

**COLLECTION DEVELOPMENT POLICY  
UT-PAN AMERICAN LIBRARY**

**November 17, 2006**

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## **PART 1. ROLE OF THE ACADEMIC LIBRARY**

The University of Texas-Pan American Library subscribes to the theory that defines the role of an academic library as that of a teaching and research component within the university system. It is considered to be the principal provider of information and information services to students and faculty. The library's basic duties are to acquire, process, preserve, provide and circulate library materials. In addition, as part of its role in the university system, the Library serves as an active teaching component. As such, it assumes the responsibility of interpreting all of its resources to students and faculty, resources that must be selected on the basis of tradition as well as local and area needs.

Selection of materials will emphasize the curriculum course offerings of undergraduate students, graduate students, and research needs of faculty, administration, and staff. However, because of the multi-cultural and international nature of the area served by the University, the Library will also give consideration to the needs of the larger community.

The objective of collection development is to build a library collection that will supply a continuously expanding store of useful information locally as well as virtually to support and enrich the educational programs of the University. In order to provide the best materials for the implementation of its duties, the Library requires guidelines for collection development. The policies below, which are, of necessity, subject to review as needed, form the framework for building the library's collection.

## **PART 2. GENERAL COLLECTION DEVELOPMENT POLICY**

### **2.1 Statement of Freedom of Inquiry**

The University of Texas-Pan American Library supports the principles of freedom of inquiry. All materials selected for inclusion in the library's holdings, whether purchased or donated, or virtually made available must be clearly related to the general educational mission and stated goals of The University of Texas-Pan American. Because the University is dedicated to the principle of unrestricted inquiry into, and scholarly examination of, all ideas and current knowledge germane to any discipline, the staff of The University of Texas-Pan American Library will remain vigilant in its efforts to assure patrons that no form of censorship, whether based on personal or ideological bias, be allowed to circumscribe the development of the collection.

The Library will not accept any reproduction of a copyrighted work, unless accompanied by a letter from the copyright holder granting permission to make the copy.

The University of Texas-Pan American Library subscribes to, and therefore acts in accordance with, the Library Bill of Rights, contained in the Appendix A. Questions about the suitability of material for inclusion in the library collection will be discussed with the

concerned patron. Library Administration will discuss unresolved questions with the concerned patron. Further unresolved questions will be referred to the Library Committee.

## **2.2 Responsibility for Selection**

Selection of library materials is a joint responsibility of teaching faculty and the library professional staff. The primary responsibility for the coordination of the collection development process lies with the Associate Library Director for Research Services. While recommendations from teaching faculty are welcomed and solicited, the library professional staff will carry the responsibility for ordering in areas not covered by faculty (e.g. Reference, General, etc.) and/or the remaining budget not yet encumbered, so as to achieve a balanced collection, and to make sure that the total allocated budget is encumbered. The ultimate responsibility for collection development direction and policy decisions, including adequacy and quality of selections, rests with the Library Director, and, under his or her direction, with the Associate Library Director for Research Services.

## **2.3 Factors to Consider in Selection**

In selecting materials for the Library, factors considered are as follows:

- A. The permanent or timely value of the material for interest, information, or enlightenment;
- B. The accuracy of the material;
- C. The usefulness of the material with respect to other materials already in the collection;
- D. The probable usage of the material in the educational and research mission of the University;
- E. The relevance of material to the curriculum;
- F. The reputation of the author and/or publisher;
- G. Documentation features of the material, such as indexing, bibliography, and footnotes;
- H. Physical quality of the material, including the binding and durability;
- I. The demand for similar materials;
- J. In selecting Serials for the Library, factors considered are as follows:

1. The availability of indexing for the proposed serial in the Library;
2. The publisher of the serial;
3. Lack of other coverage of the subject matter in serials that we already subscribe to;
4. Is the proposed serial in support of a subject area with new degree programs;
5. Is the proposed serial unavailable in the document delivery system.

## **2.4 Materials Acquired**

The Library will acquire, as far as funds permit, all materials needed to support the teaching and research programs of the University. Due to the diversity, extent, and unique character of research endeavors, it is not financially feasible to build a collection comprehensive enough to support all research interests. Electronic database searching and Interlibrary Loans (ILL) are among the alternative methods that will be considered in providing access to research materials. A limited number of current publications of popular appeal and interest will be selected from a list of published Best Seller books when the book budget permits. The majority of materials acquired will include monographs, maps, journals and other serial publications, newspapers, pamphlets, government documents (both state and federal), microforms, archival materials, audiovisual materials, electronic databases, and other items commonly included as part of library resources. Occasionally some photo reproductions and manuscripts may be purchased through special funding or when the request is fully justified. Except for special textbooks and juvenile collections, the Library will not normally purchase materials to be used solely for classroom instruction such as cliff notes, study guides, etc.

Faculty members are encouraged to donate personal or complimentary copies of textbooks for courses currently being taught.

Criteria for selection of Reference materials are discussed in Part 4, for Special Collections in Part 5, and for Media in Part 6.

All materials purchased with library funds must be housed in the Library or its designated remote-storage location as part of its permanent collection. These in most instances are subject to ILL provisions.

