

# Mississippi State University Libraries

## Collection Development Policy

Completely Revised and Updated  
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In consultation with the  
MSU Libraries Faculty and Staff

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Adopted By

Mississippi State University Libraries Faculty

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# Contents

## Introduction

I.	Purpose of Policy .....	6
II.	Mission and Vision .....	6
III.	Library Clientele .....	6
IV.	Selection Purpose .....	6
V.	Principles and Standards.....	7
	A. Library Bill of Rights.....	7
	B. Intellectual Freedom Principles for Academic Libraries.....	7
	C. Freedom to Read .....	7
	D. Freedom to View .....	7
	E. Library Services for People with Disabilities Policy .....	7
	F. Access to Digital Information, Services, and Networks.....	7
	G. Challenged Resources .....	7
	H. Labeling and Rating Systems .....	8
	I. Confidentiality .....	8
	• ALA Code of Ethics	
	J. Copyright .....	8
VI.	Collection Development Funding.....	8
VII.	Collection Development Responsibilities.....	8
	A. Library Responsibilities.....	8
	B. Faculty Responsibilities .....	9
	C. Assessment.....	9

## Scope of Collections

VIII.	General Description of MSU Programs .....	9
IX.	Selection Priorities, Goals, Organization, and Access .....	10
X.	Preferred Languages .....	10
XI.	General Criteria for Selection of All Materials .....	10

XII.	Gift Materials .....	11
XIII.	Resource Sharing .....	12
	A. Access / Ownership .....	12
	B. Interlibrary Loan and Document Delivery .....	12
	C. Cooperatives and Collaboration .....	12
	D. Consortia .....	13
	E. Open Access .....	13
	F. Born Digital .....	13
	G. Support of Research .....	14
XIV.	Specific Format Policies .....	14
	A. Books .....	14
	B. Serials (Periodicals and Continuations) .....	14
	C. Standing Orders .....	15
	D. Periodical/Journal Reprints .....	15
	E. Indexes and Databases .....	15
	F. Newspapers .....	16
	G. Microforms .....	16
	H. Cartographic Materials and Maps .....	17
	I. Musical Scores .....	17
	J. Pamphlets / Booklets / Brochures .....	17
	K. Kits, Games, and Realia .....	17
	L. Audio-Visual / Multimedia / Non-Print Materials .....	17
	M. Illustrative Materials .....	17
	N. Digital / Electronic Items .....	18
	O. Computer Software .....	18
XV.	Additional Selection Criteria .....	18
	A. Duplicates / Multiple Copies .....	18
	B. Textbooks .....	18
	C. Editions .....	19
	D. Fiction .....	19
	E. Pleasure Reading / Leisure Materials .....	20
	F. Foreign Language Materials and Translations .....	20
	G. Oversize .....	20
	H. Large Print Type / Braille .....	20
	I. Out-Of-Print Materials / Retrospective Selection .....	20
	J. Consumable Materials .....	21

## Collection Maintenance and Evaluation

XVI.	Conservation, Preservation, Retention, and Restoration .....	21
XVII.	Repair.....	21
XVIII.	Replacement.....	22
XIX.	De-Selection / Weeding / Off-Site Storage .....	22
XX.	Collection Evaluation .....	23

## Specific Collection Policies

XXI.	Reference Collection.....	23
	A. Educational Resources Collection .....	24
XXII.	Government Documents Collections .....	24
	A. State Documents .....	24
	B. Federal Documents .....	24
	C. United Nations Documents .....	25
XXIII.	Theses and Dissertations Collection .....	25
XXIV.	MSU-Authored Publications Collection .....	26
XXV.	State of Mississippi Adopted Textbook and Kit Collection .....	27
XXVI.	Juvenile Collection .....	27
XXVII.	Media Collection .....	27
XXVIII.	Librarians' Professional Collection.....	28
XXIX.	Special Collections .....	27
	A. University Archives.....	28
	B. Manuscripts.....	28
	C. Rare Books.....	29
	D. Mississippiana .....	29
	E. Genealogical Materials.....	29
XXX.	Congressional and Political Research Center .....	29

XXXI. Satellite Libraries .....	29
A. Bob and Kathy Luke Architecture Library .....	30
B. MSU College of Veterinary Medicine Library .....	30
C. Gertrude C. Forde Foundation Library .....	30
D. Phil Hardin Foundation Libraries .....	30
XXXII. Institutional Repository.....	30

## Additional Documents

## Last Revised

1. Bibliographic Materials Fund Allocation Formula .....	7/20/2017	31
2. Binding Policy .....	7/20/2017	34
3. Weeding Policy .....	7/20/2017	36
4. Special Collections Collection Development Policy.....	7/21/2017	38
5. Records Management Policies and Procedures .....	4/15/1992	46
6. Reference Collection Development Policies .....	6/27/2017	48
7. Electronic Resources Collection Development Policy .....	6/20/2017	54
8. Collection Policies for the GPO Selective Federal Depository Collection.....	6/20/2017	61
9. Media Resources Collection Development Policy .....	7/25/2017	73
10. Architecture Library Collection Development Policy .....	6/20/2017	78
11. CVM Library Collection Development Policy .....	6/14/2017	79
12. MSU Meridian Library Collection Development Policy .....	6/20/2017	84
13. Library Liaison Guidelines.....	8/21/2017	87
14. Institutional Repository Policies and Procedures.....	7/7/2017	92
15. Library Bill of Rights .....	1/23/1996	101
16. Intellectual Freedom Principles for Academic Libraries.....	7/1/2014	102
17. Freedom to Read .....	6/30/2004	104
18. Freedom to View .....	1/10/1990	108
19. Library Services for People with Disabilities Policy .....	1/16/2001	109
20. Access to Digital Information, Services, and Networks.....	7/15/2009	113
21. Challenged Resources.....	7/1/2014	116
22. Labeling and Rating Systems .....	7/1/2014	117
23. ALA Code of Ethics .....	1/22/2008	119

# Introduction

## I. Purpose of Policy

The following policy is designed to provide guidelines for the selection of library materials and to present the rationale underlying material selection at the Mississippi State University Libraries. While the policy does not pretend to anticipate every contingency that may arise, it is hoped that the philosophy expressed throughout will provide a basis for sound acquisition decisions. This policy statement will be reviewed every year.

## II. Mission and Vision

Mississippi State University is a multi-purpose land grant university dedicated to learning, research, and service in a variety of undergraduate and graduate programs. Therefore, the primary mission of the University Libraries is to build and maintain collections that will support the instructional, research, cultural, scholarly, and intellectual needs of the University community and beyond. While persons not affiliated with the University are permitted to utilize library facilities, services, and collections, this selection policy is not designed to meet the needs of the general public.

[Mission of the MSU Libraries](#)

[Vision of the MSU Libraries](#)

## III. Library Clientele

The faculty, staff, and students of Mississippi State University are the primary users of the Libraries, and as primary clientele, their needs represent the Libraries' larger concern. Collection development efforts are aimed at serving users by paralleling the strategic goals of the University, both in academic programs and the use of new technologies to expand access to materials.

MSU Libraries also serve the citizens of the region and the state. Through open stacks, electronic resources, resource sharing, and digitization; the Libraries strive to meet the needs of all its users. Finally, via the same mechanisms, the Libraries help to meet the needs of scholars throughout the country and the world.

## IV. Selection Purpose

The primary object of the selection process at the Mississippi State University Libraries is the acquisition of collections encompassing a broad range of resources that support the approved academic programs and educational goals of Mississippi State University. An ancillary, but nonetheless significant, goal is the continuing development of basic collections that enhance self-development along lines commensurate with the ideal embodied in the concept of "a liberally educated person." To this end the Libraries will maintain, in compliance with copyright law, collections of standard works and authors and a representative collection of the best

modern literature. The MSU Libraries support and endorse the American Library Association's *Diversity in Collection Development: An Interpretation of the Library Bill of Rights*.

## V. Principles and Standards

One of the more important functions of higher education is to transmit to future generations the significant cultural manifestations (positive and negative) of civilization, both in the past and the present. The extension of this principle means that within the academic milieu, the library will undoubtedly contain many titles that may be offensive to some individuals' moral, intellectual, religious, or aesthetic sensibilities. Nonetheless, Mississippi State University Libraries recognize their responsibility to keep in its collections a representative selection of materials on all matters of legitimate educational concern to its users, including materials from diverse perspectives. In keeping with its commitment to intellectual freedom, MSU Libraries oppose the removal of any library material from the shelves through any procedure other than weeding. The MSU Libraries unreservedly endorse the positions set forth in the following:

### A. Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>  
and Document 15

### B. Intellectual Freedom Principles for Academic Libraries

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual>  
and Document 16

### C. Freedom to Read

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>  
and Document 17

### D. Freedom to View

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>  
and Document 18

### E. Library Services for People with Disabilities Policy

<http://www.ala.org/ascla/resources/libraryservices>  
and Document 19

### F. Access to Digital Information, Services, and Networks

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>  
and Document 20

### G. Challenged Resources

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/challenged-resources>  
and Document 21

## H. Labeling and Rating Systems

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>  
and Document 22

## I. Confidentiality

The *Library Bill of Rights* and the *Code of Ethics* (Document 23) of the American Library Association, as well as the law of the State of Mississippi, guide the Libraries in its policies regarding patron privacy. Following these standards, information about patrons' use of library materials will be revealed to third parties only when a legal court order requires it. The Libraries attempt to minimize record-keeping of patron use of library materials and facilities; only those records are kept which are necessary for normal library operations and assessment.

## J. Copyright

The Library complies fully with all of the provisions of the [U.S. Copyright Law \(17 U.S.C.\)](#) and its amendments. The Libraries exercise and support the fair use exemption to the law ([17 U.S.C. §107](#)) which permits and protects users' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research, without permission from the copyright holder.

## VI. Collection Development Funding

The development and management of the Libraries' collections are guided by this policy within the scope of available funding. The University allocates Education and General (E&G) funds to the Libraries for acquisition and processing of materials. In apportioning the Libraries budget, the Dean of Libraries will first ensure that all standing obligations have been met. These include periodical renewals, database renewals, and standing orders. See Document 1: *Bibliographic Materials Fund Allocation Formula in Use at Mississippi State University Libraries*.

Self-generated funding may be allocated to the purchase of resources when appropriate. Additional funding may also be received from private donors through grants, endowed accounts, and gifts.

## VII. Collection Development Responsibilities

### A. Library Responsibilities

Library faculty and staff, through the activities of the Library Liaison Program, cooperate with designated departmental library representatives to guide and evaluate, on a continuing basis, the overall development of the collections and address deficiencies as funds permit.

Final decisions regarding acquisitions policy are subject to the approval of the Dean of Libraries, after consultation with appropriate members of the academic community including the University Library Committee. The final decision regarding the purchase or non-purchase of any recommended item rests with the Dean of Libraries.

- [Library Liaisons and Department Representatives](#)



## B. Faculty Responsibilities

The entire academic community shares responsibility for the development of the library collections. Budgetary and qualitative considerations dictate planned selection and de-selection of resources most likely to enhance instruction or to advance the University's educational and research goals. It is particularly important that the faculty actively participate in the selection of resources in their teaching specialties.

Library funds are allocated to academic departments, as well as to departments within the Libraries. Each department appoints a faculty member to serve as its Library Representative. This Representative serves as a liaison between the Department and the Libraries (See Document 1) and is expected to solicit book requests from faculty within his/her department/college and submit them to their Library Liaison. The Library Liaison in each area will review faculty requests before ordering material. All requested items must meet the criteria set forth throughout this document.

Any member of the University community may suggest items for purchase to their department's representative or liaison, or directly to the Libraries via the [online request form](#).

## C. Assessment

Assessment is the process of comparing the current collection with standards provided by specific disciplines. For example, an assessment of the business collection could be made by comparing it with the Baker Library's *Core Collection*.

Assessments of collections will be conducted as needed to identify possible weaknesses and to suggest categories of items that need to be acquired and/or preserved. Assessment is further supported by Document 4: *Special Collections' Collection Development Policy*.

# Scope of Collections

## VIII. General Description of MSU Programs

The MSU Libraries' resources reflect the education and research of the University. The Libraries have a representative on the University Committee on Courses and Curricula to keep abreast of changes in the curriculum. Links to current Undergraduate and Graduate degrees, majors, and options are provided below.

[MSU Degrees, Degree Requirements, and Scheduling](#)  
[MSU Undergraduate Degrees, Majors, and Options](#)  
[MSU Graduate Degrees and Options](#)

## IX. Selection Priorities, Goals, Organization, and Access

For primary subjects, the MSU Libraries collect at a level adequate to support the course work of advanced undergraduate and master's degree programs, and sustained independent study. This collection includes a wide range of primary resources, basic and retrospective collections of the works of important writers, selections from secondary writers, representative journals, and reference tools pertaining to the subject. For subject areas with advanced degrees or intense research, the Libraries will acquire additional information resources. The Libraries' collections are primarily organized by [Library of Congress Classification Scheme](#). Materials are findable through the library catalog, EBSCO Discovery, library indexes and databases, finding aids, and in-house created searching and indexing tools.

The MSU Libraries are committed to providing web accessible resources to individuals with disabilities. Every effort is made to gather information and prioritize the acquisitions of web accessible electronic resources, except in cases where a product or service would be fundamentally altered.

## X. Preferred Languages

Most resources selected are in the English language except for basic and representative works in any other language taught at MSU. Exceptions to this are foreign language dictionaries, encyclopedias, other reference tools, and audio, video, and other materials determined to be necessary to support the curriculum.

## XI. General Criteria for Selection of All Materials

The MSU Libraries evaluate materials on a number of criteria to ensure that library holdings are providing the most appropriate materials to support the University's mission. For all acquisitions, the following criteria are considered:

- [Access](#) including ADA standards
- [Accreditation](#) requirements
- [Aesthetic considerations](#): literary, artistic, or social value; appeal to the imagination, senses, or intellect; tone, balanced presentation
- [Appropriateness](#) of content level
- [Currency](#) of information
- [Current collection](#): adequacy and strength of present holdings in the same or similar subject, redundancy
- [Demand](#) of local users, frequency of interlibrary loan requests for material on the same or similar subject
- [Format](#): suitability of format to content
- [Language](#) of publication, country of origin
- [Physical condition](#) of the item
- [Price](#) / relative cost of material in relation to the budget and other available materials

- **Quality** of content
- **Relevance** to the research and teaching needs of current faculty
- **Reputation** of the author, issuing body, and/or publisher
- **Scholarliness**: detailed, logical, accurate index; bibliography; footnotes; pictorial representations
- **Space and Storage** issues and availability
- **Support** for student learning and intellectual development
- **Timeliness** and lasting value of material

When considering electronic formats, consult Document 7: *Electronic Resources Collection Development Policy*.

## XII. Gift Materials

*Revised: June 22, 2017*

Mississippi State University Libraries welcome gifts of books, journals, media, and electronic resources which fall within the Libraries' collection development guidelines. Once accepted by the libraries, materials become the property of the University and are generally not returned to the owner.

Anyone wishing to donate materials to the libraries should contact the Collection Development Office or the Office of the Coordinator of Special Projects. Please notify the office of the types and approximate quantity of items included in the gift and how delivery is to be made. Except in rare cases, an itemized inventory cannot be provided by the MSU Libraries, but if one is included with the gift, it will be acknowledged.

Materials deemed suitable for the collection will be added. Unsuitable materials may be donated to another library or charitable organization, or they may be placed in the Friends of the MSU Libraries book sale which raises funds to support library programs at MSU.

Unless otherwise requested, donors will receive a receipt indicating the types and numbers of materials donated and a letter of acknowledgement will be sent. Copies of the acknowledgement letters will be sent to the Dean's Office and to the University Foundation. An acknowledgement letter that can be used for tax purposes will be sent to the donor by the Foundation Office.

Donors may request that materials added to the collection bear bookplates recognizing the donor or in honor/memory of a person designated by the donor. Unless otherwise requested, the record in the online catalog will identify the donor.

Materials that are generally not accepted include:

- Outdated or superseded materials.
- Scattered volumes of multi-volume sets, unless needed to complete sets.
- Scattered or single issues of periodicals, unless needed to complete holdings.

- Materials in poor condition or those that are written in or heavily highlighted.
- Duplicates of material held by the libraries unless additional copies are needed.

See also: <http://lib.msstate.edu/policies/donation/>

For gifts to be accepted by the MSU Libraries Special Collections Department, see Document 4: *Special Collections Collection Development Policy*.

### XIII. Resource Sharing

Through resource-sharing via Interlibrary Loan and consortial acquisition of electronic products, locally unmet needs can be satisfied in a cost efficient manner. With declining purchasing power and the expansion of research, the MSU Libraries are challenged to meet the needs of the entire University community.

#### A. Access / Ownership

With the Libraries' diminishing ability to possess even a small percentage of the world's information, the concept of access, as opposed to ownership, has become a crucial issue. Integrating access into the collection development policy is not only necessary, but provides some decided advantages to the Libraries as an information provider. First, the developments in electronic information systems have made it possible for library users to easily identify information sources. Second, though libraries cannot keep all of the material relevant to its users in their collection, the MSU Libraries can provide efficient access to those sources that reside in other collections through the maintenance of rapid and affordable interlibrary loan and document delivery services. The trend toward availability of information resources in electronic format improves retrieval time and cost.

Therefore, when the MSU Libraries determine that access "on demand" is more economically feasible in terms of storage, projected use, and cost, this option will be taken as a way of enhancing the Libraries' ability to expand the information base available to its primary users.

In sum, the Libraries' goal is to move toward a logical combination of traditional collections and effective access to materials that are not owned.

#### B. Interlibrary Loan and Document Delivery

Because the MSU Libraries cannot acquire all needed materials, access will be provided through Interlibrary Loan and Document Delivery to further meet the research needs of faculty and students. Compliance with the copyright law must be carefully followed.

#### C. Cooperatives and Collaboration

The MSU Libraries actively promote the development of regional cooperative venture that will open the library resources of participants to their entire user communities. The MSU

Libraries is a member of several resource sharing networks. They include the [Center for Research Libraries \(CRL\)](#), [RapidILL](#), University of Alabama agreement, Docline, Mississippi Universities Library Borrowing agreement, and the [Mississippi Library Partnership](#). Additional collaboration initiatives include the [Mississippi Bicentennial Celebration](#), the [Mississippi Sesquicentennial of the American Civil War](#), [CHARM \(Consortium for the History of Agricultural and Rural Mississippi\)](#), the [ASERL Collaborative Federal Depository Program \(CFDP\)](#), and the [Southern Literary Trail](#).

The MSU Libraries is also a participating ASERL Library in [Scholars Trust](#) which represents the shared print archives of the Association of Southeastern Research Libraries ([ASERL](#)), the Florida Academic Repository ([FLARE](#)), and the Washington Research Library Consortium ([WRLC](#)). Lastly the MSU Libraries also participate in [ASERL's Gold Rush Library Content Comparison](#) system which brings together twelve ASERL libraries to analyze the uniqueness and overlap of their monograph collections.

#### D. Consortia

The MSU Libraries purchase items jointly with other institutions, as appropriate. Because vendors offer a wide-variety of pricing options, joint purchases do not always result in a lower price than if they were purchased by each institution individually. The MSU Libraries also participate in a variety of consortial arrangements such as the Mississippi Elsevier agreement and organizational memberships such as the Association for Southern Research Libraries (ASERL) and Lyasis where additional discounts may be obtained. Through these consortia, the Libraries supplement their collections via Interlibrary Loan lending agreements, for materials in all formats. The Libraries will participate in consortium-negotiated contracts with vendors when they meet the guidelines in this document, and offer significant savings or access to additional materials at a sustainable price. See also <http://lib.msstate.edu/about/partners/>

[MAGNOLIA](#) (the Mississippi Alliance for Gaining New Opportunities Through Library Information Access) provides the Mississippi residents with access to electronic databases through their local public, school, community college, or university libraries. This statewide consortium is funded by the Mississippi Legislature and, in part, by Libraries throughout the State of Mississippi.

#### E. Open Access

The MSU Libraries supports the awareness of open access options for research publications. The Libraries will provide links to open access publications through the Libraries website via the eJournal list, database list, and online catalog.

#### F. Born Digital

“Born Digital” resources are those created and managed in digital form rather than being converted from print or analog originals. The MSU Libraries will make every effort to capture, preserve, and provide access to born digital materials from both internal and external University resources, if those resources are deemed to be valuable to the

University for research or historical purposes. The types of digital materials commonly captured and preserved by libraries include, but are not limited to, photographs, documents, harvested web content, manuscripts, art, data sets, media publications, government documents, etc.

## G. Support of Research

In support of research, the Libraries purchase printed and electronic materials. The Libraries also support research by providing access through interlibrary loan services and electronic database services. The *Electronic Resources Collection Development Policy* is included as Document 7. See also *Researcher Support Services* at <http://lib.msstate.edu/researchers/>

## XIV. Specific Format Policies

### A. Books

**Print:** When both hardback and paperback editions are available, the hardback edition is usually selected. Paperback is acceptable if hardback is not available, is less costly, or is expected to be updated frequently. See also <http://lib.msstate.edu/collections/books>.

**Electronic:** The Libraries recognize the value and growing availability of electronic books as alternatives to print editions and support their purchase permitting that they meet the general criteria set out for the development of library collections. The Libraries recognize that e-books are a valuable tool for supporting the University's Distance Education students and its increasing number of remote users, both on and off campus. All requests for e-book purchases by faculty will be considered with consideration given to pricing, supported platforms, and type of access (single or multiple user, etc.). Duplication of print editions will be considered on a case-by-case basis. The *Collection Development Policy for Electronic Resources* is included as Document 7.

See also <http://lib.msstate.edu/collections/books/>.

### B. Serials (Periodicals and Continuations)

The MSU Libraries normally acquire journals and other periodicals through subscription. Most subscriptions are intended to be continued indefinitely. All formats, including print, non-print, and electronic, will be considered for subscription and/or access by the Libraries. Accompanying national trends, the Libraries continue to add more journals in electronic format. The main factors considered in selecting journals are the intellectual content, the inclusion of the title in indexing and abstracting services, the strength of demand, and the lack of availability elsewhere.

The Libraries will not attempt to acquire periodicals specifically recommended for recreational reading or for hobbyists. Donations or gift subscriptions of serials are accepted on a case-by-case basis.

Inflation in subscription prices and the growth of local degree options necessitate careful selection and evaluation of journal/serial acquisition. Priority must be given to requests meeting accreditation and curricular needs (especially in areas of known or anticipated program growth).

Requests for new titles may be submitted to the Chair of the Electronic Resources Evaluation Committee at any time. Until the budget allows for growth, a department requesting a title must identify one of equivalent cost in the same discipline to be deselected. Titles of an interdisciplinary nature must be given special consideration. All departments will be notified as to the ultimate dispositions of their requests.

**Print:** Print is chosen when online costs are prohibitive; when online is not available; when print has an added value (such as art journals); when online is not permanently available; or when permanent access is desired. If permanent access (aka ownership) is provided online, print is not retained. Items with high usage and likelihood of long-term retention will be considered for binding on a regular basis.

**Electronic:** See Document 7: *Electronic Resources Collection Development Policy*.

See also <http://lib.msstate.edu/collections/journals>

### C. Standing Orders

Materials published once a year or less are considered continuations. Annuals, biennials, and other publications, which are identified by a librarian as an appropriate title may be considered for placement as a standing order, as the budget allows. Standing Orders ensure that materials are acquired as soon as published and that all volumes in a series are included. Materials requiring only occasional updating should be ordered on a title-by-title basis. Consideration is given to the usefulness of the title, frequency of publication, format, and availability of discounts.

The MSU Libraries maintain a standing order to the University Press of Mississippi for only Mississippi-related titles.

### D. Periodical/Journal Reprints

Collections of journal articles published as monographs may be purchased when the MSU Libraries do not own the journal or when the selection covers a particular subject. Individual reprints are not collected.

### E. Indexes and Databases

See Document 7: *Electronic Resources Collection Development Policy* and <http://lib.msstate.edu/collections/indexes-databases/>.

## F. Newspapers

Selection priorities and criteria are similar to those outlined under “Serials” above, but limited funds and lack of space dictate a more selective approach. There will be no emphasis on creating a comprehensive collection. The Libraries will attempt to provide selected newspapers with both international and national news coverage. Some local, state and regional newspapers are obtained, as well as important national and major U.S. city newspapers. Since the Libraries cannot provide newspapers from the hometown of every student, preference is given to newspapers with a wide state or national audience and influence.

A small selection of foreign newspapers are acquired primarily to support MSU’s foreign language courses and International Studies programs. The Libraries do not have the funds available to acquire newspapers from a wide variety of foreign countries.

Subscription to electronic newspapers will be provided when funds permit, or when money is made available from the cancellation of paper copy subscriptions. A growing number of newspapers are providing free access to selected articles over the Internet. These include some foreign newspapers as well.

Several newspapers that are felt to have permanent research value for MSU students and faculty will be collected in microform, unless an electronic version is archived on the Internet. Others may be acquired only for current awareness purposes.

For historical newspapers, see Document 4: *Special Collections’ Collection Development Policy*. For the African American Newspaper Collection, see Section XIV. F. Newspapers.

**Print:** Print newspapers are disposed of outright or retained for a limited time until they are replaced by microform or electronic coverage.

**Electronic:** See Document 7: *Electronic Resources Collection Development Policy*.

See also <http://lib.msstate.edu/collections/newspapers>

## G. Microforms

Microformats previously collected by the MSU Libraries include microfiche, microfilm, and micro-cards. Microforms may be selected not only for purposes of preservation and saving space, but also because many titles and collections are not available in any other format. Many newspaper backfiles are purchased on microfilm and thousands of government publications have been distributed through the depository program on microfiche. Large collections of primary, historical source materials are published and purchased in microformats.

Micro-cards are no longer acquired. Silver halide is generally preferred for microfiche and microfilm. The Libraries maintain and support equipment that will allow users to both view and make copies of all microformats. Permanent electronic format is preferred over any



type of microformat. See also: <http://lib.msstate.edu/collections/microforms/>

## H. Cartographic Materials and Maps

Maps may be purchased as necessary to support the curriculum. Standard atlases and gazetteers are acquired for reference purposes. The bulk of the map collection is a subset of the federal documents collection and contains topographic, demographic, navigation, raised-relief, and political maps. See also Document 8: *Government Documents Collection Development Policy* and <http://lib.msstate.edu/collections/maps/>

For historical cartographic materials and maps, see Document 4: *Special Collections' Collection Development Policy*.

## I. Musical Scores

Musical scores may be purchased and cataloged into the general collection. For historical musical scores, see Document 4: *Special Collections' Collection Development Policy*.

## J. Pamphlets / Booklets / Brochures

The MSU Libraries do not collect pamphlets, booklets, or brochures for any of the circulating or reference collections. For Special Collections, see Document 4.

## K. Kits, Games, and Realia

Kits are multi-format materials. The MSU Libraries normally do not collect kits, games, and realia (i.e., physical objects such as models) with the exception of the *State of Mississippi Adopted Textbook and Kit Collection* (see section XXV. State of Mississippi Adopted Textbook and Kit Collection). The MSU Libraries has a small collection of games as part of the Makerspace in the Digital Media Center. The collection of games focuses on the use, creation, and impact of gaming. Board games, video games, and virtual and augmented reality games will be considered for addition to the collection.

## L. Audio-Visual / Multimedia / Non-Print Materials

The Libraries recognize the importance of non-print materials in the instructional process and may purchase any format as long as suitable equipment is available for its use. Audio-visual and non-print material may be purchased with any available funds that are intended for collection development. See also Document 7: *Electronic Resources Collection Development Policy*. See also: <http://lib.msstate.edu/collections/media/>

## M. Illustrative Materials

Journal titles in which plates, drawings, photography, art reproductions, graphs, maps, or scientific illustrations constitute an important feature are poor candidates for a format which does not reproduce color. If an electronic format does not faithfully reproduce the

illustrative matter, a paper subscription should be considered to supplement electronic access. Microform is the least-desired format because it precludes color reproduction.

## N. Digital / Electronic Items

Electronic resources can be considered as those that require computer access. The MSU Libraries subscribe to various electronic products and recognizes the importance of these in support of learning, teaching and research at the University. Primarily these products are databases, indexes, bibliographies, statistics and other reference sources. Electronic resources that are stored on physical forms such as CD-ROMs are considered carefully since supporting equipment must also be purchased. Non-monographic electronic formats are generally purchased from the same fund as serials, since it is often difficult to distinguish the two. One-time cost electronic resources are purchased from the monographs budget. Additionally, a number of free resources that are available on the World Wide Web are included in the Libraries' [A-Z Databases](#) list and from the Libraries website as a means of highlighting their availability for patrons. See also Document 7: *Electronic Resources Collection Development Policy*.

## O. Computer Software

Recognizing the changing technology of information science and the vital role that academic libraries play in providing the latest services to the library user, the Libraries will acquire materials that consist of a book and a computer disk enclosed as supplemental material. No computer applications software will be purchased as a separate material item.

# XV. Additional Selection Criteria

## A. Duplicates / Multiple Copies

The MSU Libraries make every attempt not to purchase duplicate copies. English translations of a single foreign language literary work by two or more different translators are not considered duplicates. In exceptional cases, in consultation with the Library Liaison, the Libraries will acquire multiple copies of requested titles.

This policy refers to multiple copies within one collection only and not when duplicate copies are considered for satellite library collections.

## B. Textbooks

The MSU Libraries will not routinely purchase textbooks, including eTextbooks, used in the University's curriculum. Exceptions are made for those titles which have earned a reputation as "classics" in their fields, which are the only or best sources of general information on a particular topic for the non-specialists, or which significantly support the teaching and research needs of Mississippi State University.

Textbooks authored by MSU faculty may be considered for inclusion in the MSU Archives Collection. The MSU Libraries also support the State of Mississippi Adopted Textbook by housing a small collection. Faculty may request that their personal copies of textbooks be placed on course reserves. The MSU Libraries support the use of Open Educational Resources (OERs).

For information, see also sections XXIV. MSU-Authored Publications Collection and XXV. State of Mississippi Adopted Textbook and Kit Collection.

## C. Editions

**Newer Editions:** The Libraries purchase and maintain various editions of items because they involve long-term, often expensive commitments as well as significant issues of preservation and shelf space. Unless there are compelling reasons to the contrary, such as a specific faculty request, damaged condition of the item, or in the case of a particularly noteworthy edition (e.g., Britannica 9<sup>th</sup> and 11<sup>th</sup> eds.), an edition earlier than the most recent one held by the Library is not added to the collection. For example, if the Library holds the third edition, the first and second are not added.

**Superseded Editions:** Superseded editions are subject to de-selection. Reasons for retention of superseded editions include the continuing relevance of their content and the desirability of having circulating copies of certain titles of which the current editions are not circulated.

**Abridged or Condensed Editions:** The Libraries seek to collect the complete text of a scholarly work, therefore, abridged or condensed editions are generally not added to the collection.

**Reprint Editions:** Reprints are sometimes purchased when the original editions are no longer available or are too costly. Exact facsimile reproductions are very expensive and generally not purchased. Some facsimiles may be in Special Collections – consult Document 4: *Special Collections' Collection Development Policy*.

**Loose-Leaf or Spiral Editions:** Spiral or loose-leaf formats are not preferred formats. Important materials that are available only in these formats will be collected.

**Limited Editions:** No attempt is made to collect rare books, limited editions, first editions, fine printings, archival sources or manuscripts for the circulating collections. These types of material are managed by the Special Collections unit. See Document 4: *Special Collections' Collection Development Policy*.

## D. Fiction

The MSU Libraries may purchase fiction to support the curriculum. As part of the selection process librarians evaluate works of fiction in terms of the author's earlier writings and

current reader interest. Donations of fiction literature may be accepted and added to the collection as long as they meet the MSU Libraries' general collection policies.

#### E. Pleasure Reading / Leisure Materials

The primary function of the MSU Libraries are to support research and teaching; however, the Mitchell Memorial Library also maintains a very limited collection of popular books and media to provide leisure opportunities for students, faculty, and staff. These materials are primarily funded through departmental allocations and/or accepted as donations.

#### F. Foreign Language Materials and Translations

As a general rule, language does not govern the selection of material; however preference is given to English and other languages taught at the University. Foreign language materials may be acquired as needed to support coursework in foreign languages and literatures, as well as specialized research at the graduate and post-graduate levels in all subject areas.

The English translation rather than the original foreign language version is preferred for foreign language non-literary works, except when the original version is of seminal importance and necessary for research purposes. The Libraries do not purchase foreign language translations of works originally published in English or translations from one foreign language to another except on a case-by-case basis.

#### G. Oversize

Materials are considered oversize if their dimensions are larger than what will fit on standard shelving for other items in the same format. These items are housed on shelving with other oversized items to make maximum use of space. See also: <http://lib.msstate.edu/collections/books/>

#### H. Large Print Type / Braille

The MSU Libraries strive to be ADA compliant. Books in special formats for the disabled (e.g., Braille or large print materials) are not normally purchased unless vitally important to selected disciplines. The Libraries do provide access to materials in special formats for the disabled through its Interlibrary Loan service. The Mitchell Memorial Library has a computer for the visually impaired and will work cooperatively with the Student Support Services and with the Office of Institutional Diversity and Inclusion to provide resources that meet the accessibility needs of students.

#### I. Out-Of-Print Materials / Retrospective Selection

The MSU Libraries recognize that retrospective collecting is vitally important to selected disciplines. The availability of extensive online databases of used and otherwise out-of-print titles make it both practical and fiscally attractive to buy such titles. Orders for books that are found to be out-of-print may be placed.

## J. Consumable Materials

The MSU Libraries do not knowingly acquire items that consist primarily of consumable materials such as workbooks, laboratory manuals, tests, and answer sheets. Consumable items missing from kits are not replaced. Special request for such purchases may be considered on a case-by-case basis.

# Collection Maintenance and Evaluation

## XVI. Conservation, Preservation, Retention, and Restoration

Library materials are expensive to purchase, process, and house. The MSU Libraries acknowledge the necessity of preserving holdings – traditional and nontraditional – and support the [American Library Association's Preservation Policy](#).

Routine decisions regarding preservation are made by those who curate specific collections: the Special Collections faculty (for Archives, Manuscripts, and Rare Books); the Research Services faculty (for the Reference and Government Documents Collections); etc.

The Access Services Department is responsible for bringing physically damaged materials to the attention of the Collection Management Services Unit.

**Journals:** Preservation and perpetual access are priorities for the MSU Libraries. Also be sure to refer to Document 7: *Electronic Resources Collection Development Policy* and Document 2: *MSU Libraries Binding Policy*.

**Digital Preservation:** The Digital Preservation and Access Unit participates in the selection of materials for inclusion in the [Digital Collections](#), plans and executes the digitization of these materials held by the MSU Libraries and other University departments, and participates in developing and maintaining the Digital Collections website. The unit is responsible for creating and applying relevant standards and best practices, and for training appropriate personnel in their use. See also the [Mississippi State University Libraries Digitization Policies and Procedures](#).

**Institutional Repository:** The MSU IR is an open access repository built upon DSpace, an open source platform, and locally hosted at the Mississippi State University Libraries. We are committed to adhering to the best practices of the profession applying to digital preservation, and to MSU Libraries' policies on records management (see Document 5: *Records Management Policies and Procedures*). All files are stored on-site in a hierarchical storage management (HSM) environment, and multiple backups are made each day.

## XVII. Repair

Materials that can be repaired in-house are handled by the Collection Management Services' Binding Department. Materials that cannot be repaired in-house are referred to the Associate

Dean for Collection Management Services who, in consultation with appropriate liaisons, will determine whether or not a given volume is to be retained by the Libraries or replaced. Materials of high research value which cannot be repaired may be retained in Special Collections. See Document 2: *MSU Libraries Binding Policy* and see also Document 4: *Special Collections Collection Development Policy*.

## XVIII. Replacement

The MSU Libraries selectively replace lost, stolen, or damaged materials that are currently available for purchase. If the item is out of print and the out of print (op) price is significantly higher than the original cost, the necessity of replacing the title will be weighed against the availability of other library owned titles in that subject area. Missing, lost, or damaged materials may be replaced in electronic format, when feasible.

If the Libraries hold a duplicate copy of the missing title, the item is not replaced unless usage is extremely high. A book will generally not be replaced if the Libraries hold a later edition of the title in question or hold an electronic copy of the item. Missing volumes of bound periodicals and single issues of periodicals designated for binding are replaced as funds are available. The Libraries do not replace the missing issue of a periodical that will not be bound. The Libraries replace missing/lost media as deemed appropriate.

Criteria for making replacement decisions are as follows:

- Does the material being replaced meet the criteria outlined in the relevant collection development policy?
- Does the frequency of anticipated use justify replacement?
- Is the item used for class reserve reading or is it on a faculty recommended reading list?
- Does the item in question pose an environment or health hazard due to mold, mildew, etc.?

The following print serial items will not be replaced:

- Newspapers
- Newsletters
- Titles that are not held permanently

Electronic format is preferred. Archival, permanent electronic purchases replace any print or microform holdings. See Document 7: *Electronic Resources Collection Development Policy*.

## XIX. De-Selection / Weeding / Off-Site Storage

De-selection of library materials is essential for the maintenance of an active, academically useful library collection. De-selection provides quality control for the collection by the elimination of outdated, inaccurate, and physically deteriorated materials. "Shelf sitters" or seldom-used volumes and unneeded multiple copies may also be weeded or placed in storage in order to solve space problems. Library faculty and staff are responsible for conducting an ongoing de-selection effort in their areas of collection responsibility and for maintaining the quality of these collections. De-selection decisions and procedures for U.S. government publications are addressed in Document 8: *Government Documents Collection Development*

*Policy.* Criteria and procedures for weeding follow the guidelines in Document 3: *MSU Libraries Weeding Policy*.

MSU Libraries maintain partnerships with Association of Southeastern Research Libraries to collaborate on projects to preserve and retain collections. See section XIII. Resource Sharing.

## XX. Collection Evaluation

With time, the content of collections can become dated and inaccurate. Research and curriculum changes make portions of some materials obsolete and unnecessary. Heavy use of the materials can prove detrimental to the piece and can make the item unusable. Systematic evaluation of the collection and removal of materials no longer useful is essential to maintaining the purpose and quality of the Libraries.

The continual review of library materials is necessary for maintaining an active library collection of current interest to users. Evaluations will be made to determine whether the collection is meeting its objectives, how well it is serving its users, in which ways it is deficient, and what remains to be done to develop the collection. This process requires the same attention to quality and authority as the original selection of materials.

Library faculty and staff may evaluate portions of the collection, especially in conjunction with university-wide program evaluations, using a combination of standard qualitative and quantitative methods.

Among the measures used to evaluate the collection are:

- Computer-assisted comparisons of the Library collections with collections of peer institutions, such as those provided by OCLC's WorldCat and ASERL's Gold Rush
- Various core collection evaluations for individual subject-area collection
- Comparison of the collection with standard bibliographies
- User surveys

**Collection Development Policy Review:** This Policy will be reviewed as needed by the Associate Dean for Collection Management Services and the Coordinator for Collection Development and Special Projects at least every five years, to ensure Library collections meet the purposes specified within this document.

## Specific Collection Policies

### XXI. Reference Collection

The reference collection is meant to serve the research and information needs of the students, faculty, and staff at Mississippi State University. This collection should provide users with a current, authoritative collection of non-circulating materials that will answer quick, factual questions on a variety of subjects. The success or failure of such services often depends upon

the quality of the library's reference collection. To ensure adequate reference collections, a special allocation will be set aside on an annual basis.

The Research Services faculty and staff are charged with the responsibility for maintaining superior reference collections consisting of the standard works of general reference, important reference works in the specific fields covered by the curriculum, as well as selected works that provide access to factual information. University faculty are encouraged to submit suggestions for reference material to the Library Liaison in their areas.

#### A. Educational Resources Collection

The [Educational Resources Collection](#) brings together several high-complementary collections in an effort to streamline and support patron research and teaching efforts. Housed in this Center are the Juvenile Collection, the [State of Mississippi Adopted Textbooks](#), and the [Microforms Collection](#).  
<http://lib.msstate.edu/erc/>

The *Reference Collection Development Policy* is included as Document 6.  
<http://lib.msstate.edu/collections/reference/>

## XXII. Government Documents Collections

The government documents collections of the MSU Libraries serve the informational needs of the citizens of the Third Congressional District in Mississippi. The Mitchell Memorial Library has been a selective U.S. Government Depository Library since 1907 and a United Nations Depository since 2007. These collections expand the information resources available to the University and surrounding community by including materials produced by various governments or agencies. The MSU Libraries participate in three depository programs for systematic acquisition of documents. These deposit programs are:

- Mississippi state documents
- U.S. federal documents
- United Nations documents

The Government Documents print collection is housed in Research Services and the microfiche collection is filed in the Microforms Collection which is housed in the [Educational Resources Collection](#). See also: <http://lib.msstate.edu/collections/govdocs/>

#### A. State Documents

The Libraries are a depository for documents of the state of Mississippi. These publications are integrated into the Libraries' Special Collections.

#### B. Federal Documents

Mississippi State University Libraries constitute a selective depository for United State Government publications and receives items offered by the Library Programs Service of the U.S. Government Printing Office. Some of the documents received are integrated into the general library collection; others are shelved or filed with appropriate shelflist records in the Government Documents Area. The *Government Documents Collection Development Policy*



is included as Document 8. Collection development in government documents is divided into two functions: selection and retention.

**Selection:** Selection is based generally on three major principles: (1) requirements of a depository library as detailed in Title 44 of the *U.S. Code*; (2) support of the academic curricula at Mississippi State University and of the libraries program; and (3) information for the citizens of the community and area. Selections are made from choices of new and existing series offered by the Library Programs Service; from efforts to meet the changing needs of academic programs and community development; and from requests by both librarians and patrons.

**Retention:** The Library Programs Service of the U.S. Government Printing Office requires retention of U.S. Government publications in a selective depository for five years unless they are superseded by new editions, cumulated editions, or other kinds of updating methods, including replacement by reprints of documents from commercial vendors. In the academic/research library, however, wholesale disposal of all government publications over five years old is not an acceptable policy, since many publications present continuations of statistics and information for research over long time periods. The permanent value of many of the documents holdings is determined by the standards and priorities applied to the library collection as a whole.

### C. United Nations Documents

The Mitchell Memorial Library is Mississippi's first [United Nations](#) depository, joining over 400 other libraries in 144 countries. As a library of "full depository status with an electronic component," the MSU Libraries receive all United Nations documents and materials in either paper or electronic format that depositories are allowed to receive [no restricted documents, conference papers (distributed to conference participants only), some working papers, promotional items, etc.].

Access to UN documentation (with comprehensive coverage beginning in 1993 and selected earlier coverage) and UN Resolutions (including the official records version of resolutions of the General Assembly, Security Council, Economic and Social Council and Trusteeship Council since 1946) is offered through the main database, [Official Document System \(ODS\)](#).

## XXIII. Theses and Dissertations Collection

**Print:** The Libraries collections contain at least one print copy of all theses and dissertations produced at Mississippi State University through 2006. When available, a second copy is available for circulation in the Library's general collections. For preservation purposes, one copy is housed in University Archives. The Electronic Theses and Dissertations database was implemented in 2000 and students were given the option to submit electronic copies until 2006 when electronic deposition was required and print copies became optional.

**Electronic:** The Electronic Theses and Dissertations (ETDs) project at Mississippi State University is a collaborative effort between the MSU Graduate School, MSU Libraries, graduate degree granting departments, and students.

All theses and dissertations are submitted to the Office of Thesis and Dissertation Format Review in an electronic format known as ETD. Print copies are not required or collected. All ETD submissions must conform to the [Standards for Preparing Theses and Dissertations](#). Note that thesis and dissertation authors own the copyright on their work, whether or not they opt to file copyright with the U.S. Copyright Office.

Each student completes the [Electronic Thesis and Dissertations Rights and Permission Form](#). Thesis and Dissertation authors may elect to release the work immediately for access in the Libraries' ETD archive or they may choose to embargo access for one to three years or indefinitely. During this restricted period, only those individuals with a current MSU NetID or those using a computer with an MSU IP address can access these documents online. After the specified embargo period has passed, access will be made available to the public. Alternatively, thesis and dissertation authors may secure the entire work for patent and/or proprietary purposes for a period of one year. During the period the copyright owner agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from Mississippi State University. At the end of the one year period, either the student or Mississippi State University may request in writing an extension for one additional year by contacting the Office of Thesis and Dissertation Format Review. At the end of the one year secure period (or its extension, if such is requested), the ETD will be made publicly available in the ETD archive.

Additional information on the submission and review process can be found at the Office of Thesis and Dissertation Format Review webpage: <http://lib.msstate.edu/thesis/>.

## XXIV. MSU-Authored Publications Collection

Books, published articles and other publications and media authored by MSU faculty are collected and held in the Archives. Faculty Council minutes and other materials are also maintained. Faculty research activities are often reflected in respective departmental files deposited in the University Archives. Some faculty members deposit their personal papers in the University Archives. These papers may reflect research interests, professional association activities, and teaching activities.

**Monographs:** Whenever possible the Libraries acquire copies of MSU-authored books and textbooks which are housed in Special Collections. Monographs are included when the faculty member is the sole author or co-author. If additional copies are desired by the Libraries, MSU faculty may donate copies or put a copy on Reserve. For other MSU-authored publications, one copy will be placed in Special Collections and an additional copy may be selected for the MSU Libraries general circulating collection.

**Articles in journals not owned by MSU Libraries:** Special Collections will clip the articles and place them in the Vertical Files Collection. Some such articles may be housed in the MSU Institutional Repository – see Document 14 for those policies and procedures.

**Articles in journals owned by MSU Libraries:** Entries are added to the MSU Faculty Authors website and linked to Library holdings if article citations are submitted by the author. MSU

authors are encouraged to deposit digital copies in the [MSU Institutional Repository](#). See also [MSU Faculty Authors](#).

**Creative Works:** Creative works (e.g. musical scores, digital representations of artwork) are items other than monographs and journal articles. Tangible items created by MSU authors are added to Special Collections and a digital representation is added to the MSU Institutional Repository. Digital items are added to the MSU Institutional Repository.

## XXV. State of Mississippi Adopted Textbook and Kit Collection

The [State of Mississippi Adopted \(K-12\) Textbook and Kit Collection](#), housed in the [Educational Resources Collection](#), includes textbooks (and any accompanying kits or materials) adopted for use in Mississippi's public schools. The purpose of this Collection is to provide materials in support of courses taught in the College of Education, the School of Human Sciences, and in other parts of the University with Teacher Education foci. These free resources are retained for ten years and then withdrawn from the Libraries' collection.

Faculty and staff in the College of Education may check out these materials for a two-week (14 days) period. Education students may check out these materials with a completed [permission slip](#) from their course instructor for two weeks (14 days). Otherwise, this is a noncirculating collection.

## XXVI. Juvenile Collection

The purpose of the Juvenile Collection is to provide materials in support of courses taught in the College of Education, the School of Human Sciences, and in other parts of the University with Teacher Education foci. This core collection of classic and current titles provides an opportunity for students studying early childhood, elementary, and secondary education, and school library media management to become familiar with some of the best in children's and young adult literature. It also provides a selection of appropriate nonfiction materials. The collection contains representative materials across a wide range of subjects and interests. Within the limited resources available to build and maintain this collection, emphasis is placed upon award winning books for preschool through young adult levels. Award and honor books will be added annually, including but not limited to the Caldecott, Newbery, Coretta Scott King, and other prominent winners.

The Collection is housed in the [Educational Resources Collection](#) on the [2nd floor of Mitchell Memorial Library](#) and can be accessed by [searching the MSU Juvenile Collection within the catalog](#) to find just needed resources.

While this collection is used by parents and young people in the University community as a substitute for public or school libraries, it is not intended for such use and is not maintained to fulfill that function.

## XXVII. Media Collection

The Digital Media Center is a multi-media collaboratively space equipped with technology designed to propel teaching, learning, exploration, and research among Mississippi State University students, faculty, and staff. The Media Collection contains audio CDs, audio cassettes, books on CD, Books with multimedia, charts, graphs, filmstrips, slides, videos, and more.

The Digital Media Center is housed on the on the 2nd floor of Mitchell Memorial Library and can be accessed by searching titles within the catalog to find needed resources.

<http://lib.msstate.edu/dmc>

## XXVIII. Librarians' Professional Collection

As funds are available, the MSU Libraries will purchase resources in support of the professional development of librarians and staff. Included for consideration are professional journals, directories, manuals, and software.

## XXIX. Special Collections

The Special Collections Department contains manuscripts, rare books, and other unique historical materials documenting the history of Mississippi State University, Mississippi, the South, and beyond. These materials are preserved and organized for the use of students, faculty and other researchers, and include correspondence; photographs; films; audio recordings; personal, family and business records; architectural drawings; maps; newspapers; literary manuscripts; artifacts and memorabilia; and MSU publications and records. Portions of the collection have been photographed and are accessible through [Digital Collections](#).

<http://lib.msstate.edu/specialcollections>

### A. University Archives

The University Archives is the official campus repository for Mississippi State University files and other records. These files and records are transmitted to the University Archives under the guidelines of the campus records management program (see Document 5: *Records Management Policies and Procedures*). The University Archives also collects materials published by faculty and staff (as long as the material is published when the author is employed by the University) and campus departmental publications. Other items collected include clippings, films, tapes, photos, maps, blueprints, broadsides, and memorabilia that document the University.

For digital archival materials, see Document 14: *Institutional Repository Policies and Procedures*.

<http://lib.msstate.edu/specialcollections/collections/archives/>

### B. Manuscripts

The Manuscripts Collection consists of materials from the early 19<sup>th</sup> century to the present concerning Mississippi, the southern United States, and other subjects that support the

instructional and research programs of the University. The Collection also includes special collections of printed materials that must be kept together because of format or origin. Manuscripts are almost always acquired by gift rather than purchase.

<http://lib.msstate.edu/specialcollections/collections/manuscripts/>

### C. Rare Books

Budgetary factors usually prohibit the use of library funds for the purchase of rare books and manuscripts. Such materials may be purchased based on other selection criteria, but not on rarity. Gifts of rare books and manuscripts are encouraged. See Section XII: Gift Materials.

<http://lib.msstate.edu/specialcollections/collections/rarebooks/>

### D. Mississippiana

The Libraries recognize their responsibility to acquire materials relating to the state of Mississippi particularly and the region generally. The Mississippiana collection tells the story of Mississippi and its people, culture, and literature. It includes materials about Mississippi history, materials by and about Mississippians, fiction set in Mississippi, material with Mississippi imprints, and material by authors who studied or taught at Mississippi State University. Such material is purchased from an allocation set aside for that purpose and is housed primarily in Special Collections.

<http://lib.msstate.edu/specialcollections/collections/miss/>

### E. Genealogical Materials and Local History

Genealogy, because it involves local history, is an extension of the Mississippiana Collection. There is an open browsing collection of family histories, local record transcriptions and histories, and other useful volumes for tracing family history. It is strongest in Mississippi materials, but it includes materials on all of the migration-path states (Virginia, the Carolinas, Georgia, Tennessee and Alabama) as well as a few items from other states and foreign countries. There is a growing genealogy index of books, microforms and periodical articles listed by surname or locality to help research.

Recognizing the need to collect local and regional history and Mississippiana and the responsibility to serve the public, the Libraries will purchase appropriate genealogical material. In doing so, the MSU Libraries acknowledge and support the American Library Association's *Guidelines for Developing a Core Genealogy Collection*.

<http://lib.msstate.edu/specialcollections/collections/genealogy/>

## XXX. Congressional and Political Research Center

The Congressional and Political Research Center (CPRC) primarily collects and acquires the personal and political papers of former members of the United States Congress, their staff members, former Governors and Lieutenant Governors, political parties, state legislators, and other individuals or organizations involved in politics at a local, state, national, or international level. Materials in the CPRC include, but are not limited to, correspondence, memoranda, publications, photographs, audio files, artifacts, and election ephemera, as well as secondary materials to aid in the contextualization of primary sources.

<http://library.msstate.edu/cprc/index.asp>

## XXXI. Satellite Libraries

Collection development in the satellite libraries will follow the general policies of the MSU Libraries, however, each library will develop its own specific criteria for supporting the needs of their respective users. <http://lib.msstate.edu/libraries/http://lib.msstate.edu/libraries/>

### A. Bob and Kathy Luke Architecture Library

The Bob and Kathy Luke Library is a resource for students, faculty, staff and the community. The library includes collections of rare materials, periodicals, reserve readings, serials, slides, maps, drawing and media. Once just a resource for the School of Architecture, the library is now a resource for the entire college with the addition of the art collection from the [Mitchell Memorial Library](#). See also Document 10: *Architecture Library Collection Development Policy*. <http://lib.msstate.edu/libraries/caad>

### B. MSU College of Veterinary Medicine Library

The MSU College of Veterinary Medicine Library supports the Doctor of Veterinary Medicine and Veterinary Medical Technology degree programs, veterinary research programs, and the CVM Animal Health Center. See also Document 11: *CVM Library Collection Development Policy*. <http://lib.msstate.edu/libraries/cvm>

### C. Gertrude C. Forde Foundation Library

The Gertrude C. Forde Foundation Library located in Jackson, Mississippi, serves the students and faculty of the MSU College of Architecture's Fifth-Year Program, practicing architects, state legislators, and anyone with an interest in architecture. This library follows this Collection Development Policy of the MSU Libraries. <http://lib.msstate.edu/libraries/jackson>

### D. Phil Hardin Foundation Libraries

The Phil Hardin Foundation Libraries located on the MSU-Meridian College Park Campus and Riley Campus serve as local facilities for accessing print and electronic materials, obtaining research assistance and consultations services and instruction for the [MSU-Meridian](#) faculty, staff, and students. See also Document 12: *MSU Meridian Library Collection Development Policy*. <http://www.meridian.msstate.edu/campus-services/library-services/>

## XXXII. Institutional Repository

Mississippi State University's Institutional Repository showcases MSU's scholarship, teaching, and history in a central and open archive. Any MSU-affiliated faculty member, researcher, clinician, staff member, or student may submit their original material for inclusion in the Repository. Materials will be kept safe and accessible, unless the copyright holder requests they be withdrawn; withdrawn items will be removed from the website and archived offline. MSU Libraries reserves the right to disseminate the materials and to convert them to or emulate them with a new file format as necessary to preserve the information. For more details, see Document 14: *Institutional Repository Policies and Procedures* and <http://ir.library.msstate.edu/page/policies>.

## Document 1

# Bibliographic Materials Fund Allocation Formula In Use At Mississippi State University Libraries

Last Updated: June 20, 2017

The Bibliographic Materials Fund Allocation Formula contains eight (8) variables detailed below:

## A. Variable A: Undergraduate Credit-Person Hours

This variable is derived by multiplying the number of students registered in each course offered the fall semester by a given department by the number of credit hours for that specific course, and totaling the results for all courses in the department. Example:

Course	Number of Students Registered	Course Credit Hours	Total
A	32	3	96
B	31	3	91
C	26	3	78
D	18	4	72
E	24	3	72
F	27	3	81
G	19	3	57
Department Raw Score			547

The source of this information is the computer report entitled "Class Taught by Term," available from the Office of Institutional Research and Effectiveness (OIRE). Variable A values are index values determined by dividing each department's raw score by the largest raw score in the data.

$$A = \frac{\text{Raw Score}}{\text{Largest Raw Score}}$$

This computational method yields a range of 0 to 1 for Variable A.

## B. Variable B: Number of Declared Undergraduate Majors

Variable B represents the number of undergraduate students who have declared majors affiliated with the particular department. The source of this data is a report from the Office of Institutional Research and Effectiveness. Raw scores are the total number of students for all majors handled by the academic department. Raw scores are converted to index values in the same manner as Variable A: by dividing each raw score by the largest of the raw scores.

### C. Variable C: Graduate Credit-Person Hours

The total number of individuals registered for graduate classes times the number of credit hours for each course taken makes up Variable C. This information is available from OIRE. Index values for each department are computed the same way as for Variables A and B.

### D. Variable D: Number of Graduate Majors

Variable D measures the number of graduate students who are majors in programs administered by each department. This information is available from OIRE. Index values are computed in the same manner as the preceding three variables.

### E. Variable E: Average Cost Weighting

This variable is based on the average cost per item for books in the various academic disciplines. The source of this information is data retrieved from the latest edition of *Library and Book Trade Almanac*. Index values for each subject area are computed by dividing each average price listed by the largest average price listed.

### F. Variable F: Industry-Wide Publishing Output Adjustment

This variable is derived from library and book trade publications and the most recent information available from major vendors. The source of this information is data retrieved from the latest edition of *Library and Book Trade Almanac*.

### G. Variable G: Relative Importance of Books Over Periodicals

This variable is specified by each academic department.

### H. Variable H: Local Use Adjustment

This variable is determined from the MSU Libraries' annual circulation statistics.

The composite value  $[(A+B) + 2(C+D)]$  is multiplied by the four variables E, F, G, and H. Factor E adjusts the formula for differences in costs of books in various subject fields. Factor F adjusts the formula because of the broad differences in the publishing output of the various disciplines. Hypothetically, if two subject fields were to receive equal library support, one would hope that each would acquire the same proportion of the total number of titles published in each field. This variable modifies the formula to compensate for the broad variation in the number of new titles published in the field. Factor G adjusts the formula because of the relative importance of books over serials varies for departments. This factor reduces the book allocation in those fields that make strong demands on the serials budget. Factor H adjusts the formula according to teaching methods of the various academic departments. Those who traditionally place greater demands on the Libraries for curriculum support have been adjusted upward in funding.



After the allocation index values have been computed for each departmental fund, these values are converted to percentages for application to funding. The index values are converted by dividing each fund's index value by the total of all index values.

The literature of the library profession makes frequent reference to the principle that a certain degree of funding is necessary for teaching an academic discipline regardless of the number of students in the program. On an absolute scale, it is very probable that some of these allocations do not meet minimum funding levels. The MSU Libraries' application of this principle is to select a level of funding and bring all departments below that figure to that level.

## Document 2

# Mississippi State University Libraries

## Binding Policy

Last Updated: June 20, 2017

### I. General Binding Policy

The MSU Libraries bind selections of its print holdings for the purpose of making the materials available in the original format for as long as needed at the lowest possible cost. Items selected for binding are determined by the relevant Library Coordinator, in consultation with the Associate Dean for Collection Management Services and bindery staff.

All library materials received in paper format, such as serials, monographs, and government publications may be bound, if appropriate. Materials are bound when the print format is the only form of ownership (i.e., content is not licensed with secure online perpetual access or held in microform) or the print format has longstanding research value to MSU's students, faculty, and staff.

The Binding Department is responsible for maintaining proper records of the materials sent to a commercial bindery. Of those serials holdings retained in print format, completed volumes are pulled and sent to the bindery based on the individual characteristics of each title, and following the Libraries' binding procedures for these items. Normally, serials will be pulled when the first issue of the new volume arrives in the Library, but some exceptions may apply. Incomplete volumes of serials are bound only after all efforts to claim or locate the missing issue(s) have been unsuccessful, after two years. All damaged materials will be repaired in-house if possible. If a book, serial, or government publication cannot be repaired in-house, then the respective Library Coordinator will determine, in consultation with the Bindery staff, if an item should be sent to the commercial bindery based on the following criteria:

- Condition of the material is appropriate for successful binding. The pages should all be present. The pages should be in good condition and should not be brittle. The margin at the gutter should be wide enough to allow for the necessary trimming.
- The item is not a candidate for weeding under the MSU Libraries Weeding Policy.

If materials routed to the Binding Department are ineligible for binding, Bindery staff will work with the respective Library Coordinator or staff to find a solution.

Some types of materials will not be bound due to certain conditions:

- Items and materials from the Archives and Special Collections that are fragile or require conservation, and/or preservation treatment.
- Rare materials.

- Materials that may become damaged as a result of the binding process.
- Materials that will lose necessary information as a result of library binding.
- Items that will be regularly replaced or superseded by a more current, complete, or timely version.

Bindery shipments are prepared and sent out as needed throughout the year. There is a three week turnaround time for materials once they are shipped off-site to the commercial bindery. Rush ordering may be utilized to meet user needs as necessary and feasible.

## II. MSU Theses and Dissertations

The MSU Libraries Binding Department processes commercial bindery orders for Fifth Year Architecture theses written by Mississippi State University Architecture students. The MSU Libraries receive two copies of a bound thesis. One copy is placed in Jackson Design Center Library and a second copy is held in Special Collections. A record of the title is placed in the library catalog.

## III. MSU Departments Binding

If any MSU department has binding needs, they are invited to contact the Mitchell Memorial Libraries' Associate Dean for Collection Management Services to discuss the processing of a commercial bindery order for them. The requesting department is responsible for all payments and fees regarding binding of these materials. MSU and Mitchell Memorial Library are not responsible for damage or loss to materials that may occur during the binding process.

## IV. Faculty and Staff Personal Copy Binding

If an MSU faculty or staff member is interested in the binding of personal materials, the Binding Department will provide information on the commercial binding services used by the Libraries. Arrangements to have personal copies bound should be negotiated between the individual and the MSU Libraries' Associate Dean for Collection Management Services. Bindery staff will help in identifying an appropriate material for binding and may allow personal copies to be picked up and delivered with the Libraries' regular monthly shipments. MSU and Mitchell Memorial Library are not responsible for any payments or fees of personal copies, or of damage or loss to personal materials that may occur.

## Document 3

# Mississippi State University Libraries

## Weeding Policy

Last Updated: June 20, 2017

### I. Objective

The weeding policy provides guidelines for withdrawing material from the collection, with consideration being given to the goals and objectives of Mississippi State University. Separate guidelines exist for the collections in all satellite libraries.

### II. Definitions

Weeding is defined as (1) discarding or (2) transferring items to a storage collection.

### III. General Considerations

Appropriate faculty members will be consulted before any books or materials are removed from the on-site collection. The weeding of media (CD, DVD, VHS, vinyl record) adheres to this policy. For internet based electronic resources, consult Document 7: *Electronic Resources Collection Development Policy*.

### IV. Types of Materials to be Weeded

- A. **Duplicate:** Librarians, in consultation with academic faculty, recommend discarding true duplicates. (Careful review should be made to determine that the item is a true duplicate.) Consideration should be given to availability of the remaining copy for patron use. (For example, items in the general collection that are duplicated in Special Collections should not be discarded if they are likely to be needed when Special Collections is closed.)
- B. **Superseded Volumes:** Volumes that are routinely superseded by revised volumes should be discarded when the new volume is received. Files of annuals and yearbooks may be maintained with only every third, fifth, etc., volume or edition being retained. All volumes of heavily used materials may be maintained. Hard copy volumes superseded by microform may be withdrawn when the microreproduction is received.
- C. **Obsolete Materials:** Obsolete usually refers to titles for which new editions have been published. Previous editions may be withdrawn if the material has been searched for rarity and the subject matter judged lacking in research value.
- D. **Inferior Format:** Materials of inferior, cheap format may be withdrawn if the information is available in other sources. Coordinator of Rare Books, library faculty, and/or the

academic departmental representatives will determine that the material is not rare or of historical significance.

- E. **Obsolete Format:** Obsolete formats should be evaluated and withdrawn. Coordinator of Rare Books, library faculty, and/or the academic departmental representatives will determine that the material is not rare or of historical significance.
- F. **Use:** Materials that are not used frequently and are judged by the library faculty and/or the academic departmental representatives to have no research value to the collection may be discarded.
- G. **Worn and Mutilated Books:** Worn or mutilated items may be discarded, if judged by the library faculty and/or the academic departmental representatives to be lacking in research value.
- H. **Periodicals:** Broken and/or incomplete volumes of ceased or cancelled titles may be considered for weeding if the title has no index, is not indexed in a published source, and/or does not precede a current title. If the library faculty and/or the academic departmental representatives judge that the material has no further value to the collection, it may be discarded.

## V. Discarding Materials

- A. The library faculty and staff will select items for discard. Cataloging will process the materials to be withdrawn.
- B. If the items selected for discard represent a significant collection, LAC approval should be requested.

## VI. Transferring to Storage

Library faculty and staff select titles or sets of volumes to be transferred to Off-Site Storage with LAC approval. These materials will remain available for patron use. As a general policy, preference is given to the transfer of long runs rather than single titles.

## Document 4

# Mississippi State University Libraries Special Collections Collection Development Policy

Last Updated: July 17, 2017

## Purpose

Special Collections of Mississippi State University serves as the repository for the University Archives and special collections materials in Mitchell Memorial Library and supports research by a wide range of patrons including undergraduates, graduate students, faculty, and other scholars whose work relies on primary resource materials, including rare books, manuscripts, media, digital files, and archival records.

Special Collections develops its collections primarily to support the curricular and research needs of the faculty and students of Mississippi State University; thus the collections encompass the broad sweep of a land grant university. The Coordinator of Special Collections is primarily responsible for the development of the collections, in consultation with members of Special Collections faculty and staff.

The University Archives, which is part of Special Collections, has also been designated as the repository for all records of the University of permanent historical value, and in support of that mission collects a wide range of materials documenting the history of the University, including records pertaining to academic programs and courses of instruction, academic departments and committees, and administrators and administrative offices. Further, the department collects a wide range of historical and biographical materials relating to alumni, faculty, staff, and other individuals connected with the University.

## The collecting mission of Special Collections is twofold:

1. To preserve the official records of University administrators and administrative offices; academic programs and courses of instruction; and academic departments and committees, insofar as they have permanent historical value.
2. To acquire, preserve, and provide access to a wide range of primary research materials in their original formats, including books, manuscripts, archives, audio-visual materials, objects, realia, and other items in support of the educational and research activities of its various constituencies.

Our mission to acquire and preserve materials is coupled with a commitment to outreach and access. Materials are described according to national standards established by the American Library Association and the Society of American Archivists. Special Collections mounts regular exhibitions in Mitchell Memorial Library and other locations on campus. We are committed to collaborating with the Digital

Preservation and Access Unit to digitize collection materials and make them freely available through the worldwide web. We regularly host group visits to Special Collections for tours and classroom instruction sessions. Whenever possible we seek to collaborate with faculty and students to incorporate Special Collections materials into the undergraduate and graduate curriculum.

## Scope

Special Collections is committed to preserving the work of writers and artists in their original formats, paying close attention to the book as a physical object and other media in their original state when possible. Materials preserved in the collections are meant to be used for scholarly research that requires use of the original editions or works in original formats. These collections complement and augment the collection policies in the general stacks by supplying rare or fine editions of texts and original copies of media as well as by prospectively collecting works that will become important historical evidence.

Special Collections' primary responsibility is to serve the research needs of Mississippi State University faculty and students. To this end, the department seeks to collect in subject areas receiving substantial and sustained attention within the University community, those representing ongoing departmental research interests, or those areas that are the focus of interdisciplinary programs.

The department also considers service to scholars on the national and international levels to be an important part of the mission. Special Collections seeks to play a role in the broader research community by building collections in areas not well covered by other repositories. Consequently, Special Collections draws visiting scholars to the Mississippi State campus and enhances the University's overall reputation as a center for scholarship.

## University Archives

University Archives preserves administrative and other records documenting the history of Mississippi State University. Materials collected specifically refer to Mississippi State University, or cover the time period in which an individual taught at or attended Mississippi State.

**Manuscript Material:** Collects materials that document the history of Mississippi State from founding to the present, major milestones, curriculum development, and student life, including correspondence, diaries, scrapbooks, photographs, photograph albums and ephemera from any period, as well as audio or motion picture recordings. We selectively acquire students' course notebooks, especially those from the 19<sup>th</sup> century, and faculty papers if they demonstrate exceptional scholarly or teaching activity while a member of the Mississippi State faculty.

The University Archives also maintains Vertical Files covering all aspects of University life, including fraternal and social organizations, student clubs, and town-University interactions. We encourage MSU social groups, clubs, organizations, and entities to contribute records such as event flyers, event posters, event programs and other similar materials which document the daily activities, interests, and hobbies of MSU students.

**Artifacts:** We seek objects of various kinds insofar as they document student life, particularly if they are worthy of exhibition.

**Publications:** Collects current MSU departmental publications including annual reports, magazines, newsletters, MAFES and Extension publications, literary journals produced by various colleges on campus, catalogs/bulletins, and any other published materials produced and distributed by MSU. Because our coverage in certain University publications like *The Reflector* and the *Reveille* are strong, we now generally accept only those issues or titles that fill in known gaps. Other topical areas of especially strong interest currently are: student activism; student diversity with regard to race, ethnicity, sexual orientation, class, etc.; student-faculty collaboration, both academically and socially; the female student experience after the establishment of coeducation and the African American student experience after integration.

## Rare Books

The Rare Book Collection at The Mitchell Memorial Library is part of the print holdings in Special Collections. The Coordinator of Special Collections is primarily responsible for development of the collection, with assistance from the Coordinator of Rare Books. Other Special Collections faculty and staff may also be consulted when making acquisition decisions. The Rare Book Collection seeks to expand as significant acquisition opportunities present themselves, and each acquisition opportunity is reviewed on its own merit. Because resources for acquisition are finite, collecting is selective in all areas, with Mississippiana being the most essential focus for adding to the collection.

The Rare Book Division acquires, preserves and makes available for research those books which, because of their publishing history, provenance, age, historical significance, or format are housed in the Rare Book Collection. The goal of the Rare Book Division is to have a collection of national importance.

The collection is non-circulating and is maintained in closed stacks, with the rarest material being housed in the Special Collections vault. Access is limited to faculty, staff and students working in Special Collections. Temperature and humidity are controlled and are monitored daily. There is a fire detection and suppression system.

The Rare Book Division uses the following definitions of “rare book:”

- Books printed before 1501 – Incunabula

- Books printed in any language before 1700

- Books printed in America before 1825

- Books printed in the American South before 1861

- Confederate imprints (book printed in the American South between 1861 and 1865)

- Books printed west of the Mississippi River before 1850

- Books with fine or special bindings from the 18<sup>th</sup>, 19<sup>th</sup> and early 20<sup>th</sup> centuries

- Books valued at \$500.00 or more per volume



The Rare Books Division collects books and printed material related to the following:

1. Mississippiana
2. Southern History
3. Southern Literature including authors on The Southern Literary Trail
4. Southern Literary Criticism
5. Early Americana
6. Early Travel and Exploration
7. Native American History- Choctaws, Chickasaws, Natchez
8. The Civil War
9. African American History
10. African American Literature
11. Civil Rights
12. Signed, Inscribed, Presentation Copies and Association Copies of significant books
13. Limited Editions
14. Important Presses and Printers

The Rare Book Collection seeks the support of donors and gifts of materials and funds are essential to maintaining and developing our collection. In order to maximize limited resources, proposed gifts to the Rare Books Division are reviewed for appropriateness by the Coordinator of Rare Books and other Special Collections faculty and staff before they are accepted into the collection.

