

April 14, 2015

To: Members of the SJSU Academic Senate  
Fr: Dr. Daryl Eggers; Professor, Department of Chemistry  
University Library Board Chair  
daryl.eggers@sjsu.edu  
  
Re: University Library Policy Revisions

To facilitate your review of the attached proposed revisions to the University Library Policy, the University Library Board has compiled links to resources you may find useful.

### **Relevant Policy Documents**

[Final Reading Document](#)

[Old Policy \(S03-5\) to Final Reading \(AS 1557\): Comparison Document](#)

[S06-5: Committee Assignment of the Vice-Chair of the Senate on the University Library Board](#)

[S04-9: Modification to SJSU Library Policy S03-5, Sec. 5.1, and 9.2.4 Regarding Transition: Reference Collection](#)

[S03-5: Library Policy for San José State University](#)

### **Library Information**

[Library FAQs \(Related to AS 1557\)](#)

[Library Self-Study \(Five Year Review 2008-2013\)](#)

[Library Strategic Plan 2012-2017](#)

First Reading to Final Reading Comparison  
April 13, 2015

Page 1

[Library Collections and Usage Infographic](#)

**Reports from Fall Data Collection**

[Summary of Data Collected](#)

[Focus Group Meetings Report](#)

[Survey Data - Faculty](#)

[Survey Data - Students](#)

1 **San Jose State University**  
2 **Academic Senate**  
3 **University Library Board**  
4 **April 27, 2015**  
5 **Final Reading**

**AS 1557**

6  
7 **Policy Recommendation**  
8 **Revisions to SJSU Library Policy**  
9

10 **Legislative History:** Replaces S03-5 as amended by S04-9 and S06-5.

11  
12 The first SJSU Library Policy (S98-06) was drafted and adopted with special  
13 attention to how the SJSU Library would operate and safeguard its collection  
14 should the joint library agreement with the City of San Jose be approved. The joint  
15 library contract was signed in December 1998, and the new Dr. Martin Luther  
16 King Jr. Library opened its doors in August 2003. Just prior to the grand opening,  
17 the Library Policy was replaced by S03-5 which updated the language in several  
18 sections to acknowledge that services provided by the reference desk could be  
19 managed jointly by SJSU and the City of San Jose. Subsequently, modifications to  
20 S03-5 were made to delete sections no longer relevant (section 3.1.3, 7.3, 9.2.4), to  
21 clarify decision authority with respect to the cancellation of duplicate reference  
22 subscriptions, to clarify ownership and provide for the co-location of the reference  
23 collection (section 5.1), to clarify data collection to track usage, to update  
24 terminology related to the Dean of the University library, and to make minor  
25 editing changes.

26  
27 **Whereas:** S03-5 has not had a comprehensive review since its implementation,  
28 and

29 **Whereas:** Modifications in 2004 and 2006 make reference to the library policy  
30 cumbersome, and

31 **Whereas:** Much has evolved with regard to resources and best practices, and

32 **Whereas:** Ongoing financial constraints call for an alignment of priorities and  
33 resources, and

34 **Whereas:** The library remains a critical resource for faculty, staff, and students,  
35 and

36 Whereas: The University Library Board is charged with the review and update  
37 of -S03-5, now therefore be it

38 Resolved: That the attached document, which contains revisions to S03-5, be  
39 accepted as policy effective with the President's signature this  
40 spring; and be it further

41 Resolved: That 5 years following implementation of this policy the ULB review  
42 Section 7 of this policy and bring recommended updates to the  
43 Academic Senate if modifications are needed.

44

45 **Rationale:** Now that the joint library arrangement has been in operation for over  
46 11 years, it is time to update the Library Policy in view of existing operations, data  
47 and statistics pertaining to usage of the Library collection during the years of joint  
48 operation. In some cases, the changes reflect the temporary nature of some sections  
49 of the original policy (relevant to transitioning to joint operations). In others, the  
50 changes bring the existing policy up to date with current practice and the  
51 implementation of resources (e.g., JSTOR) not widely used at the time the S03-5  
52 policy was drafted.

53

54 This policy recommendation is designed to consolidate past revisions and to  
55 provide one document to represent SJSU's policy with regard to the SJSU  
56 collection and our joint operation of the library with the City of San Jose. Key  
57 issues (e.g., withdrawal policy, security of the collection, availability of print and  
58 electronic resources) of concern to SJSU librarians, faculty, and students remain  
59 central components of the policy and provide greater clarity with regard to their  
60 implementation.

