

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

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

**Legislative History:**

**Rescinds: S03-5, S04-9, and S06-5**

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

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

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.

## **University Policy Revisions to SJSU Library Policy**

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

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

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

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

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

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

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

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

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

This policy recommendation is designed to consolidate past revisions and to provide one document to represent SJSU's policy with regard to the SJSU collection and our joint operation of the library with the city of San José. Key issues (e.g., withdrawal policy, security of the collection, availability of print and electronic resources) of concern

to SJSU librarians, faculty, and students remain central components of the policy and provide greater clarity with regard to their implementation.

Vote on University Policy S15-10 by committee:

Approved: April 13, 2015  
ULB Vote: 10-2-0  
Present: Daryl Eggers, Ruth Kifer, Bethany Shifflett, Bernd Becker,  
Susan Kendall, Ann Agee, Michael Stephens, Samuel Obi,  
Beverly Grindstaff, Asha Agrawal, Grinell Smith, Joni Bodart  
Absent: Galina Owens

**Financial impact:** Substantial financial impact for the university is associated with the periodic (each 10 years) item-by-item audit of the collection, which occurs in addition to normal management of the collection. There could be an additional financial impact on the SJSU library for audits of specific subject areas within the collection.

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

# 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 endeavors is essential. Recognizing the rich diversity of programs and constituents that the library serves, the library is committed to

- Developing and maintaining both the breadth and depth of the print and electronic collections.
- Developing and maintaining an up-to-date academic collection that is convenient to browse and desirable to use on the 6th, 7th and 8th floors of the library building.
- Archiving selected special-use, little-used, and unique materials in compact shelving and other areas of the library.
- Archiving rare and valuable materials to the extent possible to maintain the breadth and depth of its Special Collections.
- Acquiring materials that are essential to the University's academic programs.
- Collecting and protecting information resources in all formats.
- Acquiring multicultural materials and works which present a variety of viewpoints.
- Supporting the research needs of SJSU faculty and students.
- Maintaining a collection of materials unique to San José State University as the oldest public institution of higher education in California.

- Working with libraries throughout and beyond the CSU to complement and supplement materials available to all library patrons.

## **2. Governance.**

### 2.1 Administrative Authority and Officers.

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

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

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

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

2.3 Name of the Library Organization. The name of the library supporting the academic mission of the University shall be the San José State University Library. This refers to the organizational entity and the academic collection of materials, and will be reflected on all official correspondence by University Library personnel. This library is

housed in a physical facility with a different name which reflects a shared use of the building.

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

2.5 Charge of the University Library Board.

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

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

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

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

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

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

2.5.7 In the event a joint task force from the University Library Board is needed to advise the King Library Management Team on policy issues related to joint affairs of the King Library, it will be constituted as detailed in 4.2.2 and 4.2.3 of the "Operating Agreement." ([https://library.sjsu.edu/files/documents/ULB\\_Operating\\_agreement.pdf](https://library.sjsu.edu/files/documents/ULB_Operating_agreement.pdf))

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

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

## 2.6 Organization of the University Library Board.

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

### 2.6.2. Board Membership.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 3. Users' Rights and Responsibilities.

### 3.1 Confidentiality of Patron Records.

The San José State University Library has the responsibility to protect each individual library user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired. All patron records of San José State University Library are confidential. Such records, whether print or electronic, include

patron name, usage data, and contact information. Thus, in compliance with the State of California's Public Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

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

- (a) By a person acting within the scope of his or her duties within the administration of the library.
- (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- (c) By order of the appropriate superior court.

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

- (1) Any written or electronic record, that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials.
- (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries.

This section shall not apply to statistical reports of patron use nor to records of fines collected by the library."

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

3.1.2 Adheres to the principles and guidelines embedded in the American Library Association's Code of Ethics, Library Bill of Rights, Freedom to Read, and Freedom to View Statements. (<http://www.ala.org/advocacy/intfreedom/statementspols/>)

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

3.2.1 A library environment free of disruptive activity.

3.2.2 Confidential access to library materials.

3.2.3 Library materials that are complete and not defaced.

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

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

3.3 Environment. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the library follow this policy.

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

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

3.3.2 Smoking in the library.

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

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

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

3.3.6 Harassing library patrons.

3.4 Users have the rights inherent in the principles of academic freedom, intellectual freedom, and complete freedom of information.