Purchases for additions to the Rare Book Collection are financed by The MaxxSouth Broadband-John Robinson Block Special Collections Excellence Fund. The Excellence Fund shall be used to acquire, make available, maintain, and display rare books.

## Mississippiana

The Mississippiana collection tells the story of Mississippi and its people, culture, and literature. It includes monographs, serials, journals/periodicals, historic maps, ephemera, audio-visuals and newspapers on microfilm; fiction by Mississippi authors or set in Mississippi, material with Mississippi imprints; material by authors who are from Mississippi, or studied or taught at Mississippi State University; books about the university in any capacity: history of the university, history of a particular college, athletics, etc.; genealogy materials including monographs, serials, periodicals, and maps; and local history.

Genealogy materials include reference works such as marriage, cemetery, and Civil War service indexes for Mississippi counties and towns; county, town, and family histories; genealogy serials published in Mississippi, along main migratory routes (Georgia, the Carolinas), and some common foreign points of origin; instructional material for certain types of searches; Mississippi church records from 1819 to the

present (on microfilm); and town, region and county maps. Items for this area are selected in accordance with American Library Association guidelines for genealogy collections in order to expand and strengthen existing resources.

"Local history" is defined geographically as Oktibbeha County, where Mississippi State University is located, and Clay, Webster and Lowndes Counties, which are nearby. Items relevant to this area are selected for acquisition if they contribute to an understanding of political, social, economic, environmental, or artistic aspects of life, or assist with genealogy research.

The Mississippiana department also participates in the State of Mississippi documents depository program.

## Manuscripts

Since the founding of Special Collections in 1948, the Manuscripts Department has acquired interrelated collections of exceptional depth in various fields, with the intent of both supporting the University curriculum, faculty and student research, and the research of outside scholars.

**General Subject Strengths:** African American History from Slavery to the Present; Agriculture and Rural Life; Mississippi Architecture, Artifacts and Realia; Mississippi Authors; Mississippi Business and Industry; Civil Rights in Mississippi; Costumes and Textiles; Mississippi Journalists and Newspapers; Mississippi Law and Legal Culture to 1925, 19<sup>th</sup> and early 20<sup>th</sup> Century Medicine; Plantation Life; 19<sup>th</sup> and 20<sup>th</sup> century Sheet Music; War and Conflict to 1945; and Women's History.

## Current Collecting Priorities

**African American History from Slavery to the Present:** Increasing holdings for all areas, but especially post-slavery culture and community in Mississippi; the papers of African-American authors and artists; and the papers documenting Civil Rights movements in Mississippi.

**Agriculture and Rural Life:** Continuing to collect materials that document agricultural and forestry activities and continuing to develop the CHARM project, a digital joint venture of the Manuscripts, Mississippiana and University Archives divisions.

**Mississippi Architecture:** Increasing holdings from women and other minorities; developing infrastructure to support collecting born-digital records.

**Artifacts and Realia:** Items suitable for display that illustrate or otherwise document subjects covered by other Manuscript collections.

**Mississippi Authors:** Continuing to acquire the papers of Mississippi authors and artists, particularly African American and other minority communities.

**Mississippi Business and Industry:** Continuing to collect materials that document the activities of local, regional and national businesses founded and primarily operating in Mississippi.

**Civil Rights in Mississippi:** Adding to and filling in gaps in primary published materials and deepen the secondary published items; locating activist manuscripts and strengthening African American, LGBT+, and women's rights collections; continuing to collect materials documenting the opposition to Civil Rights, including manuscripts, publications, recordings and other materials produced by groups such as the Citizens Council and the Ku Klux Klan.

**Costumes and Textiles:** Continuing to collect costumes (clothing) and textiles (quilts and other fabric art, knitted and crocheted items, embroidery, lacework, and other fine handwork items) created in Mississippi, with a focus on home-sewn items created by individuals for personal use, display, or as part of 4-H activities.

**Mississippi Journalists and Newspapers:** Continue to acquire a wide range of journalistic material, including paper copies of newspapers printed before 1900, papers of individual journalists from or working in Mississippi, and papers of news organizations; increase our holdings of materials documenting minority journalists and communities, especially women, African Americans, and LGBTQ+ groups; increase photojournalism holdings.

**19<sup>th</sup> and Early 20<sup>th</sup> Century Medicine:** Continuing to collect casebooks, ledgers, correspondence and other materials documenting the practice of medicine in Mississippi through 1925.

**Mississippi Law and Legal Culture to 1925:** Continuing to collect court records, ledgers, correspondence, and other materials documenting the everyday practice of law and legal culture in Mississippi through 1925.

**Plantation Life:** Continue to collect ledgers, personal and business correspondence, receipts for the purchase or sale of enslaved persons, and other materials documenting family-owned plantations in Mississippi from the Territory-era to the present.

**Religious Institutions/Religious Life:** Continuing to collect records of Mississippi churches, with a focus on original manuscripts; increasing collections documenting African American churches; and acquiring collections documenting minority religious life and culture in Mississippi, specifically Jews and Jewish life.

**19<sup>th</sup> and 20<sup>th</sup> Century Sheet Music:** Continuing to collect religious and secular sheet music, especially items printed in Mississippi and the South before 1927.

**War and Conflict:** Continue to add to primary source material related to or created by Mississippians who participated in war and conflict from Civil War to the present, especially Vietnam – Desert Storm.

**Women's History:** Continue to collect letters, journals, and other materials documenting the lives and activities of women in Mississippi and the South, but especially African American women.

## “Born Digital” Materials

All divisions of Special Collections accept born digital materials, including documents, audio and video recordings, and digital photographs.

**E-Books:** Rare Books and Mississippiana will accept e-books using Mississippiana collecting guidelines on the condition that 1) a print version is not available and 2) MSU Libraries receives a unique copy of the work that is owned in full and in perpetuity by the Library.

## Materials Not Accepted

### Materials in Poor Condition

Special Collections is unable to accept materials that are moldy or infested with pests. Items that are damaged in other ways will be evaluated by Special Collections faculty before the donation to determine if they are salvageable.

### Conditional Donations

Special Collections will not accept materials when the gift comes with the following limits or conditions:

- Long-term loans. All materials donated to Special Collections must be accompanied by a deed of gift or other instrument of legal transfer of title and copyright that the donor may hold in them. The sole exception is donations of literary manuscripts or journalism collections containing published and unpublished works, wherein the author or publishing body (the newspaper) retains the copyright.
- Permanent display. The Library is unable to promise donors that materials contributed to Special Collections will be placed on permanent display in the Library or elsewhere on campus. Special Collections materials are routinely used in exhibits, but items will be selected for exhibits at the sole discretion of Special Collections faculty and staff.
- Collections to be closed in perpetuity
- Collections with inappropriate restrictions, such as access based on gender, sexual orientation, race, or geographic origin.

### Inappropriate Types of Materials

The University Archives, Mississippiana and Manuscripts Departments will not accept the following types of materials as collections:

- Administrative records created by other state institutions within Mississippi that are still viable organizations with their own archival facilities, such as the Mississippi Department of

Archives and History, the Mississippi University for Women, the University of Southern Mississippi, the University of Mississippi or other similar institutions.

- Manuscript material documenting student life or activities at other state educational institutions within Mississippi that are still viable organizations with their own archival facilities, such as the Mississippi University for Women, the University of Southern Mississippi, the University of Mississippi or other similar institutions.
- Photocopies or other reproductions (including digital surrogates) of manuscripts or photographs, **unless** the originals have been lost or destroyed.
- Large runs of national publications with no direct connection to Mississippi, such as *National Geographic*, *Life*, or similar titles. Individual issues featuring content directly related to Mississippi will be added to the Vertical Files held by the Mississippiana dept.
- Duplicates of materials already held by Special Collections, unless they have significant provenance.

## Document 5

## Records Management Policies and Procedures

Managing and preserving records created by departments, schools, colleges, and other agencies and divisions of Mississippi State University are the responsibility of the University Archives, a division of the Mississippi State University Libraries. Created in 1966, the University Archives is the official repository for University files, records, documents, and other items created by faculty and staff during the course of their official duties as employees of Mississippi State University and the State of Mississippi.

The University Archives operates as the records manager of the University under guidelines established by the Mississippi State Legislature in the Mississippi Archives and Records Management Law of 1981. Mississippi Code 25-59-1.

According to this law, institutions of higher learning in the State of Mississippi are included among the entities defined as agencies of the state government. MS Code 25-59-3(e).

As an agency of the state government, Mississippi State University is charged with establishing and maintaining an active and continuing program for the economical and efficient management of its records. MS Code 25-59-15(b).

According to state law, all such records created during the course of faculty and staff official duties at the university are the property of Mississippi State University as an agency of the State of Mississippi. MS Code 25-59-19.

To facilitate the transfer of records to the University Archives from campus offices, the Archives staff is charged with working with the faculty and staff of each office to identify records to be transferred and to set up transfer schedules.

Any disposition of records other than as agreed to by faculty and staff of each office, in consultation with the University Archives staff, is unlawful. According to the state law, violators may be subject to fines. MS Code 25-59-3.

### Mississippi Public Records Act of 1983

The provisions of this act provide, with certain exceptions, that all records as described above are public property. As public property such materials must be made available to the public within the parameters of reasonable written guidelines as established by Mississippi State University as an agent, or public body, of the State of Mississippi. MS Code 25-61-5.

The Public Records Act lists several EXCEPTIONS REGARDING PUBLIC ACCESS. Records affected by these exceptions should be identified by the creating office before their transfer to the University Archives. In some cases such records should not be transferred. The University Archives staff will work with the faculty and staff of campus offices to identify these records.

**Exceptions Regarding Public Access Include:** Certain personnel records, MS Code 25-1-100; certain attorney records, MS Code 25-1-102; certain records containing confidential information furnished by third parties to the university, MS Code 25-61-9; certain individual tax records, MS Code 27-3-77; certain judicial records, MS Code 9-1-38; certain jury records, MS Code 13-5-97; certain academic records, MS Code 37-11-51; certain archaeological records, MS Code 39-7-41; certain medical records, MS Code 41-9-68, 41-61-63, 41-75-19; certain investigative and criminal justice records, MS Code 45-29-1; certain workmen's compensation records, MS Code 71-3-66; certain licensure application and examination records, MS Code 73-52-1; and certain commercial and financial records, MS Code 79-23-1.

Any questions arising from these exceptions will be addressed in consultation with the University attorney.

## Document 6

# Reference Collection Development Policies

Revised: June 27, 2017

## I. Introduction

### A. General Statement: Reference Collection Development

The Reference Collection at the Mitchell Memorial Library (MML) is evolving as the resources needed to support the research and teaching needs of Mississippi State University evolve. The print Reference Collection is to be a targeted, useful teaching and learning aid for the community of scholars and students at Mississippi State University (MSU). The Research Services Department places a high value on resources that support the teaching and research needs of the university community. The Department prefers electronic over print resources whenever feasible to create an equitable experience for MSU's distributed University population. The department recognizes the value, however, of a physical collection to support instruction on campus as well as research needs not available in electronic format.

The main purpose of this document is to offer guidelines for the selection and retention of reference resources that can best serve the patrons of Mitchell Memorial Library. Recommendations for migrating resources from print to electronic format will be made to the MSU Libraries' Electronic Resources Evaluation Committee (EREC) on an ongoing basis. In such cases, the print version will be maintained until conversion to an electronic version is financially viable. The Research Services Department will endeavor to maintain retrospective print issues of titles that have migrated to electronic format when necessary to support research.

### B. Patrons

The patrons of the Mitchell Memorial Library Research Services Department are primarily the undergraduate or graduate students, faculty, administrators and staff of Mississippi State University. Those patrons unaffiliated with MSU are invited to use reference resources on site.

### C. Mission Statement

Mississippi State University offers educational programs on the bachelor, master, professional, and doctoral levels. The University offers a liberal education for all students in a broad-based curriculum of the sciences, the arts, and the technological disciplines to prepare them for productive careers and positions of leadership. The collection development mission of the Research Services Department is to support in breadth and in depth the research activities and varied curricular offerings of Mississippi State University.



## II. Organization of Collection Development Responsibilities

### A. Associate Dean for Public Services/Research Services Department

The Associate Dean for Public Services and the Research Services Department are responsible for the development and maintenance of the reference collection in all formats according to policy and procedures agreed upon by the Research Services staff and supported by the administration of MSU Libraries. Concerns about the reference collection should be forwarded to the Associate Dean for Public Services.

## III. The Reference Collection

### A. Reference Resource Defined

In general, a resource can be characterized as having reference value if it is habitually referred to for information. Normally, a reference resource is designed to be consulted rather than to be read completely. A reference resource may directly provide the full answer to a question or it may identify other materials that contain the information required. MSU Research Services librarians will define a reference resource functionally by how consistently useful it is in answering reference questions. If the resource serves this purpose, for either patron or librarian, it should be part of the reference collection.

### B. Purpose of the Collection

The primary purpose of the reference collection is to serve the needs of the entire academic community at Mississippi State University. Priority is given to materials which support and enhance the curriculum and educational programs of the University. An equally important goal of the Research Services staff is to assemble and maintain a collection of resources to satisfy the research needs of faculty and graduate students.

### C. Selection Criteria for Individual Resources

Decisions to order a particular resource for reference are based on the following considerations: reviews in the professional literature, authors' and publishers' reputations; suggestions from liaisons, subject specialists, and faculty library representatives; recommendations from the teaching/research faculty; and funding availability. Special attention will be given to these features of the reference resource: currency, scope, cost, level of content for intended users, physical format, and, for print items, the quality of indexing or the presence of bibliographies.

### D. Language and Duplication

Generally, reference resources are selected in the English language. Foreign language materials will be selected on a limited basis with an emphasis on dictionaries, encyclopedias, and bibliographies.

Usually only one copy of a print item is purchased. Exceptions to this policy include certain titles that are in heavy demand such as style manuals.

## IV. Types of Materials

### A. Almanacs and Yearbooks

**Selection Statement:** Major American almanacs will be part of the reference collection. A selection of almanacs from other countries will be included in the collection.

**Retention Statement:** Older editions may be sent to the circulating collection or Off-Site Storage.

### B. Atlases and Gazetteers

**Selection Statement:** The reference staff will select and maintain a collection of titles representing world, national, and regional atlases and gazetteers. Thematic atlases will be selected to support course offerings at MSU.

**Retention Statement:** Older editions may be sent to the circulating collection or Off-Site Storage. Major atlases having historical value may be offered to MSU Libraries' Special Collections.

### D. Biographies

**Selection Statement:** The reference collection will consist of comprehensive works on international, national, professional, and regional figures both current and retrospective.

**Retention Statement:** Older editions of collective biographies will be retained and available for research or sent to the circulating collection.

### E. Concordances

**Selection Statement:** Concordances may be purchased selectively at the request of liaisons, subject specialists, faculty library representatives, or departmental faculty.

**Retention Statement:** Concordances to editions of the Bible and Shakespeare will be available in active reference. Concordances to works by individual authors may be sent to the circulating collection upon the recommendation of the reference staff.

### F. Current Events Series

**Selection Statement:** The Research Services department houses the library's collection of book series (Opposing Viewpoints, At Issue, etc.) related to current topics frequently used for undergraduate research papers.

**Retention Statement:** Current editions are housed in the Undergraduate Research Center. Editions that are superseded or older than ten years may be withdrawn or sent to the circulating collection.

## G. Dictionaries

**Selection Statement:** Titles representing abridged and unabridged English language dictionaries as well as specialized English dictionaries (etymological, idiomatic, slang, etc.) will constitute a major focus of the reference collection. Foreign language dictionaries representing the major European languages will be part of the collection and be kept current with purchase of the most current editions. Dictionaries representing non-European languages will be purchased selectively in accordance with research needs. As funding allows, dictionaries defining the technical vocabulary of academic disciplines will be selected for the collection.

**Retention Statement:** Earlier editions of dictionaries may be withdrawn or sent to the circulating collection.

## H. Directories

**Selection Statement:** Directories may be collected as necessary to support library and patron needs.

**Retention Statement:** Earlier editions may be withdrawn unless a request for retention is made by the appropriate liaison, subject specialist, faculty representative, or departmental faculty.

## I. Encyclopedias

**Selection Statement:** General encyclopedias and specialized encyclopedias are considered part of the reference collection. As funding allows, the Research Services Department will make an effort to maintain a current collection of discipline specific encyclopedias.

**Retention Statement:** The most recent editions of encyclopedias will be kept in the reference collection. Earlier editions may be sent to the circulating collection or Off-Site Storage. Historically important editions may be retained at the request of the appropriate liaison, subject specialist, faculty representative, or departmental faculty.

## J. Handbooks and Manuals

**Selection Statement:** Handbooks, manuals, and companions to the literature will be selected based on their relevance to the academic curriculum or upon the recommendation the appropriate liaison, subject specialist, faculty representative, or departmental faculty.

**Retention Statement:** In most fields, the most recent edition is kept in the reference collection. Previous editions may be withdrawn or sent to the circulating collection.

## K. Law

**Selection Statement:** Primary and secondary law materials form part of the reference collection. Primary resources in statute, case, and regulatory law are collected on the federal level. On the state level, particular attention is given to case and statute law in Mississippi and the southern region. Secondary resources include encyclopedias or dictionaries used by patrons to gather background material on legal concepts or as finding aids to locate primary law.

**Retention Statement:** Generally, the latest editions of primary and secondary resources are kept in active reference. Interim materials are withdrawn according to instructions from the publisher. The less recent editions of secondary resources may be withdrawn or sent to inactive reference. Superseded editions of primary law resources will be discarded per instructions from the publisher. Superseded federal depository items will be withdrawn according to instruction with the title or instructions from the Government Documents Librarian.