## **2.5 Budgetary Considerations**

Budget allocations are not made specifically to departments independent of the Library. The procedures followed in allocating funds to the various subject areas will be based on a formula with various factors, such as number of students enrolled at various levels, number

of courses offered in each discipline during a particular semester, circulation records, and average price of book in each discipline considered. A copy of the formula for monograph allocations is enclosed as *Appendix C*. Exceptions are made for subject areas where there are extra funds available through special line item accounts.

## **2.6 Format**

Books will be ordered in hard copy, unless unavailable in hard copy or specifically requested in paperback by the Bibliographer/Faculty members. Reference books will be ordered in hard copy, unless specified otherwise by the Reference Librarian.

## **PART 3. POLICIES CONCERNING VARIOUS TYPES OF MATERIALS**

### **3.1 Monographic Materials (Books) for General Collection**

Guidelines for acquisition of monographic materials are as follows:

#### **3.1.1 Current and Retrospective**

While both current and retrospective materials are essential to the needs of the academic community, current materials will generally receive higher priority. Lesser-used retrospective materials will be sought from Interlibrary Loan services. (Current materials are defined as those in print in the original edition; retrospective materials are defined as those that are out of print or available only in reprint, either as full size or microcopy). The out of print materials will be selectively ordered. An allocation formula for monographic materials attempting balanced collection growth, approved by the Library Committee in 1992, is in place (See *Appendix C*).

#### **3.1.2 Duplicates**

The Library will purchase duplicate copies only in cases of demonstrable need, such as when the number of students in a class or the concentrated use of material demands multiple copies. (Refer to The Bibliographer's Manual for details). This policy does not apply to materials purchased for the Special Collections.

#### **3.1.3 Foreign Language Materials**

Materials will be purchased to support the foreign languages curriculum. Foreign language materials for courses outside the foreign language curriculum will be purchased only if there is evidence of their immediate usefulness to students and faculty.

### **3.1.4 Popular Reading**

Popular reading type books are selected from The New York Times Best Seller List to provide recreational reading and round out the collection, when the book budget permits.

#### **3.1.4.1 Criteria for Selection of Popular Reading**

- A. Is the book by an established author or a selected public figure or a reputable publisher?
- B. Is the book of local interest (relevant to our student body's concerns and/or heritage, or pertaining to Texas history and politics as examples)?
- C. Does the book support one or more areas of the curriculum? A small group of volunteer bibliographers will participate in selection of Best Seller materials.
- D. Does the title have strong patron appeal, and is it likely to circulate widely?

(These guidelines were approved by the Library Committee March 24, 1995.)

## **3.2 Periodicals**

The Associate Library Director for Research Services, with direct input from faculty members, is responsible for providing information to the Periodicals/Acquisitions Librarian for addition or cancellation of any journal. The Associate Library Director for Research Services must be consulted regarding the withdrawal of any title or back issues.

No issues of journals should be discarded from the collection without consulting the Associate Library Director for Research Services, who will, in turn, ask for faculty input. Policies governing the acquisition of periodicals are as follows:

### **3.2.1 Back Volumes**

For economy of purchasing, binding and storage, and for durability of content, back volumes of periodicals will be obtained in microform whenever possible,

except in cases where the original is desirable because of color prints, quality, etc.

### **3.2.2 Duplicates**

As a general rule, the Library will obtain only one copy of any given periodical publication. Decisions on duplication will be made on a title-by-title basis. The main reason for duplication would be high frequency of use. The request for a second subscription must be justified in writing by faculty requesting a duplicate subscription, showing evidence of high consistent usage. The final decision will be based upon the Library Director's approval and factored by or approval, taking into consideration budgetary limitations.

### **3.2.3 Journal Reprints**

Journal reprints (complete issue) are not acquired for the permanent periodical collection however, if needed for reserve or stacks use, may be considered for purchase such as topical issue.

### **3.2.4 New Journal Subscriptions (Print and Non-Print)**

New periodical titles will be purchased based on the General Collection Development Policy, outlined in pt. 2 on pg.4. Special funding for specific subject collection development will be exempted.

### **3.2.5 Newspapers**

The Library will acquire local, domestic and foreign newspapers on a selective basis, giving preference to major titles that are indexed. Texas newspapers will also be acquired selectively. Criteria for selection will be the same as that for other library materials.

### **3.2.6 Missing Issues**

Missing issues of non-current journals and newspapers will not automatically be purchased. The request for filling the gap must be accompanied with written justification showing high demand by patrons or ILL requests. The decision for replacing missing periodical issues is made by the Associate Library Director for Research Services and the Library Director, within the budgetary limitations.

### **3.3 Government Documents**

The Government Documents Librarian has the primary responsibility for selection of government documents. However, the Documents Librarian should be responsive to the suggestions, requests and expressed needs of patrons and colleagues. All items selected for the collection will be those judged most valuable and useful for the general population of the Lower Rio Grande Valley, especially in areas such as documents on Mexican-Americans, farm workers, migrant workers, immigration, illegal aliens, anti-poverty programs, health programs, the Southwest, Texas, the Rio Grande Valley, NAFTA, International Business, etc.

Although the Library primarily serves the University community, federal law stipulates "depository libraries shall make government publications available for the free use of the general public..." (United States Code, chapter 9, title 44, Section 1911). The Documents Librarian will avoid selecting material that requires excessive space to house, is difficult to maintain, is available in micro-text, available online, can easily be obtained through Interlibrary Loan services, or appears to possess little or no interest or value to area residents.

It is the general policy of the library to provide access to online version of documents that the library used to receive and no longer are available in print.

### **3.4 Gifts**

#### **3.4.1 General Guidelines**

The University of Texas Pan-American Library gladly accepts gift books and other materials with the understanding that if the items do not meet the criteria described above in the UTPA Library Collection Development/Selection Policy, they may be disposed of as deemed appropriate by the library staff. Principal responsibility for receiving gift materials rests with the Associate Library Director for Research Services. The Special Collections Librarian can accept materials that are single volume (normally received by mail with or without solicitations) and are going to be placed in **Special Collections** only. Concerning major potential donations, the Associate Library Director for Research Services should be consulted before the books are accepted.

If it is determined by the Collection Development Librarian that a potential donation will not be useful to the library for any reason (for example, if it is obvious that a majority of the materials do not fit in the Collection Development criteria, or a majority of the materials are in bad physical condition), then the gift can be declined prior to acceptance by the Library.

Upon receipt of gift books, the Collection Development office will provide the Associate Library Director for Research Services with a description of the gifts (numbers and types of items). The Collection Development staff will check the periodical donations to fill possible gaps in the collection. In the case of regional interest materials, any periodicals received will be routed to the Special Collections Librarian for consideration. The subject bibliographers will be asked to review any major gift collection donated to the library and make recommendation to the collection development librarian. Items received as gifts will be subject to the same criteria that govern the selection of new purchases. The Library will determine the classification, housing, and circulation policies of all gift items. The Library retains the right to dispose of duplicates and unneeded materials as it sees fit.

Some items that ordinarily would not be purchased may be accepted as gifts. These include denominational literature, privately printed verse and poetry, highly technical material, expensive items of limited interest, or materials that do not directly support the curriculum.

In situations in which the donor is not able to transport the gift materials to the Library, the Library may consider picking up the donation.

The Library Director will issue to the donor a letter of appreciation that can serve as a tax statement for use by the donor. A form listing items donated to the Library will be attached to the letter. Copies of these forms are contained in *Appendices B & B1*. The Library will not appraise a gift for income tax purposes.

Mailed, unsolicited donations (individual copies of journals, books from publishers, etc.) and campus departmental donations such as annual reports, annual budgets, etc. will not be acknowledged, unless an acknowledgment is specifically asked for by the donor. These materials can be accepted or disposed of at the Library's discretion.

Gifts of cash made outright by bequest or by a lifetime income gift such as a trust may be dedicated to a variety of uses, including the purchase of library materials or equipment, or the support of special programs.

An endowment can be established within the Library with a donation of \$10,000.00 or more. Proceeds from endowments may be used for a general or very specific purpose, depending upon the wishes of the donor. Suggested areas include support for acquisitions, the purchase of equipment, and ongoing preservation activities. The University of Texas Pan-American Development

Office can provide assistance to those persons interested in directing bequests or lifetime income gifts to benefit the UTPA Library.

A gift donation can be made for the purchase of a book in memory or in honor of a friend or relative. The volume purchased will have a special bookplate acknowledging the name of honoree and donor. A letter of acknowledgment will be sent to the family or friend of the person in whose name the gift is made. (See *Appendix B2-B5*)

### **3.4.2 Gift Policy Guidelines Pertaining to Additions to the Collection**

No conditional acceptances will be made, i.e., to be returned to the donor if already owned or to donate some place else.

Art work, non-print materials such as videos, audiocassettes, etc. are accepted.

The Library **will not** add the following to the collection:

- A. Duplicate copies of any book already owned by the University Library unless:
  - a. recommended by a faculty member with justification or;
  - b. if current circulation records indicate a high demand or;
  - c. at the discretion of the Collection Development Librarian or by a subject bibliographer when the book is in much demand.
  
- B. Textbooks unless:
  - a. they are supplied by faculty in connection with course work or are authored by faculty;
  - b. they are a later edition of a textbook that is already in the collection (the earlier edition will then be withdrawn);
  - c. or if it is 5 years old or less;
  - d. or it is a textbook in another institution and not at UTPA.
  
- C. Books in physically poor condition, including those that are written in or are moldy.
  
- D. Individual issues of periodicals or incomplete sets, except where needed to fill in gaps in the present collection.
  
- E. Duplicates of periodicals already owned (Acquisitions will check this).

### **3.4.3 Gift Donation Processing Procedure**

Donated items will be checked against the library's on line catalog:

- A. The collection development librarian will review items donated.
- B. Donated items accepted for addition to the library collection will be sent to cataloging.
- C. Any items not kept by the library will be donated to various non-profit organizations, placed on the Free-Book Shelves in the Library, or otherwise disposed of as the Library sees fit.

### **3.5 Microforms and CD-ROMs**

The Library will obtain these formats when these formats are preferable because of lower costs, reduced bulk, or because of the fragile nature of the original. Material likely to be in demand for circulation is still preferred in print format.

### **3.6 Lost Books**

While the Library will attempt to provide copies of all standard works, it will not attempt to replace each copy withdrawn because of loss, theft, damage, or wear. Replacement will be at the discretion of the Associate Library Director for Research Services, in consultation with faculty and subject bibliographers. Factors to be considered when an item is to be replaced are holdings in the subject, obsolescence of older material, the historical value of the lost material, indexing or listing in a standard library tool, and public interest in the subject. The purpose of this policy is to consider replacement of books that have not been returned and are claimed lost by the patrons.

#### **3.6.1 Procedure for Lost Book Replacement**

- A. The Collection Development Librarian will print the list of lost books that are in "assumed lost" and "claimed lost" status on a regular basis.
- B. The list of lost books will be sent to the Associate Library Director for Research Services for her approval and authorization.
- C. The Collection Development staff will check the bibliographical sources for the availability of the book and carryout one of the following procedures:

1. If the lost book is still in print, Collection Development will order the same title.
  2. If the lost book is out of print (OP), the title will be sent to the faculty liaison, and the liaison will recommend either to try the "out of print" dealers or suggest an appropriate substitution.
- D. If a Faculty member recommends a title that is not in print, or makes no recommendation for a replacement within 30 days, the Collection Development librarian will ask the subject bibliographer to submit an order for a replacement of the lost book.
- E. A report of books that were lost and replaced will be included in the Collection Development Annual Report.

(The above-stated Lost Book Policy was approved by the Library Committee April 28, 1995.)

### **3.7 Special Materials Not Normally Purchased**

The Library will not normally purchase rare books and first editions per se, extensive collections of materials in limited subject areas, highly specialized technical books, or expensive materials easily obtainable through Interlibrary Loan services.

## **PART 4. REFERENCE MATERIAL SELECTION POLICY & PROCEDURES**

The primary responsibility for the selection and maintenance of the Reference Collection rests with the Reference Librarian, with recommendations and advice from the subject bibliographers and the Associate Library Director for Research Services. The main objective is to acquire the most authoritative works available in the major fields taught at UTPA that the budget permits. Requests from faculty or professional library staff for reference materials shall be routed to the Reference Librarian. The Reference Librarian must approve reference materials purchased from specific line item funds.

Librarians and teaching faculty should justify all titles requested for purchase from reference funds, in terms of need or potential use in answering reference questions or providing reference information, to insure that the publications will be expeditiously ordered. Justification may entail listing the source of an annotation, providing a copy of the review, displaying evidence of repeated requests for materials, showing student research needs, or demonstrating the potential for consistent use in answering reference questions. Order requests for titles not selected are returned to the original requestor with reasons for non-approval

#### **4.1 Selection Criteria**

In general, current materials have selection priority over retrospective materials. Whenever possible, current materials are selected on the basis of favorable reviews or announcements in a reputable source. However, because there may exist a crucial lag between the time of publication and the appearance of a review, selection of new reference material directly from publisher announcements and catalogs is found to be necessary in most of the selection cases. If the purchase is recommended before the publication date of the material, the reputation of the publisher or the credentials of the issuing body will be taken into account. The purchase of retrospective works is based on annotations from standard general or specialized bibliographical guides, or upon recommendation from faculty with supporting documentation. The following criteria are considered when selecting new reference materials:

- A. Strengths and weaknesses of the existing collection relating to current curricular and research needs of the University;
- B. Judged usefulness of the materials, considering the existing collection;
- C. Favorable reviews or inclusion in basic reference collection guides;
- D. Adequacy of indexing;
- E. Currency of topic;
- F. Date of publication;
- G. Language of publication;
- H. Reputation of the author and publisher;
- I. Comprehensiveness, especially if the requested title is expensive and/or is a serial.

#### **4.2 Reference Materials Selection Tools**

The following procedures shall be used to select reference material:

- A. Regular scanning the review section of library trade journals such as:
  - Booklist*
  - Choice*
  - College & Research Libraries*
  - Journal of Academic Librarianship*

*Library Journal*  
*New York Times Book Review*  
*RQ*  
*Reference Services Review* and others as appropriate;

- B. Review of annual lists of reference books such as *ARBA* and *Best Reference Books*;
- C. Checking Eugene P. Sheehy's *Guide to Reference Books*, including its supplements; along with subject area equivalents;
- D. Examining publishers' announcements and catalogs;
- E. Visiting other libraries and reviewing their holdings;

### **4.3 Language**

For general and subject reference works, priority will be given to materials in the English language. Titles in foreign languages are selected if they are superior to or complement the English works available.

### **4.4 Format**

When both soft-cover and hardcover editions are available, the hardcover edition is preferred for durability. When there is a choice, the most serviceable binding is generally selected. Soft-cover editions are usually selected for titles withdrawn annually when the newer editions are received.

### **4.5 Duplication**

The library's non-circulation policy for reference books makes the need for purchase of duplicate copies of some reference sources for the circulating collection highly desirable. Factors considered in recommending duplication of reference titles are repeated requests, anticipated use, physical condition of materials, and relationship to class and research use. The person initiating the request must substantiate the need for duplication of titles costing over \$100.00. Reference titles showing signs of heavy use such as some titles in the Ready-Reference section will be duplicated including, where possible, single volumes of a set.