61

62 Approved April 13, 2015

63 ULB Vote: 10-2-0

64 Present: Daryl Eggers, Ruth Kifer, Bethany Shifflett, Bernd Becker, Susan  
65 Kendall, Ann Agee, Michael Stephens, Samuel Obi, Beverly Grindstaff, Asha  
66 Agrawal, Grinell Smith, Joni Bodart

67 Absent: Galina Owens

68

69 **Financial impact:** Substantial financial impact for the university is associated with  
70 the periodic (each 10 years) item-by-item audit of the collection, which occurs in

71 addition to normal management of the collection. There could be an additional  
72 financial impact on the SJSU library for audits of specific subject areas within the  
73 collection.

74

75 **Workload impact:** The workload for library faculty and staff associated with the  
76 decennial audit of the collection will be extraordinarily heavy. The more focused  
77 periodic reviews of collections will result in additional workload for the library  
78 faculty and staff engaged in that work. Additional workload for liaison librarians  
79 and their departments is anticipated as they collaborate to determine appropriate  
80 criteria to be employed in the review of the library collection. For those faculty  
81 choosing to review items proposed for withdrawal, either at the campus-wide  
82 review or the departmental review, time will be needed to review the list of  
83 materials.

84

85 |

## Library Policy for San Jose 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. ~~To further~~ [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.

#### 1.1.2 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 endeavors is essential. Recognizing the rich diversity of programs and constituents [that](#) the library serves, the library is committed to

- [Maintaining](#) ~~Developing and maintaining~~ both the breadth and depth of the print and electronic collections.

- 121 • Developing and maintaining an up-to-date academic collection that is convenient  
122 to browse and desirable to use on the 6th, 7th and 8th floors of the library  
123 building.
- 124 • Archiving selected special-use, little-used, and unique materials in compact  
125 shelving and other areas of the library.
- 126 • Archiving rare and valuable materials to the extent possible to maintain the  
127 breadth and depth of its Special Collections.
- 128 • Acquiring materials that are essential to the University's academic programs.
- 129 • Collecting and protecting information resources in all formats.
- 130 • Acquiring multicultural materials and works which present a variety of  
131 viewpoints.
- 132 • Supporting the research needs of SJSU faculty and students.
- 133 • Maintaining a collection of materials unique to San José State University as the  
134 oldest public institution of higher education in California.
- 135 • Working with libraries throughout and beyond the CSU to complement and  
136 supplement materials available to all library patrons.
- 137 • ~~Archiving rare, valuable and unique materials to the extent possible to maintain~~  
138 ~~the breadth and depth of its Special Collections.~~

139

## 140 2. Governance.

141

### 142 2.1 Administrative ~~authority~~Authority and ~~officers~~Officers.

143

144 2.1.1 The administration of the Library is vested in the Board of Trustees of the  
145 California State University, which has delegated this authority to the President of  
146 San José State University. The Board has also mandated that the Academic Senate  
147 shall be the primary advisory body on the academic mission of the Library, which  
148 in turn vests this advisory function in its committee structure and its policy  
149 recommendations.

150

151 2.1.2 The Library is an essential resource for the Academic division of the  
152 University and vital to the curriculum of the University, and is in the  
153 administrative charge of the Provost and Vice President for Academic Affairs who  
154 is the chief academic officer of the University.

155

156 2.1.3 The Dean of the University Library reports to the Provost and is responsible,  
157 through personnel and budget administration, for the effectiveness of the Library's  
158 operations, the quality of its collections, the competence of its staff, its governance,  
159 and additional programs assigned by the Provost. The Dean of the University  
160 Library, equivalent to an academic dean, serves on the Council of Deans as well as  
161 appropriate faculty, administrative, or library committees. The Dean of the  
162 | University Library works closely with all [the College Deans and](#) the Associate  
163 Vice Presidents in Academic Affairs and must insure that the plans of the Library  
164 are consistent with the overall academic policies and mission of the University.  
165 The Dean of the University Library works closely with the City Librarian in  
166 coordinating those library operations and facilities that are shared jointly with the  
167 City, and sees that academic needs are supported by the relationship. The Dean of  
168 the University Library provides leadership to the faculty and staff of the Library  
169 and facilitates communication and collegiality between the general faculty and the  
170 Library. The Dean of the University Library works with the Academic Senate  
171 through its committees to formulate and revise University Policy concerning the  
172 Library.

173  
174 | 2.2 Shared ~~resources~~[Resources](#). San José State University shall seek to  
175 maximize its library resources by sharing a facility with the City Library, subject to  
176 reciprocity and to the limits imposed by academic needs. The academic needs of  
177 San José State University shall be considered absolutely primary in the  
178 implementation and administration of any or all library agreements by SJSU  
179 personnel.

