one discontinued should be consulted to evaluate materials for
611 withdrawal. The library should retain at least a basic information level in a
612 discontinued program's subject area.

613
614 **7.2.2.2 Withdrawal Review.** Material recommended for withdrawal from the
615 collection will be shared directly with relevant departments via their liaison
616 librarians for review. The information provided will include the criteria jointly
617 established by the liaison librarians and departments and faculty along with a link
618 to an analysis (circulation, holdings in other libraries, etc.) of the titles under
619 consideration. Departments and faculty will have a period of a minimum of four
620 weeks to respond to the recommendations and must respond by a deadline set
621 by the liaison librarian. A blanket request to keep all materials on a list will not be
622 considered a review.

623
624 ~~7.2.2.2 Campus-wide Review. Recognizing the interdisciplinary nature of many~~
625 ~~subject areas, material recommended for withdrawal from the collection will be~~
626 ~~shared directly with all departments via their liaison librarians and listed by~~
627 ~~subject area on a shared website for a period of six weeks during a regular~~
628 ~~semester (Spring or Fall). The information provided will include the criteria jointly~~
629 ~~established by the liaison librarians and departments along with a link to an~~
630 ~~analysis (circulation, holdings in other libraries, etc.) of the titles under~~
631 ~~consideration. During this time, all faculty will be encouraged to review the~~
632 ~~material and provide feedback to their liaison librarian. A blanket request to keep~~
633 ~~all books on a list will not block the next stage of review.~~

634
635 ~~7.2.2.3 Final Review. The final review will be a minimum of four weeks. Liaison~~
636 ~~librarians will share the information obtained in the campus-wide review with the~~
637 ~~departments associated with the Library of Congress classification area of the~~
638 ~~material being considered for withdrawal (7.2.2.1). Items identified for retention in~~
639 ~~the campus-wide review will normally be retained. In addition, faculty campus~~
640 ~~wide can continue to offer feedback through liaison librarians. The liaison~~
641 ~~librarians will consult with the departments to identify materials on their lists that~~
642 ~~should be preserved. In the event a department feels strongly about removing an~~
643 ~~item that was requested to be kept during the campus-wide review, the liaison~~
644 ~~librarian will facilitate a discussion among the relevant individuals to reach a~~
645 ~~conclusion regarding retention for the item(s) in question. Any materials that this~~

646 ~~final review deems worthy of preserving shall be kept in the San José State~~
647 ~~University Library collection.~~

648

649 7.2.3 Potential criteria for selection of print materials for withdrawal from the
650 collection. The following general criteria, listed in alphabetical order, are
651 examples of the types of criteria that may be taken into consideration when
652 identifying materials for withdrawal. The Library recognizes that each academic
653 department has a unique set of needs in regards to library use and materials, so
654 the following criteria will not necessarily be applicable for each subject area. In
655 addition, consideration will be given to the potential cross-disciplinary value of
656 materials as well as their use for historical research.

657

658 7.2.3.1 Availability. Availability can be considered both internally and externally.
659 Considerations include: a) Whether or not other copies or editions exist in the
660 SJSU collection and/or b) Whether or not the item can be readily borrowed from
661 other institutions via Interlibrary Services or other library resource sharing
662 programs. The desired format for availability will vary by
663 program/discipline/department. Some will require/prefer electronic versions of
664 materials while others will require/prefer print versions.

665

666 7.2.3.2 Content. A candidate for withdrawal may be one where the content has
667 been determined by the liaison librarians in collaboration with faculty in
668 departments associated with that Library of Congress classification area to be no
669 longer beneficial to the collection (e.g., superseded information, duplicated
670 content, changes in curricular needs).

671

672 7.2.3.3 Past use. Past use is generally considered a predictor of future use. Past
673 use is measured by circulation system records and counts, interlibrary loan
674 circulation records, and in-house usage statistics/records. Periods of inactivity
675 will vary by discipline and circulation records may not necessarily be an
676 appropriate criterion for withdrawal. Items, especially single copies, should not be
677 discarded solely because of low use.

678

679 7.2.3.4 Physical condition. A candidate for withdrawal may be one that is worn,
680 defaced, or otherwise in poor condition to the point that it cannot be used and its
681 value to the collection does not warrant replacement or preservation in the same
682 or an alternate format.

683

684 ~~7.2.4 Evaluating collections supporting discontinued programs. The library should~~
685 ~~retain at least a "basic information" level in a discontinued program's subject~~

686 ~~area. Recognizing that the interests of departments frequently overlap, the~~
687 ~~primary liaison librarian must consult with his/her assigned faculties and other~~
688 ~~liaison librarians, who in turn will consult with faculty of relevant departments and~~
689 ~~other University constituencies. The historical research value of materials should~~
690 ~~also be taken into account. Consultation with other CSU institutions maintaining~~
691 ~~programs similar to the one discontinued should be part of the process of~~
692 ~~evaluating materials~~
693 ~~prior to their consideration for removal from the collection.~~

694

695 7.2.4 Disposal of withdrawn materials. Materials to be withdrawn that are not
696 wanted by other CSU or partner libraries will be donated to organizations
697 responsible for placing used books with national and international libraries.

698 ~~Materials to be withdrawn that are not wanted by other CSU or partner area~~
699 ~~libraries will be donated to organizations responsible for placing used books with~~
700 ~~national and international libraries, placed in a designated, well-marked area in~~
701 ~~the Library for at least two weeks, giving faculty, students, and the public the~~
702 ~~opportunity to claim them free of charge.~~

703

704 **8. Acquisitions.** At the beginning of an academic year, liaison librarians will
705 solicit from faculty requests for new acquisitions. In addition, throughout the
706 academic year faculty can request through their liaison librarian purchase of
707 materials. The format requested (print or electronic) will be honored. Once the
708 budget for purchases is exhausted, additional purchases will need to be
709 postponed to review for the next fiscal year. When faculty members in an
710 academic department do not send recommendations for materials by the
711 ordering deadline determined and communicated to faculty by liaison librarians at
712 the beginning of the academic year, the liaison librarian can either purchase
713 materials on their behalf or make the unspent funds available to other
714 departments who have requests exceeding their budget.

715

716 **9. Supplemental Funding for the Library Collection.** The Dean of the Library
717 in collaboration with University Advancement and the Director of Development for
718 the library shall identify and pursue potential donors to support the collection and
719 the services of the library. In addition, the library shall be considered a priority in
720 the distribution of student success funds.

721

722 **10. Effects of Termination of the Joint Library Agreement on this Policy.** In
723 the event that the joint facility agreement is terminated, then only those parts of
724 this policy germane to the University will remain in effect. The Dean of the
725 University Library will consult with the University Library Board to determine

726 which policy elements to abandon on a temporary basis, and the University
727 Library Board will promptly recommend permanent revisions to the SJSU Library
728 Policy to the Academic Senate.
729