

Policy on Collection Development

SACS: Librarians, teaching faculty and researchers must share in the development of collections, and the institution must establish policies defining their involvement.

SACS: Each library or learning resource center must have a policy governing resource material selection and elimination, and should have a procedure providing for the preservation, replacement or removal of deteriorating materials from the collection.

Acquisitions: Books

Each year the acquisitions budget for books is divided, with these factors affecting the formula:

- The base budget for each discipline is based on a formula dividing the number of Student Credit Hours (SCHs) in all courses in a particular discipline with the total number of SCHs produced in the previous academic year. (For example, if 1000 SCHs were in English courses in a given academic year and the total number of SCHs produced at LSUA in that academic year was 10,000, then 10% of the base allotment would go to buy materials in English.)
- A supplement is then added to disciplines (majors, areas of concentration, etc.) in which we offer baccalaureate degrees.
- Another supplement is added for new academic programs.
- Then the budget is adjusted up or down to reflect the fact that some disciplines (e.g. math) do not publish many titles suitable for undergraduates and the average cost of a new title varies by subject. The data is derived from the most recent available edition of *The Bowker Annual*. Until the beginning of the third quarter of the fiscal year, money is kept aside for titles that are more costly, but which do not issue a new edition very often and which will support either coursework or frequent reference enquiries.

A librarian/bibliographer is assigned to each discipline. A bibliographer is a member of the library faculty in the assigned role of selecting what library materials should be in the collection for a subject area, and, when possible, of making contact with at least one classroom faculty member who teaches courses in that discipline or is knowledgeable about it.

Early during the Fall semester and occasionally during the academic year by e-mail, the library director (or the Coordinator of Collection Development) will invite classroom faculty (full-time and adjunct) to submit titles to the subject bibliographer for their discipline. Titles appropriate to course and programs offered or planned will be given priority.

Bibliographers are responsible for spending the allotment for their disciplines in time for the books to arrive before the end of the fiscal year; the bibliographer may either make the case for additional funding or for allocating funding to another discipline. The director of library services may also make adjustments in the budget as the fiscal year progresses and will communicate the adjustments to the bibliographers.

Some titles are either beyond the scope of the collection or it is more cost-effective to procure them as needed via interlibrary loan. Such titles will not be purchased.

On rare occasions, the director of library services may overrule a bibliographer regarding the purchase of a particular title. In a spirit of collegiality, the director will verbalize the rationale.

Acquisitions: Serials, Databases, Document Delivery

When LSUA budget for library acquisitions is finalized for the fiscal year, the Director of Library Services (or the Coordinator of Collection Development) will encumber sufficient money for annual subscriptions and renewals.

Periodical and database *subscriptions* are handled differently because they implicitly require ongoing annual funding.

The library will subsidize the acquisition of any article whether through paper copy, database, document delivery or interlibrary loan so long as it supports coursework or professional development and research needs of faculty. Before a student request for interlibrary loan or document delivery is honored, the student is required to consult with a librarian to make certain that the information the student needs is retrieved in the most effective and least costly way. In no way should the librarian use this consultation for the purpose of censorship; the provisions of the Library Bill of Rights and the tenets of academic freedom will always be honored.

The library subscribes to hard copies of journals:

- at the request of a faculty member or librarian, and
- when there is a good chance that current issues of the journal will be browsed, or when such a subscription is the only feasible way to access articles in a publication which will support academic courses and programs.

If the library already has access via a subscription database to articles from a particular serials title, a compelling reason must be offered in order to purchase the title. Such reasons include:

1. important matter (such as illustrations within an article) is not usefully presented in a digital format
2. there is a compelling pedagogical reason (such as the journal is so basic in a field that anyone educated in that field should be familiar with how it is formatted.)
3. the subscription is so inexpensive that it will have little impact on the budget.

In general, issues of such journals will not be bound, except when reason #1 is given and the discipline values retrospective literature.

Most databases are subscribed to as a bundle through the LOUIS annual fees. Additional database subscriptions to support LSUA's programs are also purchased.

Weeding of Collection (Stacks)

As an academic library, there is little desire to “weed” the collection, except in subject areas where program accreditation standards (e.g. nursing) dictate that obsolete material be discarded.

However, the finite amount of space in the library dictates that judicious weeding be performed.