180  
181 | 2.3 Name of the ~~library organization~~[Library Organization](#). The name of the  
182 library supporting the academic mission of the University shall be the San José  
183 State University Library. This refers to the organizational entity and the academic  
184 collection of materials, and will be reflected on all official correspondence by  
185 University Library personnel. This library is housed in a physical facility with a  
186 different name which reflects a shared use of the building.

187  
188 | 2.4 Administration ~~and shared resources of~~ [Shared Resources](#). All decisions that  
189 are properly shared with the City Library will be made according to the governing

190 agreements, with University participation in the decisions conforming as closely as  
191 possible to the procedures described in this policy.

192

## 193 2.5 Charge of the University Library Board.

194

195 2.5.1 The University Library Board advises and assists the Dean of the University  
196 Library on matters concerning the academic role of the Library.

197

198 2.5.2 It serves as liaison between faculty and students and the Library  
199 administration, faculty, and staff; examines the relationships between the Library  
200 and the general faculty, the various colleges and the programs of the University,  
201 for the purpose of recommending improvements in Library services and policy, as  
202 well as the stature of the Library.

203

204 2.5.3 It recommends ways of assuring the stewardship of the Library's various  
205 collections of materials in all formats.

206

207 2.5.4 It recommends ways of assuring that the Library provides an atmosphere  
208 appropriate to quiet study and research, [collaboration, student academic success,](#)  
209 [and thoughtful reading.](#)

210

211 2.5.5 It widely consults representatives from all groups and disciplines who use  
212 the Library's resources for curriculum and research, so as to advise the Dean of the  
213 University Library on campus needs for the Library's collections and academic  
214 services, and receives periodic reports on the Library's progress and expenditures  
215 toward meeting those needs.

216

217 2.5.6 The University Library Board receives reports from the Library Dean  
218 regarding any issues raised at the King [Library](#) Management Team meetings that  
219 affect the management of the King Library. ~~Note:~~ Presently, the King [Library](#)  
220 Management Team is comprised of eight members. ~~From – from~~ the San Jose  
221 Public Library: the Library Director, Administrative Officer, and two Division  
222 Managers. ~~From – and from~~ the University Library: the Library Dean,  
223 Administrative Officer, and two Associate Deans.

224

225 2.5.7 In the event a joint task force from the University Library Board is needed to  
226 | advise the King [Library](#) Management Team on policy issues related to joint affairs  
227 | of the King Library, it will be constituted as detailed in 4.2.2 and 4.2.3 of the  
228 | “Operating Agreement.”

229 | ([https://library.sjsu.edu/files/documents/ULB\\_Operating\\_agreement.pdf](https://library.sjsu.edu/files/documents/ULB_Operating_agreement.pdf))

230

231 2.5.8 The University Library Board may, in cooperation with the Library, co-  
232 | sponsor events within the Library that bring members of the University community  
233 | together with other citizens of the region for discourse on subjects of common  
234 | scholarly and literary interest.

235

236 2.5.9 The University Library Board conducts periodic reviews of this policy and  
237 | makes recommendations to the Academic Senate for appropriate revisions.

238

239 | 2.6 Organization of the University Library Board.

240

241 2.6.1 The University Library Board is a special agency of the Senate authorized  
242 | both to formulate and recommend policy related to the Library, and also to advise  
243 | the Dean of the University Library on the implementation of University policies  
244 | and generally on Library operations—, combining the traditionally separate roles  
245 | of policy and operating committees. When the Board formulates new policies or  
246 | ~~modifications to~~[modifies the](#) existing policy for consideration, it shall report  
247 | directly to the Academic Senate. The chair of the University Library Board shall  
248 | present policy recommendations to the Senate.

249

250 | 2.6.2. Board Membership.

251

252 | 2.6.2.1. The Dean of the University Library, ex officio (non-voting).

253

254 | 2.6.2.2. “The immediate past chair of the Senate, or, in the absence of a past  
255 | chair, the faculty-at-large elected to the Executive Committee, ex officio. (voting).

256

257 | 2.6.2.3 Three regular ([tenured or tenure-track](#)) university library faculty who  
258 | represent different professional specializations. These faculty will serve for  
259 | staggered three-year terms.

260  
261 | 2.6.2.4 One regular [\(tenured or tenure-track\)](#) faculty member from each  
262 college, as well as one faculty member from the School of Information. These  
263 faculty will serve for staggered three year terms.