### **4.6 Types of Reference Materials**

Examples of materials to be included in the Reference Collection are listed below; however, the Reference Collection is not limited to only these types of materials.

- A. *Almanacs and Yearbooks*--current editions of major publications of the United States and foreign countries.
- B. *Annual Reviews*--for major disciplines only.
- C. *Bibliographies*--general bibliographies on broad topics.
- D. *Biographical Materials*--comprehensive works dealing with professional, national, and international biographies, including retrospective and current biographies.
- E. *Concordances*--for very important authors and works (i.e. Shakespeare and the Bible).
- F. *Dictionaries*--unilingual, bilingual, and polyglot for as many languages as possible and specialized dictionaries (e.g., slang, idiomatic expressions, historical aspects of major languages, and subject dictionaries).
- G. *Directories*--current editions of major directories in all curricular fields of the University, as well as current editions of Rio Grande Valley directories.
- H. *Encyclopedias*--all major general encyclopedias, as well as some important foreign publications; authoritative encyclopedias in specialized subject areas that support research in the curricular fields.
- I. *Geographical Sources*--authoritative atlases, maps, and gazetteers covering all areas of the world; some topographical and geological maps.
- J. *Handbooks*--current and authoritative handbooks in all major curricular fields.
- K. *Indexes*
  - a. Print: The Library will purchase as many print indexes as are necessary for the research of students and faculty, and will try within budgetary limitations to provide access to as many periodicals indexed in them.
- L. *Electronic Resources*

The University of Texas Pan-American Library provides access to electronic resources as far as budget allows, either in cooperation with other libraries or independently. Subject selectors need to be as knowledgeable of electronic resources as they are with print resources and use similar selection criteria.

Collection Development needs to compare current print costs against cost of electronic versions, and also consider the costs of the various electronic versions against each other. Evaluation of the need for system supports both hardware and software for every requested title must be considered as a part of the selection process, and the Systems Librarian should be consulted to make sure that publisher or vendor is capable of providing products that run free of "bugs" and viruses.

The selection and cancellation of electronic databases including electronic full-text journals will be made with consultation with reference librarians.

The relevancy of subjects', accessibility, cost, and other factors must carefully be weighted before a decision is made.

The organization of these resources should be noted in the Cataloging Policy and Procedures.

The Library also provides access to resources on the Internet. The Library does not collect (download) this information in either print or non-print format to make it available locally. However, the Library provides links to the selected Web resources via the Library Web site. The Library also provides instructions to users on how to collect (download/print) information.

#### *M. Legal Materials*

A limited number of legal encyclopedias, dictionaries, digests, reporters, and citations will be acquired. These should support only a limited legal curriculum, unless and until the University institutes a formal legal or paralegal program.

#### *N. Pamphlet Materials*

Pamphlet materials, most of which are free, will ordinarily not be cataloged, but will be housed in the Vertical File. The Library also collects selected annual reports and map files.

### **4.7 Cataloging Recommendations**

All the cataloging decisions regarding the location of materials that need to be placed in the Reference area must be referred to the Reference Librarian.

The Reference Librarian and subject bibliographer will also determine titles to be cataloged for the Reference Collection as a continuation or Reference item. They will provide instructions to the Cataloging Librarian on the following:

- A. Materials cataloged for Reference;
- B. Retention periods;
- C. Disposition of older editions;
- D. Cataloging of second copies of reference materials for stacks;
- E. Other special instructions as needed.

## **PART 5. SPECIAL COLLECTIONS**

The Special Collections area is comprised of four sections: University Archives, Rare Books, the Lower Rio Grande Valley Historical Collection (Northeast Mexico and South Texas), and the Bryant (Latin American) Collection. Policies governing their selection are as follows:

### **5.1 University Archives**

The Library attempts to acquire all official University of Texas-Pan American publications, including student publications, published faculty papers, organizational minutes, program proceedings, memorabilia, and all other materials that reflect the development and activities of the University. The Library will accept manuscripts by local or regional authors.

### **5.2 Rare Books**

Rare books will be accepted as gifts, but will ordinarily not be purchased.

### **5.3 Lower Rio Grande Valley Historical Collection**

The Library acquires materials about or originating in the Texas counties of: Cameron, Hidalgo, Jim Hogg, Starr, Webb, Willacy, and Zapata, as well as in the Mexican states of Tamaulipas, Nuévo Leon, and Coahuila. Duplicate copies, one reference and one circulating, are usually obtained.

### **5.4 Bryant Collection**

This is a collection of Latin American, Hispanic Literature, Spanish Literature and History. As a depository under the Texas Regional Historical Resources Depositories Program

created in 1971, the Library acquires and maintains county records for the Texas counties of: Cameron, Hidalgo, Jim Hogg, Starr, Webb, Willacy, and Zapata.

### **5.5 Shary Collection (Pending Janette will provide more)**

## **PART 6. MEDIA**

### **6.1 Selection**

The selection of audiovisual materials (videotapes, audiotapes, computer software, etc.) is subject to the same criteria that govern the selection of monographs. Requests from faculty have priority over the requests made by librarians for the purchase of media materials. In addition to the selection criteria of monographs, the following factors need to be evaluated when purchasing media resources for the Library:

- A. The availability of required equipment in the Library;
- B. The quality of materials such as clarity, color, voice, etc;
- C. Ease of use, storage, and durability;
- D. Reputation of its producers;

### **6.2 Language**

When English is not the primary spoken language, English subtitles must be available.

### **6.3 Format**

If available, DVD format should be acquired for video materials over the VHS format. Materials should not be purchased in formats that are considered obsolete, or where the required equipment for their use is considered obsolete.

## **PART 7. DE-SELECTION (WEEDING) POLICY AND PROCEDURE**

### **7.1 Weeding of General Collection**

Weeding is done as a conscientious effort to achieve a well- balanced collection suitable to patrons served and should be an ongoing, consistent process.

Several factors are involved in the decision to withdraw materials. These factors include:

- A. Value to the collection;
- B. Physical condition;
- C. Number of copies in the collection;
- D. Coverage of the subject by other materials in the collection;
- E. Age or obsolescence, historical value, and use;

The responsibility for weeding falls to the subject bibliographers, with the approval of the Collection Development Librarian, except for the weeding of the Reference Collection, which is the responsibility of the Reference Librarian. Weeding of Media and Government document materials is the responsibility of the Government Document Librarian. A conscientious effort should be made to involve the appropriate faculty members, liaisons, subject bibliographers, and the Collection Development Librarian.

#### **7.1.1 General Goal**

The goal is to maintain a well-balanced collection that will match the information needs of students and faculty of the university as described in the Statement of Purpose of the University Library.

#### **7.1.2 Purpose**

The purpose of de-selection (weeding) is to promote a useful collection. Materials no longer relevant to the funding of the Library as outlined in its Statement of purpose, as well as materials which are in poor condition, are candidates for de-selection.

#### **7.1.3 General Criteria**

Unnecessary items left in a collection can weaken a library, as do insufficient acquisitions. Outdated and shabby materials should obviously be removed. Material not actively used in the Library may also be considered for withdrawal from the collection, as these items may no longer be of use to library users.

#### **7.1.4 Specific Criteria for Consideration for Removal**

- A. Duplicate copies that have had not more than one circulation in the last five years;
- B. Older editions that have not circulated in three years after a newer edition has been acquired, depending on discipline;
- C. Materials that contain obsolete or incorrect information and are not of historical value;
- D. Material that is damaged and cannot be repaired;

#### **7.1.5 Specific Criteria for Retention**

- A. Material that meets accreditation standards;
- B. Items identified by faculty which should be retained regardless of the above-stated criteria for removal;
- C. Items considered valuable for the integrity of the collection by librarians;

#### **7.1.6 Procedures**

- A. Check copyright, imprint or publication date to find the age of the book.
- B. Check the purchase date of the book (if available) to determine how long the book was owned by the Library.
- C. Check the latest circulation or checkout date to find the most recent use.
- D. Examine the table of contents of the book to determine the subject of the book and its relevance to the collection.
- E. Send books selected for weeding to Cataloging to be placed on the “Temp. Discharge status. The bibliographers then receive the books.
- F. The Bibliographer puts “Temp. Discharge” books in the gift processing room with appropriate identification. Request a list from the Systems Librarian then send to Collection Development office to be checked in OCLC for availability of locations. Send “Temp. Discharge” list to faculty liaisons after titles have been checked in OCLC. A letter is sent to the department chair, and to the liaison faculty member of that department informing them about weeding the collection, and asking them to come to the Library and check these books for a second opinion.

An eight-week time limit is given to faculty for checking the proposed weeded books, except in the summer, when appropriate subject-area specialists may not be available. In this case, the materials are retained for an additional time period agreed upon by the subject bibliographer and the departmental faculty member.

- G. Any book retained for the collection should be returned to cataloging to have the status of the book changed from "Temp. Discharge" to "Available" and returned to the stacks.
- H. Books that are checked and approved by faculty for weeding are sent to Cataloging. The status is changed from "Temp. Discharge" to "Withdrawn". If the cataloged item is a "Government Publication Document" the item is sent to Government Documents for withdrawal.
- I. A final list of weeded books will be acquired from the Cataloging Unit.
- J. The bibliographer in each subject area is responsible for the weeding process of that area, and each step should be carefully followed as mentioned above. A list of faculty members who participate in the weeding process will be sent to the Collection Development Librarian to be included in the Annual Report.
- K. Weeding of the collection should be done on a yearly basis and preferably between spring/summer or summer/fall breaks when school is closed and there is less traffic in the book stack area. Department liaisons will receive a list of proposed books for withdrawal from the bibliographer.
- L. In the event when a liaison or a faculty member does not respond to the list of books for potential withdrawal within the two month time period, the Chair of the department will be notified and the deadline will be extended until the end of the semester. The Collection Development Librarian, Reference Librarian, and the Library Associate Director will evaluate the processed titles for withdrawal if no faculty member of that department responds. Any book indicated by any of these individuals for retention is sent to Cataloging to change the status from "Temp. Discharge" to "Available" and returned to the stacks.

### **7.1.7 Disposition**

Materials that are withdrawn from the collection may be disposed of by any of the following methods, listed in priority order.