1. Library staff may weed out duplicates of titles that have a low history of circulation, beginning with the items that are most worn and have the least useful life left in them.
2. Librarians may also weed titles that are no longer useful.
3. On a revolving schedule over five years, by call number ranges and subject areas, the entire stacks will be weeded with the following general methodology:
 - a. When a section is up for weeding, a notice will be sent out so that faculty whose areas are affected have a chance to participate and are encouraged to do so.
 - b. Librarians have the final say in what is discarded, giving great deference to faculty specialists.

Procedure: During the announced time period (not more than a week) for weeding a section:

1. Faculty members who elect to participate will be asked to identify titles suitable for de-accessioning, according to the standards in their discipline
2. This will be done with a slip of paper inserted between the pages of the identified book; the faculty member(s) recommending withdrawal, will initial the slip. (Any faculty member may also recommend keeping a title, noting that on the same slip.)
3. While the faculty members are doing this, they will be asked to help identify areas of the collection that are not well represented or which need updated mater, and report their observations/recommendations to the bibliographer, who will make written notes on faculty recommendations.
4. After librarians review the decisions, the volumes to be de-accessioned will then be processed out and removed from the catalog.
5. Bibliographers will then follow up on observations/recommendations for new/replacement titles.

Reference Collection

Over the course of a year, the reference librarians will review the entire reference collection. They will also follow the review literature to become knowledgeable about new reference titles that may fill a need for the library's users.

1. They will note which serials (e.g. yearbooks) need more recent editions.
2. They will note which reference books are no longer needed for the reference collection. In consultation with other librarians and subject specialists, they will decide which titles should simply be transferred to the stacks and which should be de-accessioned.
3. They will recommend new reference titles for purchase.

Worn or Damaged Library Materials

Normally these will be noticed during the five year weeding cycle, or during the course of regular stacks maintenance or circulation transactions. When a book is too worn or damaged for use, a decision will be made by the bibliographer whether to repair and/or rebind it; to purchase a new copy (if the title is still in print); to purchase another title which provides similar or better information, or whether the item should simply be withdrawn.

Withdrawn Library Materials

All withdrawn library materials should be carefully de-accessioned. This process includes removing or covering any LSUA ownership marks; stamping the item "Withdrawn," and suppressing or deleting reference to the item in the online catalog.

Withdrawn books may be donated to another library, put up for sale at a general book sale open to the public, sold to a used-book dealer, or may be discarded.

If a withdrawn book has an unusually high value as an artifact, the director of library services should attempt to sell it at market value; the proceeds from such a sale would go to a fund account whose investments are dedicated to library needs. Except in the last case, proceeds from the sale of the items will go to whatever group is holding the sale. In most cases, the group would be The Friends of the James C. Bolton Library or another non-profit student or service group.

April 23, 2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Materials to be kept in Rare Books Room

1. All material in the following categories should be processed for the Rare Books Room.
(This includes some types of publications to be safeguarded although not strictly “rare.”)

A. Publications published before and including 1860.

B. U. S. Publications published before and including the dates listed below
by state:

ALABAMA. 1839	NEBRASKA. 1874
ARIZONA. 1889	NEVADA. 1874
ARKANSAS. 1860	NEW HAMPSHIRE. 1800
CALIFORNIA. 1871	NEW JERSEY 1806
COLORADO. 1870	NEW MEXICO. 1870
CONNECTICUT. 1800	NEW YORK. 1819
DELAWARE. 1800	NORTH CAROLINA. 1812
DIST. OF COLUMBIA. 1800	NORTH DAKOTA. 1874
FLORIDA. 1838	OHIO. 1820
GEORGIA. 1845	OKLAHOMA. 1890
IDAHO. 1888	OREGON. 1864
ILLINOIS. 1846	PENNSYLVANIA. 1820
INDIANA. 1840	RHODE ISLAND. 1800
IOWA. 1854	SOUTH CAROLINA. 1823
KANSAS. 1865	SOUTH DAKOTA. 1889
KENTUCKY. 1826	TENNESSEE. 1849
LOUISIANA. 1865	TEXAS. 1867
MAINE. 1800	UTAH. 1870
MARYLAND. 1828	VERMONT. 1800
MASSACHUSETTS. 1800	VIRGINIA. 1810
MICHIGAN. 1848	WASHINGTON. 1877
MINNESOTA. 1869	WEST VIRGINIA. 1830
MISSISSIPPI. 1851	WISCONSIN. 1850
MISSOURI. 1851	WYOMING. 1884
MONTANA. 1884	