264  
265 2.6.2.5 Three students recommended by the Associated Students board to the  
266 Chair of the Senate's Committee on Committees and apportioned as follows: one  
267 undergraduate and one graduate student (voting members); the President of  
268 Associated Students or designee ex officio (voting member). The President of  
269 Associated Students will serve as long as he/she holds his/her office. The other  
270 student members will serve one-year terms, provided they remain students in good  
271 standing. Student members may serve more than one term.

272  
273 | 2.6.3 Faculty members, [including Library Faculty](#), shall be recruited through  
274 normal Committee on Committees processes and approved by the Senate. If there  
275 are multiple applicants, potential faculty nominees may be asked to submit a one-  
276 page statement to the Executive Committee indicating their familiarity and  
277 experience with Library policy, services, and collections. The Executive  
278 Committee shall endeavor to nominate those with the greatest commitment to serve  
279 and the highest qualifications. Student members shall be nominated by Associated  
280 | Students and approved by the Senate.

281  
282 2.6.4 The University Library Board shall elect its own chair. The chair shall be a  
283 faculty member who has served a minimum of one year previously on the  
284 University Library Board.

285  
286 2.6.5 The University Library Board shall meet regularly according to the same  
287 schedule as Senate Policy Committees.

288  
289 2.7 Relationship of the University Library Board to Internal Library Governance

290  
291 2.7.1 Nothing in this policy should be construed to limit the University Library  
292 Dean's prerogative to solicit advice from any or all library faculty and staff, or to  
293 organize the internal advisory capacity of the Library in any manner suitable to the  
294 Library, e.g., use of the University Library Leadership Team.

295  
296 2.7.2 Nothing in this policy should be construed to limit the Dean or the Library  
297 faculty and staff from constructing internal Library policies on the details of  
298 Library operations as appropriate, provided such policies are consistent with  
299 University Policy.

300  
301 2.7.3 On matters related to the academic role of the Library, the Dean of the  
302 University Library should consult with library faculty and staff, with the  
303 University Library Board, and, as needed, with the university community, so as to  
304 ~~insure~~ensure that multiple views and perspectives are considered in decision  
305 making.

306  
307 2.7.4 The Dean of the University Library shall report annually at the beginning of  
308 the fall semester to the University Library Board on the status and usage of the  
309 library collection; on proposals that would substantially impact faculty, staff, or  
310 student access to the collection; and on CSU-wide initiatives. Public access to the  
311 report will be provided via the library newsletter or website.

312  
313 **3. Users' Rights and Responsibilities.**

314  
315 3.1 Confidentiality of Patron Records.

316  
317 ~~3.1.1~~—The San José State University Library has the responsibility to protect each  
318 individual library user's right to privacy with respect to information sought or  
319 received and materials consulted, borrowed or acquired.

320  
321 ~~3.1.2~~—All patron records of San José State University Library are confidential.  
322 Such records, whether print or electronic, include patron name, usage data, and  
323 contact information. Thus, in compliance with the State of California's Public  
324 Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

325  
326 “All patron use records of any library which is in whole or in part supported by  
327 public funds shall remain confidential and shall not be disclosed by a public  
328 agency, or private actor that maintains or stores patron use records on behalf of a  
329 public agency, to any person, local agency, or state agency except as follows:  
330

331 (a) By a person acting within the scope of his or her duties within the  
332 administration of the library.

333 (b) By a person authorized, in writing, by the individual to whom the records  
334 pertain, to inspect the records.

335 (c) By order of the appropriate superior court.

336  
337 As used in this section, the term "patron use records" includes the following:

338  
339 (1) Any written or electronic record, that is used to identify the patron, including,  
340 but not limited to, a patron's name, address, telephone number, or e-mail address,  
341 that a library patron provides in order to become eligible to borrow or use books  
342 and other materials.

343 (2) Any written record or electronic transaction that identifies a patron's  
344 borrowing information or use of library information resources, including, but not  
345 limited to, database search records, borrowing records, class records, and any  
346 other personally identifiable uses of library resources information requests, or  
347 inquiries.

348  
349 This section shall not apply to statistical reports of patron use nor to records of  
350 finer collected by the library."

351  
352 ~~3.1.1 The San José State University Library has the responsibility to protect~~  
353 ~~each individual library user's right to privacy with respect to information sought~~  
354 ~~or received and materials consulted, borrowed or acquired.~~

355  
356 ~~3.1.2 All patron records of San José State University Library are confidential.~~  
357 ~~Such records, whether print or electronic, include patron name, usage data, and~~  
358 ~~contact information.~~

359  
360 ~~3.1.3 With the exception of persons acting within the scope of their duties~~  
361 ~~within the operation of the library, patron records are disclosed only upon~~  
362 ~~written consent of the patron involved or under court order or subpoena.~~

363  
364 ~~3.1.4 When an individual has urgent need for library material that has been~~  
365 ~~checked out by another patron, the Library will provide access through~~  
366 ~~Interlibrary Services or other library resource sharing programs.~~

368 | 3.1.1.5 The San Jose State University Library may keep statistics to track  
369 | circulation patterns based upon user status or other factors, but this information  
370 | will be aggregated and not released with any individual identifiers.

371 |  
372 | 3.1.2 The San Jose State University Library adheres to the principles and  
373 | guidelines embedded in the American Library Association's Code of Ethics,  
374 | Library Bill of Rights, Freedom to Read, and Freedom to View.  
375 | (<http://www.ala.org/advocacy/intfreedom/statementspols/>)

377 | 3.2 Users Rights. Users of the libraryLibrary have a right to the following:

378 |  
379 | 3.2.1 aA library environment free of disruptive activity.

380 |  
381 | 3.2.2 confidentialConfidential access to library materials.

382 |  
383 | 3.2.3 libraryLibrary materials that are complete and not defaced.

384 |  
385 | 3.2.4 surroundingsSurroundings free from tobacco smoke, carelessly discarded  
386 | waste materials, and resulting problems, most notably infestation by insects and  
387 | vermin.

388 |  
389 | 3.2.5 quietQuiet areas for individuals to study and to engage in research.

390 |  
391 | 3.3 Ensuring aAn environment that is pleasant and productive environment for  
392 | study and research ~~for all users requires that each user of the library follow this~~  
393 | policy.

394 |  
395 | The University will actively pursue disciplinary action(s) and other legal action(s)  
396 | for the offenses listed below:

397 |  
398 | 3.3.1 Talking or noise in the areas designated as quiet or silent study areas.

399 |  
400 | 3.3.2 Smoking in the library.

401 |

402 3.3.3 Cutting, defacing, ripping, or tearing pages from any library materials.  
403 | Mutilating or destroying records, compact ~~disks~~discs, computer software or other  
404 library media material.

405  
406 3.3.4 Removing library books, magazines, other materials, or library property  
407 without proper library check-out.

408  
409 3.3.5 Soliciting in the library, i.e., asking people for money, to sign petitions, and  
410 so forth.

411  
412 3.3.6 Harassing library patrons.

413  
414 | 3.4—Academic Users have the rights inherent in the principles of academic  
415 | freedom, intellectual freedom, and complete freedom of information.

416  
417 Recognizing the need for freedom of information in an academic environment,  
418 there shall be no censorship of any library resources, exhibits, or materials within  
419 the San José State University Library.

420  
421 | **4. Circulation, Access, Rules and Fines.**

422  
423 | 4.1 The SJSU library seeks to make its collection widely available to all library  
424 users. Existing operational policies related to the circulation of materials are found  
425 in internal library policies and can be accessed through the library's website.  
426 (<http://library.sjsu.edu/policies-procedures>)

427  
428 | 4.1 Unless otherwise indicated in this policy, all circulation categories and rules,  
429 finances, reserves, borrowing periods (including faculty semester loans), borrowing  
430 limits, recall and wait list procedures, and all other matters necessary to assure the  
431 availability of the collection and resources of the University Library for academic  
432 purposes shall be set by the Dean of the University Library in consultation with the  
433 University Library Board.

434

435 | 4.1.1 With regard to items identified as high demand, it is the library's practice to  
436 | purchase multiple copies and, as needed, place items on course reserve to limit the  
437 | circulation period of those items.

438 |  
439 | 4.1.2. Materials in high demand may circulate under special restrictions necessary  
440 | to assure their availability for academic uses.

441 |  
442 | 4.2 The Library Dean will consult with the University Library Board prior to the  
443 | implementation of any changes in procedures that would substantially impact  
444 | faculty, staff, and student access to the library collection.

445 |  
446 | 4.23 The Library Dean will consult with the University Library Board prior to the  
447 | implementation of any changes in charges for library materials which affect  
448 | faculty, staff, or students. Examples of charges include fines and item replacement  
449 | costs.

450 |  
451 | 4.34 Faculty and students with outstanding fines will be blocked from library  
452 | services in accordance with the library's internal Fines & Fees policy  
453 | (<https://library.sjsu.edu/policies-procedures/fines-and-fees-policy>).