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

#### **4. Circulation, Access, Rules and Fines.**

The SJSU library seeks to make its collection widely available to all library users. Existing operational policies related to the circulation of materials are found in internal library policies and can be accessed through the library's website.

(<http://library.sjsu.edu/policies-procedures>)

4.1 Unless otherwise indicated in this policy, all circulation categories and rules, fines, reserves, borrowing periods (including faculty semester loans), borrowing limits, recall and wait list procedures, and all other matters necessary to assure the availability

of the collection and resources of the University Library for academic purposes shall be set by the Dean of the University Library in consultation with the University Library Board.

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

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

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

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

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

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

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

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

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

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

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

5.4 Library Academic Services Plan. The University Library shall develop an evaluation plan to determine the effectiveness of services supporting the curricular and research needs of the University, which shall parallel the Program Planning process in the other academic disciplines of the University. The University Library, in consultation with the University Library Board, shall use the evaluation plan to assess these services and shall use the results of the assessment to enhance research and instructional

services provided to University faculty and students. After the initial assessment, the evaluation shall be conducted every five years.

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

6.1 The security of the collection is currently maintained via electronic anti-theft systems, physical search in appropriate situations, and surveillance of exits. Prior to the implementation of any changes or modifications to these security measures the Dean will consult with the University Library Board. Every effort will be made to maintain the physical security of collections.

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

### **6.2 Monitoring of Theft and Loss.**

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

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

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

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

Maintaining a high-quality academic library collection requires periodic evaluation of the collection with reference to the mission of the University and the diverse needs of each discipline. This reflects the academic library's commitment to meet its primary responsibility to maintain the library collection's relevance now and into the future as well as a recognition that the library's collections must evolve as the amount of information grows and methods to access it change. The evaluation process is conducted by liaison librarians in collaboration with faculty to facilitate sound decision-making with regard to the periodic relocating or discarding of materials. In all cases, the primary goals are to improve the quality of the collection, improve the effectiveness of

browsing, and to provide space for new acquisitions. Collection evaluation is a professional responsibility of all library faculty involved in collection development.

### 7.1 Relocating Materials (Stack Shift).

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

### 7.2 Withdrawal of Materials.

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

#### 7.2.1 Withdrawal of Duplicates.

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

#### 7.2.2 Withdrawal Procedures.

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

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

**7.2.2.1 Identify Criteria for Withdrawal.** Liaison librarians have primary responsibility for evaluation of the collection. Liaison librarians will collaborate with the departments associated with the relevant Library of Congress classification to determine the criteria for reviewing the associated collection.

**7.2.2.2 Campus-wide Review.** Recognizing the interdisciplinary nature of many subject areas, material recommended for withdrawal from the collection will be shared

directly with all departments via their liaison librarians and listed by subject area on a shared website for a period of six weeks during a regular semester (Spring or Fall). The information provided will include the criteria jointly established by the liaison librarians and departments along with a link to an analysis (circulation, holdings in other libraries, etc.) of the titles under consideration. During this time, all faculty will be encouraged to review the material and provide feedback to their liaison librarian. A blanket request to keep all books on a list will not block the next stage of review.

**7.2.2.3 Final Review.** The final review will be a minimum of four weeks. Liaison librarians will share the information obtained in the campus-wide review with the departments associated with the Library of Congress classification area of the material being considered for withdrawal (7.2.2.1). Items identified for retention in the campus-wide review will normally be retained. In addition, faculty campus wide can continue to offer feedback through liaison librarians. The liaison librarians will consult with the departments to identify materials on their lists that should be preserved. In the event a department feels strongly about removing an item that was requested to be kept during the campus-wide review, the liaison librarian will facilitate a discussion among the relevant individuals to reach a conclusion regarding retention for the item(s) in question. Any materials that this final review deems worthy of preserving shall be kept in the San José State University Library collection.

### 7.2.3 Criteria for selection of print materials for withdrawal from the collection.

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

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

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

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

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

#### 7.2.4 Evaluating collections supporting discontinued programs.

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

#### 7.2.5 Disposal of withdrawn materials.

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

### **8. Acquisitions.**

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

### **9. Supplemental Funding for the Library Collection.**

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

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

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