C. At least one copy (preferably two) of University Publications.

2. Additionally, other materials such as those noted below should be screened and considered for Rare Books Room housing:
 - A. Autographed books of exceptional interest.
 - B. Unusual limited editions.
 - C. Extraordinary first editions.
 - D. Portfolios containing original etchings, expensive plates, etc.
 - E. Erotica [Censorship or restricting academic freedom is prohibited as a reason to place such material in Rare Books. Normally it will be done only for preservation purposes.]
 - F. Local history and Louisiana publications. (Normally a copy will be placed in the circulating stacks, unless other considerations in this policy dictate otherwise.)
 - G. Scarce or expensive periodicals
 - H. Works justifying special attention on account of physical makeup:
Sumptuous binding; fine typography or illustrations; fore-edge painting; elaborate decorations; size or shape not adaptable to ordinary shelving; printing or vellum; silk, wood, or other unusual material.

Revised 9/94 and 8/27/03.

Revisions approved by library faculty:

Forwarded to Library Committee:

Interlibrary Loan (ILL) & Document Delivery Guidelines

No library can afford to collect everything that might ever be requested. However, membership in the LOUIS consortia enables LSUA Library Services to procure most materials from within Louisiana via ILL. Most journal articles which cannot be obtained via ILL can be purchased from a document delivery service. Both services are subsidized by the library.

WHAT IS INTERLIBRARY LOAN (ILL)?

Interlibrary loan is a process through which books, copies of journal articles, or other items are sent from one library to another library by request.

WHO IS ELIGIBLE TO BORROW MATERIALS THROUGH INTERLIBRARY LOAN?

LSUA faculty, staff, and students may request materials. Non-LSUA students should borrow ILL materials through their local public libraries.

WHAT CAN AND CANNOT BE BORROWED?

The lending library decides if an item may be loaned. Books, with the exception of reference books and rare books, are usually loaned; copies of journal articles are sent; theses and dissertations are usually loaned. Whole issues of journals, genealogy materials, and audio-visual materials are usually not loaned.

When materials cannot be procured via ILL, journal articles and some other documents can be purchased from a document delivery vendor. (The cost is the royalty fee set by the publisher plus a set service fee.)

WHAT IS THE COST?

Library services will subsidize the cost of ILL and document delivery for the following:

- LSUA faculty requests that are course-related or for professional development.
- LSUA student requests after an interview with a librarian to determine that a loan is the only appropriate way for the student to complete an assignment or pursue independent interests.

WHAT IS THE LOAN PERIOD?

The loan period and any other restrictions are set by the lending library. Photocopies of journal articles are usually sent, not the entire journal. You may keep the copies.

HOW LONG DOES IT TAKE TO OBTAIN AN INTERLIBRARY LOAN ITEM?

The timeliness of delivery depends on the lending library. You should request materials as soon as you are aware of a need for the material. Allow a minimum of 1 week for materials coming from a Louisiana library, 2 weeks for materials coming from out of state, and 4 weeks for photocopies of articles. See "Interlibrary Loan: Constraints and Timeliness" below.

HOW DO I ORDER INTERLIBRARY LOAN or DOCUMENT DELIVERY MATERIALS?

Interlibrary loan requests can be made at the reference desk on the first floor of the library or online at <https://illiad.louis.lsu.edu/illiad/LAZ/logon.html>.

For more information, please call the reference desk at ext. 6442 or e-mail library@lsua.edu.

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Forwarded to Library Committee:

Interlibrary Loans: Outgoing and Charges between Libraries

- The library lends books from the circulating collection.
- Non-circulating and non-book material are not normally loaned; exceptions may be made depending on current needs of LSUA faculty or students for the particular item requested.
- Rare or archival materials may be lent only with certificate of insurance (or other written provision in case of lost or damage) from the borrowing library. Such loans are not to be done lightly.
- The loan period for items loaned from LSUA is one month.
- No costs are charged to libraries with which LSUA has reciprocal agreements.
 - Includes most academic libraries in Louisiana.
- Libraries with whom no reciprocal agreement is in effect and which charge for their loans will be contacted to find out whether they wish to reciprocate in not charging costs.
- Non-reciprocating libraries will be charged a minimum of \$20 per transaction, plus postage and photocopying charges.
- To simplify billing, LSUA library has signed onto the OCLC IFM program.

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Forwarded to library committee on: