

1 **San José State University**  
2 **Academic Senate**  
3 **University Library Board**  
4 **March 18, 2024**  
5 **First 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  
17 standard 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

25 **Whereas:** The language in other parts of the policy does not reflect current  
26 terminology and practice.  
27

28 **Resolved:** University Policy S15-10 be amended as follows.  
29

30 **Approved:** March 14, 2024  
31

32 **Vote:** Deborah Hicks, Nada Attar, Edgar Bering, Gema Vinuales,  
33 April Wood, Morgan Sanchez, Anamika Megwalu,  
34 Christine Holmes, Ali Mehran, Chunhui Peng, Michael Aguilar  
35 Natali Carnona Guzman, Sharon Thompson, Carli Lowe  
36

37 **Present:** 14-0-0  
38

39 **Absent:** Anne Marie Engelsen  
40

41 **Financial Impact:**

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

47

48 **Workload Impact:**

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

54

55

56

57

58

## **UNIVERSITY POLICY**

59

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

60

61

62

#### **Legislative History:**

63

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

81

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

87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129

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

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

152

## 153 **2. Governance.**

154

### 155 2.1 Administrative Authority and Officers.

156

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

163

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

168

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

186

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

192

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

199

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

204

205 2.5 Charge of the University Library Board.

206

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

209

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

215

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

218

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

222

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

228

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

236

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

241 ([https://library.sjsu.edu/files/documents/ULB\\_Operating\\_agreement.pdf](https://library.sjsu.edu/files/documents/ULB_Operating_agreement.pdf))  
242 [https://www.sjlibrary.org/files\\_king/documents/operating\\_agreement.pdf](https://www.sjlibrary.org/files_king/documents/operating_agreement.pdf))

243

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

248

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

251

252 2.6 Organization of the University Library Board.

253

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

262

263 2.6.2. Board Membership.

264

265 2.6.2.1. The Dean of the University Library, ex officio (non-voting).

266

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

269

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

273

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

276

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

281

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

289

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

298

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

302

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

305

306 2.7 Relationship of the University Library Board to Internal Library Governance

307

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

312

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

317

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

322

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

328

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

330

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

338

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

359

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

363

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

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

368

369

370 3.2 Users Rights. Users of the Library have a right to the following:

371

372 3.2.1 A library environment free of disruptive activity.

373

374 3.2.2 Confidential access to library materials.

375

376 3.2.3 Library materials that are complete and not defaced.

377

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

381

382 3.2.5 Quiet areas for individuals to study and to engage in research.

383

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

388

389 3.3.1 Talking or noise in the areas designated as quiet or silent study areas.

390

391 3.3.2 Smoking in the library.

392

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

396

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

399

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

402

403 3.3.6 Harassing library patrons.

404

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

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

410

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

416

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

423

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

428

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

431

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

435

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

440

441

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

446

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

450

## 451 **5. Faculty and Staff Support for the Curricular and Research Needs of the** 452 **University.**

453

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

467

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

475

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

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

491

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

509

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

522

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

524

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

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

533

## 534 6.2 Monitoring of Theft and Loss.

535

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

541

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

547

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

552

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

566

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

575

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

581

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

588

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

603

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

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

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

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

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

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

649

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

658

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

666

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

672

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

679

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

684

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

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

695

696 7.2.4 Disposal of withdrawn materials. Materials to be withdrawn that are not  
697 wanted by other CSU or partner libraries will be donated to organizations  
698 responsible for placing used books with national and international libraries.  
699 ~~Materials to be withdrawn that are not wanted by other CSU or partner~~  
700 ~~libraries will be donated to organizations responsible for placing used books with~~  
701 ~~national and international libraries, placed in a designated, well-marked area in~~  
702 ~~the Library for at least two weeks, giving faculty, students, and the public the~~  
703 ~~opportunity to claim them free of charge.~~

704

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

716

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

722

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

727 which policy elements to abandon on a temporary basis, and the University  
728 Library Board will promptly recommend permanent revisions to the SJSU Library  
729 Policy to the Academic Senate.  
730