## L. Digests to Literary Criticism

**Selection Statement:** Collections and serial titles that offer a survey of literary criticism or an overview of the career of a literary author will be a primary focus of the reference collection.

**Retention Statement:** Complete sets of literary criticism digests will be retained.

## M. Standards

**Selection Statement:** The Research Services department will strive to acquire the most recent editions of the following standards: *Official Methods of Analysis of AOAC International* and *Standard Methods for the Examination of Water and Wastewater*. The library currently maintains online subscriptions for the following organizations: American Society of Agricultural & Biological Engineers (ASABE), American Society of Testing Materials (ASTM), and Institutes of Electrical and Electronic Engineers (IEEE). Other standards needed to support the research of the MSU community will be considered for purchasing if funds allow.

**Retention Statement:** Print standards will generally be maintained as part of the reference collection but may be sent to Off-Site Storage if needed.

## N. Statistical Resources

**Selection Statement:** A collection of statistical resources will be selected and maintained at the request of the appropriate liaison, subject specialist, faculty representative, or departmental faculty. A selection of country yearbooks and statistical abstracts of foreign countries or regions will be maintained in the reference collection.

**Retention Statement:** Statistical resources that are freely available online may be withdrawn or sent to Off-Site Storage.

## O. Style Manuals

**Selection Statement:** Reference staff will select style manuals for the collection that are related to the University's programs and courses. More than one copy of heavily used titles will be purchased and kept for consultation at the reference desk.

**Retention Statement:** Superseded editions may be sent to the circulating collection or Off-Site Storage.

# Mississippi State University Libraries Collection Development Policy Electronic Resources

Last Updated: June 20, 2017

## I. General Statement

Mississippi State University Libraries recognizes its obligation to provide access to information in the most appropriate format available. Over a period of time, traditional information formats such as books and microform have been supplemented or replaced by electronic information access tools. However, electronic formats require special attention to methods of acquisition, licensing terms, post cancellation access, and preservation. A library must consider issues surrounding 'access vs. ownership' which may impact the overall collection if resources offered by commercial vendors become no longer available or affordable. Because these concerns complicate the selection of electronic resources, it is necessary to articulate a separate selection policy specifically focused on electronic resources.

## II. Definition

For the purposes of this document, *electronic resources* are defined as library materials that require computer access, either through a peripheral device directly connected to a computer or access to the Internet. Computer access to the Internet encompasses a wide range of devices such as a desktop computer, laptop, tablet, cell phone, etc.

## III. Types of Electronic Resources Collected by MSU Libraries

### A. Bibliographic Databases

Bibliographic databases (aka citation databases) do not function as the end product; rather they lead users to citations for information sources such as books, journal articles, dissertations, etc. They are the equivalent to print indexes and abstracts. Examples include: Scopus, Biological Abstracts, and CAB Abstracts.

### B. Full-Text Databases

Full-text databases function as the end product for research materials, whereby providing full text, numeric, statistical data, or graphic representations. Examples include: ProQuest Dissertations and Thesis and PsycARTICLES.

A number of electronic resources function as both bibliographic and full-text databases, such as Academic Search Complete and Business Source Complete.

### C. Electronic Journals

Electronic journals are equivalent to their print counterparts but are accessed in full-text electronic format via the internet. Electronic journals can be acquired by several different methods including individual title subscriptions as a print + online bundle, individual title subscriptions as online only, and as packages of bundled electronic journals. Examples of each category:

1. Individual title subscriptions as a print + online bundle – subscriptions in which the library receives both the print and electronic version of a title. The reasons to receive both formats are discussed in section IX.
2. Individual title subscriptions as online only – subscriptions to which the library does not receive the print version of a journal, relying solely on the electronic version.
3. Packages of bundled electronic journals – subscriptions to large packages of electronic journals, either from the same publisher, e.g. IEEE Xplore, or aggregated content from multiple publishers, e.g. JSTOR.

### D. Streaming Media (Audio or Video) Databases

Streaming media databases provide users with access to content via a live feed from the Internet. The videos and audio are delivered live while the user views or hears the content, rather than downloading and saving content to a computer or device. Licenses for streaming media resources will be carefully vetted for academic use and should allow permission for educational purposes, including classroom, research, publishing, and public performance of non-commercial nature. An example is the Naxos Music Library.

### E. Image Databases

Image databases provided by subscription or purchase from the library offer copyright free, high quality digital images for use in class assignments, presentations, papers, etc. Licenses for image resources will be carefully vetted for academic use and should allow permission for educational purposes, including classroom, research, publishing, and public performance of non-commercial nature. Commercial image databases provide reassurance against viruses sometimes attached to open web images and provide vetted collections for scholarly purposes. Examples include ARTstor and Springer Images.

## IV. Types of Electronic Resources *Not* Collected by MSU Libraries

- A. **Computer Applications or Software** – Computer applications or software such as word processing, database, or spreadsheet management programs are not purchased by the MSU Libraries. However, this category does not cover software applications purchased for library staff use.

## V. Selection Criteria for Electronic Resources

- A. Electronic resources considered for acquisition or access shall meet the following requirements:
  1. Provide information useful and important to any relevant segment of the MSU user community.
  2. Support current curricular and research needs, including relevant reference materials.
  3. Allow access to multiple simultaneous users authenticated by IP address or a shareable username/password. The MSU Libraries acknowledge there may be vendors that provide valuable electronic content confined to a physical library location. In this case, the Electronic Resources Evaluation Committee (EREC) will provide the Library Administrative Council (LAC) a recommendation and the final decision will be at the discretion of the Dean of Libraries.
  4. Provide unlimited simultaneous users, if possible. The MSU Libraries acknowledge that in certain financial circumstances, limited simultaneous users may be the only viable option. In this case, a minimum of five simultaneous users is the preferred compromise.
  5. A license for subscription electronic content shall provide post cancellation (perpetual) access or offer free archiving options. If perpetual access is not offered, the subscription should include a print version whereby the library can retain paid content.
  6. A license for the purchase of electronic content (eBooks and eJournals) shall provide access to the purchased content in perpetuity. The MUS Libraries acknowledge most content providers require an annual platform or maintenance fee. In this case, the license agreement's annual platform or maintenance section shall provide a maximum "never to exceed" cost clause. The maximum will be negotiated for each individual license.
  7. Provide license options appropriate for library services, specifically:
    - a. Authorized users listed as faculty, staff, students, and affiliated researchers
    - b. Ability to print, download, save, or e-mail results



- c. Allow interlibrary loan sharing in compliance with Section 108 of the U.S. Copyright Law (17 USC §108)
  - d. Allow access for non-affiliated, walk-in users
  - e. Allow library reserve services
  - f. Allow for use of material in free course packs
  - g. Allow for electronic linking in course management software
  - h. Allow text and data mining for educational, research, and scholarly purposes
- 8. Provide a user-friendly interface; some measures of user-friendliness are:
  - a. Existence of introductory screens
  - b. Availability of on-line tutorials
  - c. Prompts and menus
  - d. Novice and expert search levels
  - e. Speed with which the system processes commands
- B. Consideration shall be given to vendor-related issues such as:
  - 1. A history of demonstrated business practices that actively support continued product maintenance including updates, new versions, growing content, and interface upgrades.
  - 2. Reliable and timely customer support via email, telephone, or online ticket submission.
  - 3. Logical and clear online documentation, e.g. help screens, customer contacts, tutorials, etc.
  - 4. Availability of trial access for evaluation before library commitment
- C. Consideration shall be given to access related issues such as:
  - 1. Compliance with the American Disabilities Act of 1990, as amended (42 U.S.C. §12101 et seq.) [<https://www.ada.gov/pubs/adastatute08.htm>].
  - 2. Compliance with the American Library Association's policies concerning intellectual freedom as embodied in the ALA Library Bill of Rights [<http://www.ala.org/advocacy/intfreedom/librarybill>].
- E. Notwithstanding the above criteria and recognizing MSU Libraries participation in statewide consortia, some electronic databases may be selected and made available as the result of consortia arrangements or agreements.

## VI. Requests for New Electronic Resources

- A. Requests for new electronic resources (fee based or open access) may be submitted to the Chair of the Electronic Resources Evaluation Committee (EREC) at any time by the following:
  - 1. Library faculty or staff
  - 2. University faculty or staff
  - 3. Students
- B. Once a request has been received, the Chair of EREC will be responsible for gathering information about the resource, submitting the resource to EREC for discussion, and writing and delivering a recommendation to LAC.

## VII. Implementation

- A. MSU Libraries best practices for access and use of proprietary electronic resources comply with U.S. copyright law (U.S.C. Title 17). Furthermore, the MSU Libraries will promote compliance with license agreements to faculty, staff, students, and other patrons of the library.
- B. MSU Libraries will optimize access to electronic resources when appropriate through the following:
  - 1. Purchase, loading and maintenance of software or hardware necessary for operating the electronic resource.
  - 2. Bibliographic control through the cataloging of each electronic resource.
  - 3. Electronic storage for the item when needed.
  - 4. Appropriate circulation procedures when applicable.
  - 5. Sufficient security measures.
  - 6. Staff support and training.
  - 7. User support and education.
- C. MSU libraries will negotiate and comply with vendor licensing agreements.
  - 1. It will be the responsibility of the Coordinator of Electronic Resources or the Associate Dean of Libraries to negotiate license agreements.

2. The Associate Dean of Libraries will be the Libraries' liaison with the University Office of Procurement & Contracts to ensure proper signatures are obtained for license agreements and any other electronic resources agreements.
3. The Coordinator of Electronic Resources, Coordinator of Library Systems, and the Associate Dean of Libraries will monitor compliance with Library provided electronic resources. One of the above will be the contact person for vendors when noncompliance issues have been detected. The Coordinator of Library Systems will communicate and work with MSU Information Technology Services (ITS) to resolve vendor notifications of non-compliance. MSU Operating Policy 01.12 and 01.20 address copyright issues for the University.
4. Final responsibility for compliance with licensing agreements rests with the University. OP 01.12 states "If faculty and staff act in good faith and consistent with university duties in the course and scope of their employment, MSU will offer protection in the event of an infringement allegation."

## VIII. Networking and Duplication

- A. Whenever feasible, MSU Libraries will negotiate licenses that permit networking of all electronic products to maximize remote use or to fulfill consortia agreement obligations.
- B. MSU Libraries may consider duplicating a particular resource in print if:
  1. It is determined that the electronic medium is unstable, thereby making it unsuitable for archiving.
  2. The information content of the resource does not fully duplicate the print version, i.e. news sections, announcements, calls for papers, etc.
  3. The vendor does not allow post cancellation access AND archiving the product is too expensive or unavailable.

## IX. Gifts

MSU Libraries will accept gifts of internet based electronic resources to be housed in the library if the resource conforms to the selection criteria as stated in Section V. In doing so, such resources must be evaluated according to the Libraries overall gift policy.

## X. Preservation

The preservation of electronic resources will be consistent with the current technology used for long term preservation of information in electronic media. Special attention will be given to the stability of the electronic format as an archiving medium.

## XI. Withdrawals

MSU Libraries reserves the right to permanently withdraw any electronic resource from the collection when at least one of the following conditions occurs:

- A. The information is obsolete or superseded by more current information
- B. The information is available in a more suitable format
- C. Budget considerations
- D. Preference of vendors (same information on a different platform)

## XII. Policy Review

Due to the dynamic nature of the electronic information environment, the Electronic Resources Evaluation Committee of the MSU Libraries will conduct a bi-annual review of the selection policy concerning electronic resources.

# Collection Policies for the GPO Selective Federal Depository Collection of the Mississippi State University Libraries

Last Updated: June 20, 2017

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## Table of Contents

I.	Introduction .....	62
II.	Mission Statement.....	62
III.	Selection Responsibility .....	63
IV.	Subject Areas and Collection Arrangement.....	63
V.	Formats .....	64
	Guidelines for Format Consideration.....	64
	Guidelines for Public Service of Electronic Formats .....	66
VI.	Selection Tools, Non-Depository Items, Retrospective Sources.....	67
VII.	Resource Sharing .....	68
VIII.	Collection Evaluation .....	68
IX.	Weeding and Collection Maintenance.....	69
X.	Access.....	70

## I. Introduction

**The Federal Depository Library Program (FDLP)** originated in the early 1800's when a joint resolution of Congress directed that additional copies of the House and Senate Journals and other documents be printed and distributed to institutions outside the Federal establishment.

*Chapter 19 of Title 44 of the United States Code* is the authority for the establishment and operation of the Federal Depository Library Program. The legal responsibilities of Federal depository libraries fall into two broad categories:

- Providing for free public access to Government information
- Providing for the proper maintenance of the depository materials entrusted to the individual depository's care (*Instructions to Depository Libraries*)

As a Land-Grant institution, **Mississippi State University (MSU)** is dedicated to the three broad purposes of learning, research, and service: learning, on-campus and off-campus, to enhance the intellectual, cultural, social, and professional development of its students; research, both to extend the present limits of knowledge and to bring deeper insight, understanding, and usefulness to existing knowledge; and service, to apply knowledge and the fruits of research to the lives of people.

The University began as The Agricultural and Mechanical College of the State of Mississippi, one of the national Land-Grant Colleges. It was created by the Mississippi Legislature on February 28, 1878, to fulfill the mission of offering training in agriculture, horticulture and the mechanical arts without excluding other scientific and classical studies, including military tactics. The Legislature renamed the College as Mississippi State College in 1932 and in 1958, again renamed the College, as Mississippi State University.

The MSU Libraries were designated a federal depository library in 1907 to serve the Third Congressional District. The MSU Libraries are committed to providing free and open public access to government information provided through the federal and state depository programs. The Federal Depository Library Program was established to assist Congress in fulfilling its responsibility to inform the public on the policies and programs of the federal government. "Depository libraries must develop depository collections to meet the needs and format preferences of their primary library users and the general public. ([Legal Requirements and Program Regulations of the Federal Depository Library Program, June 2011](#)) The federal documents collection in the MSU Mitchell Memorial Library serves not only its students, staff, faculty and the Third Congressional District, but also the much larger public service area of the counties that are served by MSU in cooperation with the other federal depository libraries in the region.

## II. Mission Statement

MSU Libraries' vision is to continue to serve as the premier campus information resource by providing its communities of users an ongoing, creative, technologically advanced library program that supports, enhances, and inspires education, scholarship, and service of the highest caliber in an environment of free and open inquiry and with a commitment to excellence. The

mission of MSU Libraries is to support the University mission by providing four essential services for its user communities: collecting, managing, ensuring access to, and facilitating analysis of information necessary for superior learning, research, and service.

### III. Selection Responsibility

Selection of government documents and supporting materials is made by the Government Documents Research Services Librarian along with recommendations from other library faculty. The Government Documents Librarian evaluates and selects new items offered through GPO surveys as well as to annually review and re-evaluate items currently selected. All library faculty and staff may identify and request for purchase commercially published sources to support the collection.

Faculty of the institution may be consulted for retention or evaluation of specialized publications. Questions received throughout the previous year are reviewed in consideration of the zero-based annual review of the *List of Item Selections* (e.g. number and type of questions concerning highway engineering or soil documents). The written Government Documents Collection Policies are reviewed annually by the MSU Library faculty.

As a general rule, the Libraries will not keep or acquire duplicates of documents for its collection. However, consideration will be given to acquiring duplicate copies of heavily used materials and documents that contain information about Mississippi or the Southeast. Government publications from federal agencies that are not distributed through the Federal Depository Library Program may be acquired to enhance the U.S. Government Documents Collection.

### IV. Subject Areas and Collection Arrangement

The federal documents collection is arranged by the Superintendent of Documents classification system and housed in the Research Services Department of the Library. Topographic maps are arranged in alphabetical order by state and then by map name in Special Collections.

Several key reference titles are cataloged using the Library of Congress classification scheme, and shelved in the Reference Collection. Titles include *United States Reports*, *United States Code*, and *The Code of Federal Regulations*. Several serial titles published by the federal government have been identified as key sources for the general collection. Therefore, these publications are cataloged using the Library of Congress classification scheme, and shelved in the main collection. These items are received by the Government Documents Librarian, and are then routed to Collection Management Services for processing. These documents are still part of the Depository Program, and cannot be discarded without following regular disposal procedures. All federal documents received as videotapes and kits are also routed to Collection Management Services for processing and are then housed in the Library's Educational Resources Collection or Digital Media Center with all other library media.

## V. Formats

Documents distributed through the Federal Depository Library Program are available in a variety of formats. The primary decision regarding the selection and retention of an item is whether the information falls within the library's subject scope, and the following considerations are made when deciding on the format of a selected item:

- Frequency of use
- Space/storage capacity and frequency of publication
- Cost of providing access
- Resource sharing capabilities
- Library's prior holdings

### Guidelines for Format Consideration

**Electronic Products: *Intangible Electronic Products*** (Internet documents / databases) are the preferred format and are made available via public Internet access in the MSU Libraries. Since the majority of federal documents' bibliographic records are in the Library's online public access catalog, links to government publications on the Internet (World Wide Web) are identified where present in the bibliographic record and reflect the selections of those publications offered by the U.S. Government Printing Office (GPO).

The MSU Libraries will follow the guidelines for electronic products suggested by the Federal Depository Library Program. This includes *Free, Public Access* (April 2015) and *Legal Requirements and Program Regulations of the Federal Depository Library Program* (June 2011).

**Electronic Products: *Tangible Electronic Products*** (CD-ROMs, DVDs, etc.) are selected with attention given to subject content, ease of use, capability of staff to provide service, required equipment as well as interest/demand of the constituents of the Third Congressional District. Consideration is also given to selection of a tangible electronic products by nearby federal depository libraries.

**Print:** Because of space requirements and also because the government is increasingly using microfiche and electronic products, the Library will be able to choose fewer items in paper in the future. When there is an option, it is the responsibility of the Government Documents Librarian to determine what format is most appropriate when a choice is available.