454 |  
455 | 4.45 Temporary faculty, emeriti faculty, teaching associates, and graduate  
456 | assistants who are issued faculty identification cards, and University staff will be  
457 | treated as faculty members with regard to library privileges.

458 |  
459 | ~~4.5—Reserve Access. Reserve access refers to readings required by faculty for~~  
460 | ~~courses and examinations, which are set aside for short term lending. The length of~~  
461 | ~~the checkout periods and the fines for failure to return the materials will be set by~~  
462 | ~~the Dean of the University Library in consultation with the University Library~~  
463 | ~~Board.~~

464 |  
465 | **5. Faculty and Staff Support for the Curricular and Research Needs of the**  
466 | **University.**

467 |  
468 | 5.1 General ~~faculty~~Faculty and ~~staff support.~~Staff Support.  
469 |

470 The academic mission of the Library shall be advanced by specialized practices  
471 unique to a University or an academic library setting, whenever such practices are  
472 customary in libraries of institutions of higher education. Library faculty and staff  
473 will be enabled to carry out academically oriented functions and shall not merge  
474 unique academic functions and practices with the City Library. The City and  
475 University will share delivery of basic reference services through a common  
476 service area on the second floor. City and University materials in the reference  
477 collection shall be classified in the Library of Congress system and shall be co-  
478 located. All reference materials acquired by the University Library through  
479 purchase or donation shall be clearly identified as the property of the University by  
480 ownership marks. -Referral policies and procedures will ensure that faculty and  
481 students, who seek specialized assistance for University coursework and research,  
482 will receive the most appropriate type of assistance from qualified University  
483 experts.

484  
485 | 5.2 Expert ~~support~~Support for the ~~curricular~~Curricular and ~~research~~  
486 | ~~needs~~Research Needs of the University. The University Library shall provide  
487 support for the curriculum and research needs of the University by maintaining a  
488 | scholarly and up-to-date collection; by maintaining electronic access to resources  
489 | through a web site; and by employing Library faculty to assist general faculty and  
490 students with their curricular and research needs. The University Library will  
491 establish and maintain its academic support services in such a way that University  
492 faculty and students, who seek help for University coursework and research, will  
493 receive the most appropriate type of assistance from qualified University experts.  
494 For University faculty and students using services and collections within the  
495 physical Library building, the University Library will enable faculty and students  
496 to quickly identify services and collections to meet their curricular and research  
497 needs. As a component within a varied mix of services and collections, the  
498 University will provide a proximate service point or service points with personnel  
499 qualified to assist students and faculty with the use of the University collection.

500  
501 | 5.3 Professional ~~expertise~~Expertise of ~~library faculty~~Library Faculty.

502  
503 5.3.1 Library faculty assisting SJSU students and faculty with their curricular or  
504 research needs shall be University faculty governed by the University Policies

505 regarding appointment, retention, tenure, and promotion, post-tenure review,  
506 academic freedom and professional responsibility, and all other appropriate  
507 University Policies. These faculty members will have ~~appropriate qualifications in~~  
508 ~~botha Masters of~~ Library and Information Science ~~(the MLS)~~ as well as  
509 qualifications in relevant specialized academic disciplines. To obtain the necessary  
510 knowledge of the curriculum and the nature of research assignments, the Library  
511 faculty must develop and maintain close working relationships with faculty in the  
512 subject disciplines for which they do specialized reference, instruction, and  
513 collection development. Library faculty must have knowledge of scholarly  
514 publication and research strategies appropriate to all disciplines with a deeper  
515 understanding of those in the library faculty member's own subject specialties. The  
516 Library will take appropriate measures to assure that Library services are designed  
517 to enable Library faculty to maintain their expertise related to disciplines and that  
518 University students and faculty are directed to the most appropriate University  
519 Library faculty for their academic needs.

520

#### 521 5.4 Library Academic Services Plan.

522

523 The University Library shall develop an evaluation plan to determine the  
524 effectiveness of services supporting the curricular and research needs of the  
525 University, which shall parallel the Program Planning process in the other  
526 academic disciplines of the University. The University Library, in consultation  
527 with the University Library Board, shall use the evaluation plan to assess these  
528 services; and shall use the results of the assessment to enhance research and  
529 instructional services provided to University faculty and students. After the initial  
530 assessment, the evaluation shall be conducted every five years.

531

### 532 6. Security of the Collection.

533

534 6.1 The security of the collection is currently maintained via electronic anti-theft  
535 systems, physical search in appropriate situations, and surveillance of exits. Prior  
536 to the implementation of any changes or modifications to these security measures  
537 the Dean will consult with the University Library Board. In light of budgetary  
538 realities, every effort will be made to maintain the physical security of collections  
539 ~~from damage, theft and natural disaster.~~

540

541 High budgetary priority will be given to regular equipment maintenance to assure  
542 the physical safety and condition of the collection in the event of flood, fire,  
543 earthquake, or disaster.

544

545 6.2 Monitoring of ~~theft~~Theft and ~~loss~~Loss.

546

547 6.2.1 Periodic audit of the collection.

548

549 In order to conduct a complete inventory, the University shall fund an audit of the  
550 library collection every ten years to determine the number and distribution of  
551 missing items. The results of this audit, including the number and distribution of  
552 missing items, shall be publicly reported to the University Library Board and the  
553 University as a whole.

554

555 6.2.2 Limited audits of portions of the collection.

556

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

561

562 6.2.3 Prevention of the theft of University Library resources is an important  
563 obligation of stewardship. If an audit reveals a high theft rate in part or all of the  
564 collection, the Dean of the University Library shall consult with the University  
565 Library Board and take all necessary measures to reduce the theft rate.

566

## 567 **7. Evaluation of the Print Collection.**

568

569 Maintaining a high-quality academic ~~Library~~library collection requires periodic  
570 evaluation of the collection with reference to the mission of the University and the  
571 diverse needs of each discipline. This reflects the academic library's commitment  
572 to meet its primary responsibility to maintain the library collection's relevance now  
573 and into the future as well as a recognition that the library's collections must  
574 evolve as the amount of information grows and methods to access it change. The

575 | [evaluation process is conducted by liaison librarians in collaboration with faculty](#)  
576 | [to facilitate sound decision-making with regard to the](#) periodic relocating or  
577 | discarding of materials. In all cases, the primary goals are to improve the quality of  
578 | the collection, [improve the effectiveness of browsing](#), and to ~~maintain~~[provide](#)  
579 | space for new acquisitions. Collection evaluation is a [professional](#) responsibility of  
580 | all library faculty involved in collection development.

581

## 582 | 7.1 Relocating Materials (Stack Shift).

583

584 | This process does not involve discarding any materials. The procedures are  
585 | relatively automatic and standardized and usually require minimal review by the  
586 | liaison librarian and the specific department associated with a particular Library of  
587 | Congress classification. The Library of Congress Classification system is used to  
588 | determine the scope and range of subject areas  
589 | (<http://www.loc.gov/catdir/cpsolcco/>).

590

## 591 | 7.2 Withdrawal of Materials.

592

593 | Withdrawal is an important procedure designed to maintain the quality of the  
594 | collection. The Library recognizes that each ~~academic department~~[disciplinary or](#)  
595 | [interdisciplinary program](#) has a unique set of needs in regards to library use and  
596 | materials. These needs will be taken into account as withdrawal criteria [are](#)  
597 | [developed](#) and decisions are made.

598

### 599 | 7.2.1 Withdrawal of Duplicates.

600

601 | This type of evaluation begins with computerized identification of duplicate copies  
602 | and circulation history. The procedures are relatively automatic and standardized  
603 | and usually require minimal review by the liaison librarian and the specific  
604 | department associated with the relevant Library of Congress classification.

605

### 606 | 7.2.2 Withdrawal Procedures.

607

608 The liaison librarians identify the departments associated with a particular Library  
609 of Congress classification. Library liaisons will work closely with all such  
610 identified departments throughout the full review process as described below.

611  
612 First, liaison librarians will collaborate with faculty in departments associated with  
613 that Library of Congress classification to identify the criteria the liaison librarian  
614 will use to review the collections (7.2.2.1). Second, materials identified for  
615 potential withdrawal will be made available for review by all faculty campus wide  
616 (7.2.2.2). Third, a final review will take place with the departments associated with  
617 that Library of Congress classification (7.2.2.3).

618  
619 7.2.2.1 Identify Criteria for Withdrawal. Liaison librarians have primary  
620 responsibility for evaluation of the collection. Liaison librarians will collaborate  
621 with the ~~specific department~~departments associated with the relevant Library of  
622 Congress classification to determine the criteria for reviewing the associated  
623 collection.