- A. Items requested by faculty being sent to departments are marked and picked up by faculty or sent through campus mail following withdrawal procedures. Cataloging records will indicate the number of materials sent to the designated department (s).
- B. Materials may be given to another state-funded agency or any non-profit organizations and will be so offered as deemed appropriate by the Collection Development Librarian, or faculty members.
- C. Materials may be placed on the “Free Books Shelves” or Donated to other educational institution.
- D. Materials may be discarded if none of the above-stated options proves to be available.

## **7.2 Weeding of Reference Collection**

### **7.2.1 General Guidelines**

All reference materials are to be examined regularly for condition, usefulness, currency, and either retained in the Reference Collection, recommended for placement in the stacks, discard, or replacement. Certain materials are retired to the library's stacks are as follows:

- A. Materials not used with any degree of regularity, but have permanent reference value;
- B. Back files of annual publications (ordinarily, complete back files of annual publications should not be housed in the Reference Collection, but should be sent to the stacks at specified intervals, according to the reference value of each title);
- C. Superseded editions and duplicate copies;

Works not falling into any of the above categories should be discarded. Worn volumes that are beyond repair but are still considered useful as part of the Reference Collection should be replaced, if possible.

### **7.2.2 Weeding Procedures for Reference Materials**

- A. Shelves will be provided by the Cataloging work unit to encompass the following categories:

DISCARD  
RETURN TO GOVERNMENT DOCUMENTS  
PLACE IN CIRCULATING STACKS  
SEND TO OTHER LIBRARIES AND NON-PROFIT  
ORGANIZATIONS  
RETURN TO DUN AND BRADSTREET

- B. The Reference Librarian is responsible for determining the category for weeded items.
- C. The bibliographers for specific areas or disciplines are consulted as necessary if there is doubt or questions regarding the disposition of a weeded item.

(The Library Committee approved the above-stated weeding policy April 25, 1997).

### **7.2.3 Weeding of Media Materials**

The goal is to maintain a well-balanced media collection that will match the information needs of students and faculty of the University. The purposes of weeding are to:

- A. Increase the volume of circulation;
- B. Increase the speed of access;
- C. Improve the accuracy of retrieval;
- D. Provide the most relevant and current materials to patrons;
- E. Maintain the integrity of the collection;

### **7.2.4 Criteria for Weeding Media Materials**

Specific criteria for consideration of items identified as candidates for weeding are as follows:

- A. Duplicate copies that have had not more than one circulation in the last five years.
- B. Media material that has not circulated in ten years, and that is not related to the curriculum.

- C. Materials that contain obsolete or incorrect information.
- D. Material that is damaged and cannot be repaired.
- E. Material that contains outdated information or fashion.
- F. Material for which there is no equipment or the equipment is obsolete and new equipment can not be purchased.

### **7.2.5 Media Classification Codes**

The prefixes for the media classification codes that appear to the left of the titles on the media lists are as follows:

SLS – Slide sets	VTC - Video Tape
KT - Kits	CF - Computer Software
FSWC - Film Strip with Cassette	VD - Video Disk
FSWR - Film Strip with Record	CD - Compact Disk
FS - Film Strip	CSS – Cassette
TR - Transparencies	16mm- Film

## **PART 8. PRESERVATION**

The Library has no formal preservation policy manual as a separate document. Aspects of preservation are discussed in the following:

*Circulation Policy and Procedures Manuals:* Training regarding the proper handling of library materials is provided by the Circulation Department. Workers are required to view the video “Murder in the Stacks” which focuses on the proper treatment of materials.

*The Disaster Recovery Policy Manual:* Salvage and recovery procedures after a major disaster are outlined in this document.

*Cataloging Procedures Manual.* The Cataloging Department has a clerk who teaches student workers how to do simple repairs.

These documents are housed in paper copy in the respective areas and in online format at staff Internet site.

## **PART 9. REVIEW OF THE POLICY**

Periodic and systematic reviews of collection development needs and procedures shall be held to examine the currency and relevance of all of the above policies. The whole Policy will be reviewed every three years, and sections will be updated as needed.

Accepted by the Library Committee April 25, 1997.

Last Reviewed September 2002.

Last Reviewed June 2005.

Last Reviewed Nov. 2006 (as part of ODP required Policy Manual Revision).

## **Appendix A**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967 and January 23, 1980,  
by the ALA Council.

## Appendix B

(Donor's Name)  
(Mailing Address)  
(City, State, Zip Code)

Dear:

Thank you for donating item(s) to the University Library of The University Texas-Pan American; the item(s) will no doubt prove useful to library patrons.

Enclosed is a gift statement for use at tax payment time, if you so desire. According to IRS regulations, the value of donated materials must be declared by the taxpayer, not the library staff.

Your support of our library is appreciated.

Sincerely,

(Name)  
Library Director

(Name)  
Associate Library Director for Research Services

Enclosure

cc: (Name), Director of Development & Endowment Support

**Appendix B-1**

**GIFT STATEMENT**

TO WHOM IT MAY CONCERN:

The University of Texas-Pan American Library herein acknowledges the receipt of the following gifts to the library by (Name of donor):

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Signed

(Name)  
Library Director  
University of Texas—Pan American

(Name)  
Associate Library Director for Research Services  
University of Texas-Pan American

Date:

**Appendix-B-2**

**"IN MEMORY OF" NOTIFICATION LETTER**

(Date)

(Name of Friend or Relative of Memorialized Person)  
(Mailing Address)  
(City, State, Zip Code)

Dear:

We would like to acknowledge that the University Library has received a copy of (Title of the Book) in memory of (Name of Memorialized Person). The book was donated by (Name of Donor). We are delighted to receive this gift and appreciate the enhancement it provides to library collections.