**Microforms:** Patrons are generally resistant to using microfiche, so it will be chosen only after careful consideration and when recommended by the FDLP. In cases where a document is only produced or distributed in microfiche, it will be selected in that format. Certain collections, such as Congressional hearings and GAO reports, are preferred in microfiche, based on use and size of the collection. These materials are processed in the same manner as any other publication - with no difference in priority. The collection will be maintained according to FDLP standards for preservation and maintenance.



**Single Sheets:** Any document that is only a single page will be placed in a plastic sleeve before it is shelved. If possible, these items are processed in the same manner as any other publication.

**Notepads:** Entire pads of a single page of information are sometimes received. In such cases, only one copy of the sheet is processed although the entire pad will be shelved in the collection.

**Serials:** Most serial titles are not bound, therefore within the one online catalog serial bibliographic record, item records are created for each issue. Each issue is processed as an individual piece and shelved together in princeton files or magazine boxes.

**Loose-Leaf Services:** The federal government continues to provide information in loose-leaf format, although many of these materials are moving to electronic only access. As new materials are sent, superseded pages will be discarded in accordance with the *Superseded List*. Careful attention will be given to the selection or non-selection of publications offered in loose-leaf format due to the availability (or non-availability) of main volumes, missing transmittals, staff time and other budgetary considerations.

**Maps:** The largest collection of topographic maps is comprised of the US Department of Interior, Geological Survey's 7.5' series. Other maps are collected based on their ability to meet the Library's scope and collection parameters.

**Posters:** Only posters published on topics that support the curriculum will be selected.

**Kits:** All federal documents received as kits will be routed to Collection Management Services for processing and housed in the Library's Educational Resource Center with all other library media.

**DVD's:** All federal documents received as DVD's will be routed to Collection Management Services for processing and housed in the Library's Digital Media Center with all other library media.

The following types of documents are generally not selected:

- Dated calendars
- Forms
- Agency issued rules, regulations, instructions, laws
- Navigational charts
- Telephone directories

This is because currency, space, liability, and accuracy are of primary importance. The availability of many forms, rules, regulations, and laws on the Internet have facilitated the Library in providing these materials without regard to space and currency issues. Care is taken to obtain the information only from reputable government sites.

The MSU Libraries have been able to purchase several retrospective collections of government documents in microform. These collections include materials from the Congressional

Information Service. With the availability of these microform collections, scholars and the general public have access to a vast array of information.

### Guidelines for Public Service of Electronic Formats

The MSU Libraries provide no-fee access for University clientele and the general public to in-house computer workstations supporting depository electronic formats (e.g. CD-ROMs, the Internet). This service is equal to or exceeds the services provided for other collections of the library.

The MSU Libraries provide access to government electronic information disseminated through the Federal Depository Library Program to the general public and maintains hardware as quoted “Publicly accessible computer equipment must meet the public needs for the depository collection. Users must have the ability to view, download, photocopy, and print relevant depository content that is available in online and electronic resources.” ([Legal Requirements and Program Regulations of the Federal Depository Library Program](#), June 2011)

The MSU Libraries make tangible electronic products and services that are selected available to the general public in a timely manner. Where a product is not currently loaded and/or supported on a workstation, access is provided “by appointment,” assuming appropriate application software is available.

Circulation of all non-reference tangible electronic products is made available in accordance with the library's circulation policies of other non-governmental tangible electronic products or other depository resources.

The MSU Libraries maintain a LibGuide and provide links to prominent and useful sites for the general public in accordance with the Guidelines for the Federal Depository Library Program.

Document delivery of government information to distant users in accordance with GPO requirements and guidelines is also available. Limits to, or costs associated with, printing, downloading, or faxing are consistent with other public service provisions within the Libraries.

The MSU Libraries provides appropriate reference service and help guides/documentation of tangible electronic products and the Internet for the general public through the Libraries web site and through written handouts, brochures, and product documentation available within the library. Reference service is available in person, via telephone and e-mail. Extended reference consultations may also be scheduled.

The MSU Libraries offer training for the general public in using tangible electronic products and Internet resources through pre-arranged specific instructional sessions and group library instruction courses.

## VI. Selection Tools, Non-Depository Items, Retrospective Sources

The MSU Libraries currently selects approximately 89% of the materials distributed through the Federal Depository Library Program. This percentage will have minor fluctuations due to new item numbers and the changing informational needs of the community. Retrospective collection development relies on commercially available materials and discard lists from depository libraries. Purchase of commercially available retrospective or current supplementary collections are encouraged but dependent upon available funding. Requests for purchase and justifications are first approved by the Government Documents Librarian and then presented to the MSU Libraries' Administrative Council. Selections from discard lists are for replacing non-received or missing publications or retrospective development of areas where an available item number had not been selected.

Item number selections are primarily based on the following considerations:

1. Support for the inquiries/informational needs of the general public
2. Support for the university's academic programs
3. Accessibility within Mississippi among other depository libraries
4. Fulfillment of responsibility to keep citizens informed
5. Support of the library for staff, space, and equipment

Consulted in the selection process are the following publications:

### Depository:

- [List of Classes of U.S. Government Publications](#)
- [Item Lister](#)
- [Catalog of US Government Publications \(CGP\)](#)
- [FDLP Basic Collection](#)
- [FDLP Essential Titles for Public Use in Paper or Other Tangible Format](#)
- [FDLP Suggested Core Collections](#)
- [GPO Award Winners and Features Lists](#)
- [GPO Product Catalog](#)
- [EDPubs.gov](#)
- [NTIS](#)
- [Pueblo.GPO.gov](#)
- [Shipping Lists](#)

### Non-Depository:

- GOVDOC-L, MAPS-L
- professional journals (e.g. *Government Information Quarterly*, particularly annual issue on "Outstanding Government Documents")
- [Guide to U.S. Government Publications](#) (Andriot)
- MSU Course Assignments
- University/commercial publishers catalogs
- Local/national newspapers/television programs/new media
- Patrons
- Interlibrary Loan requests

The Libraries also houses the microfiche collection that accompanies the *CIS Index to Publications of the United States Congress* for 1970 to the 2004. This microfiche collection also contains both depository as well as non-depository documents.

## 7. Resource Sharing

Selections and deselections are made with some knowledge of the scope of other depository collections within the state of Mississippi. If requested, the MSU Libraries exchanges item selection lists with the regional depository and any other Mississippi depository.

By participation in MLA, SELA and ALA chapters of GODORT, the government document librarians learn about other local depository collections and are able to make more informed decisions regarding resource sharing commitments. Information is also shared through other types of informal professional contact. The MSU Libraries both loans and borrows depository materials through interlibrary loan. As the bibliographic utility used by the MSU Libraries, OCLC contains holding symbols for all depository materials cataloged into the Library of Congress classified collections.

**ASERL Center of Excellence:** MSU Libraries is a member of the Association of Southeastern Research Libraries' Cooperative Federal Depository Program which encompasses ASERL's plan for managing FDLP collections in the southeast. As part of this plan, the Libraries serve as the Center of Excellence for the USDA Food Safety and Inspection Service (Su Docs class A 110). As a COE, MSU Libraries is responsible for the following:

- Inventory holdings and ensuring accurate cataloging and holdings records for the extant collection at each site
- Support other COE's by providing catalog records to the ASERL COE database for gap analysis efforts
- Fill identified gaps in COE collections
- Develop expertise to facilitate use of the COE collections
- Facilitate access to FDLP and COE titles through Inter-Library Loan. Digitization efforts are also encouraged
- Facilitate cooperative training initiatives to share expertise within the depository community and participate in public awareness and outreach campaigns to promote federal government publications to libraries within the region.

## VIII. Collection Evaluation

An integral part of collection development is evaluating the collection to determine if goals and priorities set by the MSU Libraries are, in fact, meeting user needs. There are several methods (listed below) used by the Government Documents Librarian to evaluate the documents collection. These collection development decisions are based on pre-determined methods of evaluation, as opposed to sporadic or reactionary decision making. The Government Documents Librarian uses no one method in a vacuum, but implements several methods and compares the data to obtain a truer picture of collection's strengths and weaknesses.

## Methods of Evaluation

**Statistical Analysis:** Since bibliographic records for government documents received since 1997 are available through the online catalog, there exists a wider range of possibilities for gathering needed statistics. Statistics will be analyzed in relation to the collection and community profile. This will include evaluating interlibrary loan requests submitted by patrons and those filled by the documents unit, determining how often documents circulate or are used in the library by noting the frequency that particular items are reshelved, and noting the number of reference questions answered successfully using the documents collection. In addition, as older documents are returned to the collection after circulation, they will be added to the online catalog.

**Patron Satisfaction:** Questions regarding the use of Federal Documents will be integrated into any questionnaires, surveys, or interviews directed to the user community in order to assess the impact of the collection.

**Zero-Based Collection Review:** A zero-based collection review (evaluating item numbers on a one-by-one basis) will be implemented at the time of the annual item selection update cycle. New item additions and/or deletions will be implemented at this time.

**Evaluation of Standard Bibliographies and Lists:** Comparison of the government documents collection to standard lists, such as subject bibliographies or core collections lists will be used to ensure that standard items are included in the collection.

## IX. Weeding and Collection Maintenance

The collection will be maintained in accordance with the guidelines set out in [Legal Requirements and Program Regulations of the Federal Depository Library Program](#), June 2011. All documents will be clearly marked with the depository property stamp, shipping list date, and SuDoc number. Holdings information to the piece level for all items received since 1997 is maintained in the online catalog. Retrospective cataloging of all documents is now an ongoing project.

**Weeding:** Federal depository materials may be withdrawn after five years, with the approval of the regional depository and after being offered to other libraries in the region. A conservative rate of withdrawal allows a useful collection along with a historical preservation of information. Criteria used to determine if documents no longer fit the collection scope include:

1. Physical condition
2. Currency of information
3. Age
4. Use
5. Duplication
6. Replacement by another format
7. Superseded editions listed in the *Superseded List*.

Worn and/or badly damaged or brittle documents are candidates for weeding or replacement if these publications cannot be preserved after examination by the Government Documents Librarian for replacement or withdrawal. Rare documents, or those of potential historical importance, will be evaluated with the assistance of the Special Collections Department. A decision may be made to relocate some of these items to the Special Collections Department for preservation. Examination of the collection for weeding and maintenance is an ongoing process.

**Maintenance:** The Research Services Department continues to place selected materials in Hollinger boxes (i.e. non-acidic) to impede deterioration and damage. Princeton files are regularly purchased to protect documents. The collection is continuously monitored for expansion or shifting to allow for growth and prevent overcrowding on shelves.

In general, second copies of documents will be retained only if there is a demonstrated need, such as high circulation, subject matter related to the Department's collection strengths, historical value, or value as a current events topic (such as particular senate hearings or newly released controversial reports). These second copies may be in a different format.

Maps arriving in manila envelopes are placed in Princeton files on shelves for better maintenance. Oversized materials are separated from the regular documents collection for special shelving that will protect them as well as provide more cost-efficient shelving for the collection.

**Binding:** Various bindery options are available and binding is done at the discretion of the Government Documents Librarian. Types of materials that should be considered for binding include:

- Items that are worn or have loose pages.
- Items sent as loose pages.
- Sets where previous volumes have been bound.

Selected monographs are identified for commercial binding on a case-by-case basis. Other materials are identified for in-house binding via lamination binding. Repairs are handled in the in-house Binding Department that is responsible for library repairs.

## X. Access

**Location:** The print documents collection is located on the second floor of the Mitchell Memorial Library in the Research Services Department. The Microforms Collections is housed in the Educational Resource Center and it contains the commercially purchased collections that supplement and enhance the federal collection. The documents media (CDs and DVDs) are located in the Digital Media Center on second floor. The *Serial Set* and older census publications are housed in Off-Site Storage. The depository documents are available for in-house use to all patrons.

**Circulation Policy:** Government publications circulate through the Library's Access Services Department. Circulation loan policies conform to those for circulating books. Most

monographic documents and media are allowed to circulate. The materials that very rarely circulate are the *Congressional Record*, *Serial Set*, census, and microfiche; and in these cases, permission must be given by the Government Documents Librarian and/or Grant Presidential Library personnel. Borrowers include faculty, staff, and students from the university and patrons from the general public.

Government document publications of a reference nature are cataloged and housed with the Reference Collection.

**Interlibrary Loan Policy:** The MSU Libraries will strive to lend any of its government document material to any library/institution that will, in turn, lend to us. All government materials [e.g., documents, microfiche, topographic maps, CD-ROMs, DVDs] will be lent unless they are deemed special, rare, or non-replaceable. All InterLibrary Loan requests received by the MSU Libraries will be handled on a case-by-case basis with the final decision to loan being made by the Government Documents Librarian.

**Disabled Patrons:** The Research Services personnel will help to find and retrieve government materials for disabled patrons. Patrons will be sent to the Access Services Department to have copies made from materials retrieved.

**Access Mission Statement:** The MSU Libraries is committed to the principal of the federal depository program. Should the Libraries be unable to readily obtain/provide a document not received in the program, the Libraries will provide the patron bibliographic information and referral to an appropriate source. This may include referring the patron to an affiliated library for Interlibrary Loan Service.

The MSU Libraries also provide facilities for reading, printing, or downloading from CD-ROMs and DVDs received through the depository program. If the necessary software or equipment is not available onsite, these materials may be checked out.

The MSU Libraries' commitment to access to federal documents is demonstrated by:

- Posting the federal depository library logo at the Mitchell Memorial Library's two main entrances and on the door leading to the documents collections.
- Inclusion of a government documents homepage on the Libraries' web site.
- Inclusion of government documents in the library bibliographic instruction program (general and specialized).
- Open stack and/or reading room access to the depository collection.
- Presence of the GPO/OCLC/Marcive records in the library's online public access catalog.

- The availability of documents and current indexing reference materials, via the depository program:
  - [Catalog of US Government Publications \(CGP\)](#)
  - [FDsys \(Federal Digital System\)](#)
  - [Congress.gov](#)
  - [DTIC.mil \(Defense Technical Information Center\)](#)
  - [NTIS \(National Technical Information Service\)](#)
  - [Science.gov](#)
  - [SciTech Connect](#)
  - Agency web-based databases and publication sites
  
- The availability of documents and current indexing resources subscribed to by the MSU Libraries:
  - [EBSCO Discovery](#)
  - [ERIC \(EBSCO\)](#)
  - [Agricola \(EBSCO\)](#)
  - OCLC First Search (web access) (e.g. [WorldCat](#))
  - [PubMed](#)
  - [GeoRef](#)
  - [Government Information Quarterly](#)
  - [JoC Week \(formerly: Journal of Commerce\)](#)
  
- The arrangement of documents by SuDoc classification number in a separate easily identifiable collection (excluding items arranged by LC call number in the other Library collections).
  
- The provision of reference assistance for federal documents by all Research Services faculty and staff.
  
- Interlibrary loan service with documents listed.
  
- Availability of telefacsimile transmission.
  
- Participation in Govdoc-L, DocTech-L, Microforms-L, FEDLIB, LAW-LIB, and MAPS-L for resource and information sharing of government documents.
  
- Participation in library displays.
  
- Inclusion of government documents in subject bibliographies and LibGuides.



## Document 9

# MSU Libraries Media Resources Collection Development Policy

Last Updated: July 25, 2017

The MSU Libraries support and endorse the American Library Association's *Guidelines for Media Resources in Academic Libraries (2012)*. The following collection development policy is meant to complement and enhance the *Mississippi State University Libraries Collection Development Policy* and the *MSU Libraries Electronic Resources Collection Development Policy (Document 7)*.

## I. Summary

This policy addresses the media resources collection development policies of the Mississippi State University Libraries.

## II. Purpose

- To support research and instruction
- To provide a culturally diverse collection of media resources
- To support and enrich the university's cultural and intellectual resources
- To support the curricula in all undergraduate and graduate disciplines
- To support both core and elective courses
- To select titles that hold interdisciplinary interest

## III. Audience

Faculty, staff, students

- research
- instruction
- personal use

## IV. Scope of Coverage

Core Collection

The MSU Libraries media resource collection includes a variety of formats, including, but not limited to, DVD, CD and VHS. The purpose of the DVD and VHS collections is to entertain, enlighten, and promote academic discourse among students, faculty, and staff. Whenever possible, all requests by faculty members are filled. In addition to academic request, the video collection seeks to represent the history of pop culture by selecting award-winning films.

## Visual Formats

- All new titles should be purchased in DVD (Region 1 or All Region) format when available. Exceptions include expensive educational titles where concerns with durability exist.
- All new titles should be purchased unabridged on audio CD when available. Audiocassettes will be considered for purchase if unavailable on CD.

## Languages

- Materials in all languages are collected. English language subtitles are preferred on all foreign materials. Dubbed films will be purchased only if no subtitled version can be obtained.

# V. Selection

## Selection Criteria

- Quality of content
- Lasting content
- Unique content
- Awards/Recognition
  - The A List: The National Society of Film Critics' 100 Essential Films
  - AFI, 100 Years, 100 Movies: America's Greatest Movies
  - AFI's Funniest Films of All Time
  - Independent Spirit Awards
  - Cannes Film Festival
  - Sundance Film Festival
  - National Film Registry of the Library of Congress
  - Academy Award Nominated Films
- Aesthetic appeal
- Cost
- Reviews
- Recommendations (by faculty, staff, students)
- Art house films
- Bonus features
- Enhanced editions

## Categories

- **General:** Criteria listed above
- **Documentary:** Aesthetic appeal, accuracy, timeliness of information, descriptive/analytical treatment

- **Feature:** Print quality, depth of coverage for directors, genres, balance among genres, balance with English and foreign language productions, director, production company, cast, display formats (widescreen, etc.), dubbed/subtitled
- **Performance:** composer, performers, choreography, dance/opera company

## VI. Gifts

Gifts will be accepted if they meet the collection criteria of the collection. Materials must be legally acquired and must be in the accepted audio or visual format. All donors must agree to the Libraries' gift guidelines and must complete a Mississippi State University Libraries Gift Agreement Form. Acceptance of a gift does not guarantee inclusion in the collection.