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

636  
637 7.2.2.3 ~~After this four-week period, liaison~~Final Review. Liaison librarians  
638 will share the information obtained in the ~~initial~~campus-wide review with the  
639 ~~department that is~~departments associated with the ~~scope and range~~Library of  
640 Congress classification area of the material being considered for withdrawal-  
641 (7.2.2.1). Items identified for retention in the campus-wide review will normally be  
642 retained. In addition, faculty campus wide can continue to offer feedback through

643 liaison librarians. The liaison librarians will consult with the  
644 department/departments to identify materials on their lists that should be preserved.  
645 In the event a department feels strongly about removing an item that was requested  
646 to be kept during the campus-wide review, the liaison librarian will facilitate a  
647 discussion among the relevant individuals to reach a conclusion regarding retention  
648 for the item(s) in question. Any materials that ~~the department~~this final review  
649 deems worthy of preserving shall be kept in the San José State University Library  
650 collection.

651  
652  
653 7.2.3 Criteria for selection of print materials for withdrawal from the collection.

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

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

671  
672 7.2.3.2 — Past use  
673 7.2.3.2 Content. A candidate for withdrawal may be one where the content  
674 has been determined by the liaison librarians in collaboration with faculty in  
675 departments associated with that Library of Congress classification area to be no  
676 longer beneficial to the collection (e.g., superseded information, duplicated  
677 content, changes in curricular needs).

678 |  
679 | 7.2.3.3 Past use. Past use is generally considered a predictor of future use.  
680 | Past use is measured by circulation system records and counts, interlibrary loan  
681 | circulation records, and in-house ~~useusage~~ statistics/records. Periods of inactivity  
682 | will vary by discipline and circulation records may not necessarily be an  
683 | appropriate criterion for withdrawal. Items, especially single copies, should not be  
684 | discarded solely because of low use.

685 |  
686 | 7.2.3.34 Physical condition  
687 | .A candidate for withdrawal may be one that is worn, defaced, or otherwise in  
688 | poor condition to the point that it cannot be used and its value to the collection  
689 | does not warrant replacement or preservation in the same or an alternate format.

690 |  
691 | 7.2.3.4 Content  
692 | ~~A candidate for withdrawal may be one where the content has been determined by~~  
693 | ~~the liaison librarian and the specific department associated with that Library of~~  
694 | ~~Congress classification to be no longer significant in terms of age, subject, or~~  
695 | ~~scope.~~

696 |  
697 | 7.2.4 Evaluating ~~Collections Supporting Discontinued Programs~~collections  
698 | supporting discontinued programs.

699 |  
700 | The library should retain at least a "basic information" level in a discontinued  
701 | program's subject area. Recognizing that the interests of departments frequently  
702 | overlap, the primary liaison librarian must consult with his/her assigned faculties  
703 | and other liaison librarians, who in turn will consult with faculty of relevant  
704 | departments and other University constituencies. The historical research value of  
705 | materials should also be taken into account. Consultation with other CSU  
706 | institutions maintaining programs similar to the one discontinued should be part of  
707 | the process of evaluating materials prior to their consideration for removal from  
708 | the collection.

709 |  
710 | 7.2.5 Disposal of ~~Withdrawn Materials~~withdrawn materials.

711 |

712 Materials to be withdrawn that are not wanted by other CSU or area libraries will  
713 be placed in a designated, well-marked area in the Library for at least two weeks,  
714 giving faculty, students, and the public the opportunity to claim them free of  
715 charge.

716  
717 **8. — Effects of termination of the Joint Library agreement on**  
718 **this policy — Acquisitions.**

719  
720 At the beginning of an academic year, liaison librarians will solicit from faculty  
721 requests for new acquisitions. In addition, throughout the academic year faculty  
722 can request through their liaison librarian purchase of materials. The format  
723 requested (print or electronic) will be honored. Once the budget for purchases is  
724 exhausted, additional purchases will need to be postponed until the next fiscal year.  
725 When faculty members in an academic department do not send recommendations  
726 for materials by the ordering deadline determined and communicated to faculty by  
727 liaison librarians at the beginning of the academic year, the liaison librarian can  
728 either purchase materials on their behalf or make the unspent funds available to  
729 other departments who have requests exceeding their budget.

730  
731 **9. Supplemental Funding for the Library Collection.**

732  
733 The Dean of the Library in collaboration with University Advancement and the  
734 Director of Development for the library shall identify and pursue potential donors  
735 to support the collection and the services of the library. In addition, the library  
736 shall be considered a priority in the distribution of student success funds.

737  
738 **10. Effects of Termination of the Joint Library Agreement on this Policy.**

739  
740 In the event that the joint facility agreement is terminated, then only those parts of  
741 this policy germane to the University will remain in effect. The Dean of the  
742 University Library will consult with the University Library Board to determine  
743 which policy elements to abandon on a temporary basis, and the University Library  
744 Board will promptly recommend permanent revisions to the SJSU Library Policy  
745 to the Academic Senate.