Sincerely,

(Name)  
Library Director

(Name)  
Associate Library Director for Research Services

Enclosure

cc:(Name), Director of Stewardship & Annual Giving

**Appendix -B-3**

**"IN MEMORY OF" ACKNOWLEDGMENT LETTER**

(Date)

(Name of Donor)  
(Mailing Address)  
(City, State, Zip Code)

Dear:

Thank you for donating a copy of (Title of the Book) in memory of (Name of Memorialized Person) to the University Library of The University of Texas-Pan American. We are delighted to receive this gift and appreciate the enhancement it provides to library collections.

Enclosed is a gift statement for use at tax payment time, if you so desire. According to IRS regulations, the value of donated materials must be declared by the taxpayer, not the library staff.

Your support of our library is appreciated.

Sincerely,

---

(Name)  
Library Director

---

(Name)  
Associate Library Director for Research Services

Enclosure  
cc:(Name), Director of Stewardship & Annual Giving

**Appendix -B-4**

**"IN HONOR OF" NOTIFICATION LETTER**

(Date)

(Name of Friend or Relative of Honored Person)

(Mailing Address)

(City, State, Zip Code)

Dear:

We would like to acknowledge that the University Library of The University of Texas-Pan American has received a copy of (Title of the Book) in honor of (Name of Honored Person). The book was donated by (Name of Donor). We are delighted to receive this gift and appreciate the enhancement it provides to library collections.

Sincerely,

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(Name)

Library Director

---

(Name)

Associate Library Director for Research Services

Enclosure

Cc:(Name), Director of Stewardship & Annual Giving

**Appendix -B-5**

**"IN HONOR OF" ACKNOWLEDGMENT LETTER**

(Date)

(Name of Donor)  
(Mailing Address)  
(City, State, Zip Code)

Dear:

Thank you for donating a copy of (Title of the Book) in honor of (Name of Honored Person) to the University Library of The University of Texas-Pan American. We are grateful for the enhancement of library collections your gift provides.

Enclosed is a gift statement for use at tax payment time, if you so desire. According to IRS regulations, the value of donated materials must be declared by the taxpayer, not the library staff.

Your support of our library is appreciated.

Sincerely,

\_\_\_\_\_  
(Name)  
Library Director

\_\_\_\_\_  
(Name)  
Associate Library Director for Research Services

Enclosure

cc: (Name) Director of Stewardship & Annual Giving

## Appendix C

### Book Budget Allocation Formula

In order to distribute funds available for the various academic departments, a formula was devised based on three variables: Enrollment, Circulation and Courses offered. Since these factors were not considered to be of equal importance, specific values had to be assigned to each criterion. The Library Committee decided to give the following weight to each criterion.

#### Enrollment

1000-2000 level	10%
3000-4000 level	15%
5000-7000 level	30%
Circulation	15%
Courses offered	30%
-----	
100%	

It is also most useful to include average costs for each academic discipline in the formula tabulation.

#### Statistical Data

All statistical data are summarized by academic discipline.

#### Unit Calculations

The data for each department are calculated according to the weighted variables. Basically the formula is as follows:

1000-2000 level enrollment by department  
Total 1000-2000 level enrollment  
Multiplied by  
Weight for 1000-2000 level enrollment

Plus

3000-4000 level enrollment by department  
Total 3000-4000 level enrollment  
Multiplied by  
Weight for 3000-4000 level enrollment

Plus  
5000-7000 level enrollment  
Total 5000-7000 level enrollment  
Multiplied by  
Weight for 5000-7000 level enrollment

Plus  
Circulation by department  
Total circulation  
Multiplied by  
Weight for circulation

Plus  
Courses offered by each department  
Total courses offered  
Multiplied by  
Weight for courses offered

Examples: Enrollment 1000-2000 -: - 10 = constant  
Enrollment 3000-4000 -: - 15 = constant  
Enrollment 5000-7000 -: - 30 = constant  
Circulation by Dept. -: - 15 = constant  
Courses offered -: - 30 = constant

The result from each division would be the constant for that level. The appropriate statistic for each department is then multiplied by this constant for the unit calculations. The total units for each department are the sum of the calculations for each criterion. The total of each column should equal the percentage allocated to the criterion of that column and the sum of all totals must equal 100.

### **Unit-Cost**

The average costs are multiplied by the total units for each department to ascertain the unit cost.

### **Budget Allocation**

The book budget allocations for each department are easily calculated by the following formula:

Unit-Cost by Dept. X Total Book Budget  
Total unit costs for all departments

The total book budget for distribution to the academic departments and the total unit costs are constant (the constant is calculated by dividing the total book budget by the total unit-costs). It is a

simple matter of multiplying the unit cost for each department by this constant and the result of this calculation is the budget allocation for each department.