## VII. Duplicate Copies

Duplicate copies of titles may be ordered if periodic evaluation of circulation statistics proves that additional copies of specific titles are required to meet patron's needs.

Duplicate copies may be ordered on newer formats as older formats become obsolete.

## VIII. Replacements

A replacement copy(ies) may be ordered if materials become damaged beyond repair or extensively worn, to protect the equipment and provide the best quality copies to patrons.

## IX. Deselection / Weeding

The collection will be assessed on a regular basis. Items may be deselected or discarded if they meet the following criteria:

### Weeding Criteria:

- Circulation
- Physical condition
- Timeliness
- Format obsolescence

## X. Transfers

Media items may be transferred from one format to another as needed and/or required with permission from the distributor. If permission cannot be obtained or the material cannot be purchased at a reasonable price, the Media Library follows the guidelines set forth in Title 17, Chapter 1, Section 108 of the U.S. Code.

## XI. Collection Evaluation

The collection is evaluated on a regular basis. Internal and external circulation statistics are the primary means of evaluating the usefulness of the collection.

### Collection Evaluation Tools

- Circulation statistics
- Surveys
- Reserve statistics

## XII. Copyright and Licensing for Public Performance

Only legally acquired materials will be added to the collection.

The Mississippi State University Library holds no public performance rights for many of its feature films. The Library does hold public performance rights for several film series including (ADD TITLES HERE). Any public showing that is not part of face-to-face teaching may require a license. It is the responsibility of the sponsoring department or organization to request that permission be secured and to pay the licensee for any public showing.

## XIII. New Formats

Media Library staff will maintain an awareness of new formats and will plan for collection growth and the purchase of equipment to support emerging formats. An example of new formats includes apps for virtual and augmented reality equipment.

## XIV. Television Series

From time to time when the budget allows, television series are purchased on the basis of:  
Awards:

- BAFTA: Drama or Comedy Series
- Academy of Television Arts & Sciences: Emmy for Drama or Comedy Series
- Golden Globe: Drama or Comedy Series
- Directors Guild of America: Drama or Comedy Series
- Academy of Science Fiction, Fantasy & Horror Films: Best Network Television Series or Best Syndicated/Cable Television Series

### Reviews and Interest:

- Premium cable channel programming (HBO, Showtime) receiving favorable professional reviews.
- Groundbreaking series (All in the Family, The Shield, M\*A\*S\*H)
- “Cult Classics” (Buffy the Vampire Slayer, South Park, The Simpsons)

- Programs with local/regional interest
- Selector's choice

## XV. Digital / Streaming Collections

The decision to purchase digital rights will be made on the basis of

- Cost
- Technical and contractual restrictions
- Nature of the course
- Frequency with which it will be offered
- Number of students involved

Some providers/distributors do not offer digital rights to their materials, or are placing such restrictions on their use that purchase of digital rights is not practical.

## XVI. Video Game Collection

The Video Game Collection establishes a collection focused on the use, creation, and impact of gaming. Board games, video games (PC and console) and equipment will be collected to support students and faculty interested in games and gaming as a recreational and research area. Contemporary and vintage games and equipment will be collected.

### Games and Hardware

- **Formats:** PC games, console games, handheld games, vintage games, board games
- **Hardware:** Game consoles and handheld devices will be collected along with any necessary peripheral devices

# CAAD Library

## Collection Development Policy

Last Updated: June 20, 2017

### Overview

The College of Architecture, Art and Design (CAAD) Library supports the curriculum, research, and professional preparation for all programs within the College, including Building Construction Science and Interior Design. Selection requests from faculty are considered first as highest priority. All funds are expended by the Coordinator each year within purchasing deadlines and according to Library and University procedures. Funds from the University Libraries as well as supplemental development funds are used to enhance the collections, including the Jackson Design Library. Most of the CAAD Library holdings are in art and architecture. However, the programs are highly interdisciplinary and purchases are not limited to the above mentioned fields. Occasionally, purchases include works in landscape design, culture and history, sociology, philosophy and physical sciences. Design and the study of the built environment is not separate from the lived environment.

### Priorities

Works of important individual architects of any period or country are acquired, as well as Southern and vernacular architecture. Preservation, rural design, art history, architectural history, theory, teaching design, and technology are subjects collected. Media and visual materials, comprehensive surveys, practical and professional manuals, special collection items, conference proceedings and dissertations are acquired. Reference materials such as building codes, directories, dictionaries and guidebooks are updated frequently. Other focus areas also include the design process, critical thinking skills, studio based learning, drawings and models. Language is not always the primary factor in purchasing, as images and visual content may take precedence. Preference for print over electronic access varies with consideration given to long term ownership, sustainable access, image quality as well as some limited options to purchase electronic formats for foreign titles and resources. Considerations for format or hardcover versus paperback are individual decisions based on cost and expected use, such as reference, studio needs and reserve readings.

### Collection Management

Space is at a critical juncture and recent inventories and shiftwork have not solved every issue. Deselection of damaged or outdated materials will continue. Older duplicate titles once needed for reserve readings are evaluated to make room for new purchases and gifts. Items of special historical value will be retained insofar as possible. Gift collections are carefully evaluated; additions to the collection will be highly selective due to space limitations. Shelf reading is an ongoing project with two major inventories completed in 2016. Shiftwork and inventories have been made possible with assistance and support from Mitchell Library personnel, including administrators, stack supervisors, and systems. This teamwork is greatly appreciated and contributed to excellent and superior ratings for the CAAD Library during all external review team visits since 2005.

# CVM Library

## Collection Development Policy

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Adopted, March 1992

Revised by Collection Development Committee, Oct. 2006

Revised, October 25, 2012 by Laurel Sammonds Crawford, Coordinator of the CVM Library

Revised, June 14, 2017 by Derek Marshall, Coordinator of the CVM Library

### I. Purpose

The College of Veterinary Medicine Library (CVM Library) supports the teaching, research, and service needs of the College of Veterinary Medicine (CVM). The major emphasis of the collection is on basic resource materials in veterinary and comparative medicine that support the professional Doctor of Veterinary Medicine (DVM) and the Bachelor's of Science in Veterinary Medical Technology (VMT) programs. The CVM Library also serves the research and teaching needs of the Department of Animal and Dairy Sciences (ADS).

### II. Selection of Materials

#### A. Responsibility Statement

Selection of materials is a joint responsibility of the Veterinary Medical faculty and the Coordinator of the CVM Library. Faculty members are encouraged to recommend publications in their areas of expertise. Final selection decisions rest with the Coordinator, but advice and assistance from the CVM faculty is essential.

#### B. Principal Sources of Supply and Major Selection Tools

1. Required and recommended titles for the CVM curriculum, developed by CVM teaching faculty
2. Rittenhouse slip plan
3. Doody's Core Titles
4. Core list of monographs developed by the Veterinary Medical Library Section of the Medical Library Association<sup>1</sup>
5. Core list of veterinary serials developed by the Veterinary Medical Library Section of the Medical Library Association<sup>2</sup>

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<sup>1</sup> Crawley-Low, J. Veterinary medicine books recommended for academic libraries. *J. Med. Libr. Assoc.* 92(4): 473-488.

<sup>2</sup> Ugaz, AG, CT Boyd, VF Croft, EE Carrigan, and KM Anderson. Basic list of veterinary medical serials,

6. Gobi Alerts distributed by YBP
7. Faculty, staff and student requests

### C. Purchasing Guidelines

1. Electronic format is preferred in all cases; exceptions may be noted below.
2. When purchasing electronic format, standards for preservation and access must be confirmed by the Electronic Resources Policies in the Mitchell Memorial Library Collection Development Policy. Consideration is given to pricing, supported platforms, and type of access (single or multiple user, etc.).
3. CVM Library does not purchase electronic access that is limited to a certain number of workstations. Electronic journals must be available to the entire MSU campus by IP address range.
4. Ebook frontlist packages are not preferred due to poor predictions of publication dates and funding issues.
5. When purchasing print materials, cloth is preferred over paper binding. The cost of binding should be considered when ordering any spiral-bound or loose materials.
6. Institutional memberships to professional or academic associations, open-access journal publishers, etc., are not considered to be acquisition of library materials and so will not be purchased by the CVM Library.

## III. General Guidelines

### A. Language

Materials selected will be primarily in English.

### B. Subject Coverage

The primary collection emphasis is on materials supporting the veterinary medical and ADS curriculum. Materials from the biological sciences, agricultural sciences, and health sciences will be collected selectively with an effort made not to duplicate the holdings of MML. General information for the animal-owning public will be acquired on a very limited basis, with possible exceptions for client materials related to the educational programs at CVM.

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third edition: using a decision matrix to update the core list of veterinary journals. *J Med Libr Assoc.* 98(4):282-92.



## C. Types of Materials

### 1. Books

- a. Books will be selected and acquired in accordance with the parameters of this policy. All book purchases must support CVM and ADS educational programs and align with CVM accreditation goals and/or support the needs of CVM and ADS faculty and researchers.
- b. All required and recommended CVM titles will be acquired and placed in the Reserve Collection. Criteria for “Reserve” includes:
  - i. All required and recommended course readings
  - ii. All titles requested by faculty to be placed on reserve for student use
  - iii. Any other titles may be included at the discretion of the Coordinator
- c. *All other veterinary titles will be acquired and will be placed in the circulating collection. These will include, but are not limited to, all specialty veterinary boards recommended reading lists, faculty requests, Rittenhouse slips, and Doody’s Core Titles with veterinary content.*
- d. Duplicate, print copies of electronic books—required and recommended titles only--will be acquired as available and as funding permits.
- e. The Coordinator will carefully evaluate any vanity or on-demand press titles requested, such those published by CreateSpace, or reprints of other works.

### 2. Periodicals

- a. The periodicals collection will include unembargoed subscriptions to all English language journals in the top 75 ranked journals on the core list developed by the Veterinary Medical Library Section of the Medical Library Association. Additionally, the periodicals collection will contain a limited number of general science and medical journals. Faculty requests will be considered. All journal purchases must support CVM educational programs and align with CVM accreditation goals and/or support the needs of CVM faculty and researchers.

- b. Periodical subscriptions will be analyzed annually against new usage data, requests, and new pricing.
- c. Any embargoed package titles deemed necessary for CVM use will be purchased outright by CVM in order to provide access to the current issues.

3. Serials

Annuals and other types of continuations will be acquired on a selective basis.

4. Reference

- a. A core veterinary and biomedical reference collection will be maintained. The most important medical and health science works, including handbooks, dictionaries, formularies, and directories will be maintained.
- b. A limited number of general reference tools may be collected, but the MML Reference collection will be consulted for broad reference coverage.

5. Non-Print Materials

- a. Materials may be collected in a variety of formats, including but not limited to computer software, CD's, DVD's, and data sets. Such materials will be acquired with an eye to format longevity, usefulness, and ease of access.
- b. VHS tapes, audio tapes, slides and other obsolete formats will not be collected.
- c. Standalone media will be shelved in the A/V section. CDROM or other media components of books will remain inside the book and will be shelved in the circulating collection. Stickers and a catalog note will indicate that media is included in the print book.

## D. Gifts

Gifts of books and other materials are welcome. The CVM Library reserves the right to make decisions on acquisition and location of materials on a title by title basis. Unauthorized duplications of copyrighted materials will not be accepted.

## E. Deselection

Because of the need for currency in a medical collection, the CVM Library monograph and non-print collections will be reviewed annually (between CVM's Spring and Fall semesters) for deselection needs. As the CVM Library is the only Veterinary Medical Library in the state of Mississippi, however, many titles will be maintained for historic purposes as well.

1. Damaged books, multiple copies of old editions, and obsolete formats will be addressed and possibly deselected.
2. Books and AV materials--including electronic materials--with aged medical content will be evaluated for content. "Aged" refers to materials on therapy, treatment and medicine that meet one of the following criteria:
  - a. Older than 10 years--faculty will be consulted to replace with newer titles by topic
  - b. There is a newer edition published
  - c. Exception: classic, core titles still in use by experts in the discipline or titles that should be maintained for historic purposes

# MSU Meridian Library Collection Development Policy

Last Updated: June 20, 2017

## I. Purpose

The Phil Hardin Foundation Libraries support the research and instructional needs of the students and faculty at MSU Meridian campus. Using the available resources, the University will acquire (or provide access to) library collections that support the specific instructional and research needs of its academic community. The Phil Hardin Foundation Libraries at Mississippi State University – Meridian campus follow the general policies of those at the University Libraries; however, the specific criteria for supporting the clientele of MSU Meridian are outlined in the collection development policy.

## II. Clientele Served

The teaching faculty, staff, upper division undergraduate, and graduate students are the primary clientele served. The Libraries also welcome the local community, and other persons unaffiliated with the university. The major emphases of the collection are resources that support the following undergraduate and graduate programs, including business, education, the humanities, and social and behavioral sciences.

### *Undergraduate Degrees:*

#### **Business:**

Accounting, Business Administration, Bachelor of Applied Technology in Healthcare Administration, Information Systems, Management, Marketing, Technology Management

#### **Arts & Sciences:**

Communication/Broadcasting, Criminology, English, General Liberal Arts, History, Interdisciplinary Studies, Psychology, Social Work

#### **Education:**

Elementary Education, Secondary Education: English; Secondary Education: Social Studies, Special Education, Kinesiology

### *Graduate Degrees:*

#### **Business:**

Master of Business Administration, Master of Business Administration-Concentration in Accounting

**Education:**

Master of Arts in Teaching, Concentration in Community College Education, Master of Arts in Teaching, Concentration in Secondary Education

**Master of Science:**

Elementary Education, Secondary Education: English, Secondary Education: Social Studies, Counselor Education, School Administration

**Educational Specialist, Concentration:**

Elementary Education, Secondary Education: English, Secondary Education, Social Studies, Counselor Education, School Administration

**Arts and Sciences:**

Master of Physician's Assistant Studies

### III. Selection of Materials

Selection of materials is a shared responsibility of the librarian and the faculty in each academic division. The librarian serves as a liaison to all academic divisions at MSU Meridian. Faculty members are encouraged to participate by recommending relevant books and other materials in their area of expertise. Book requests from the faculty are accepted throughout the year, and the librarian at MSU Meridian submits the orders online through University Library's Book Orders Online system. The Meridian Library will adhere to the Main Library's timetable for and deadlines for expending allotted funding.

### IV. General Guidelines

#### A. Language

Materials selected will be primarily in English.

#### B. Subject Coverage

The primary collection emphasis is on business, education, the humanities, social and behavioral sciences. An effort will be made to avoid duplication of holdings at the Main library.

#### Types of Materials:

##### 1. Books

Books are selected to support the current teaching, research, and curriculum needs of the MSU Meridian academic community. Textbooks will not be acquired, unless specifically requested by the faculty member. Books in electronic format will also be considered.

## 2. Periodicals

The Library maintains a select collection of print journals, covering business, education, the humanities, and social and behavioral sciences, whose content is not available in the Library's electronic holdings. Three to five years of back issues, plus the current year is retained for each print periodical title.

## 3. Reference

A core collection of reference materials including encyclopedias, style manuals, handbooks, dictionaries, and directories supporting business, education, the humanities, and social and behavioral sciences will be maintained. A limited number of general reference materials will be collected. Resources at the Mitchell Memorial Library will be consulted for broad reference coverage.

## 4. Juvenile Literature

The Libraries maintain a separate section of juvenile literature, with special efforts to acquire Caldecott, Newbery, and other award winning books written for preschool-through young adult readers.

## 5. Non-Print Materials

Microfilm is acquired if the information is not available in print format, or is unavailable through University Libraries electronic resources. Multimedia materials, electronic resources, and other formats are also considered for acquisition.

## C. Gifts

MSU Meridian Libraries welcome gift donations of books, in accordance with the Collection Development Policy of the MSU Libraries.

## V. Weeding

Resources in the monograph collection will be withdrawn periodically to remove materials that are damaged beyond repair, obsolete, or are no longer relevant to the curriculum and research.

## VI. Interlibrary Loan and Document Delivery

The collection is supplemented by access to Interlibrary Loan services, document delivery, and other resource sharing opportunities made available through MSU Libraries programs.

## Document 13

# Mississippi State University Libraries

## Library Liaison Guidelines

Last Updated: August 1, 2017

The Library Liaison Program is the main vehicle for communication and collaboration between Library Liaisons and faculty in the academic departments. Good communication between the two groups ensures that departmental faculty members are conversant with the services and resources of the MSU Libraries and that Library Liaisons are aware of departmental initiatives and faculty needs. Departmental faculty members can use their knowledge of the libraries to enhance their research and teaching, and, together with Library Liaisons, can assist in filtering this knowledge to graduate and undergraduate students. The Library Liaison program is also a mechanism by which departmental faculty members, whether individually or through their respective Library Representatives, have a voice in the development of the Libraries to better serve their own needs and those of their students. All full-time Library faculty members will participate in the Library Liaison Program.

Library Liaisons are responsible for two frequently overlapping tasks, faculty contact (outreach) and collection development/management (subject bibliography). Key concepts and responsibilities are outlined below under Core Knowledge and Responsibilities to help direct faculty in developing their Library Liaison program. Individual supervisors should review the expectations listed below with their employees and discuss the supervisor's intentions for evaluation. An addendum describing procedures for handling departmental orders and a list of frequently asked questions (FAQ) are also included to help facilitate library liaison duties.

### Core Knowledge and Responsibilities

#### Faculty Contact

1. Ensure that contact is maintained each semester with the Department Head, the Library Representative and other faculty.
2. Educate faculty members regarding:
  - Changes in library services and resources
  - New electronic resources relevant to their department
  - LibGuides specifically geared toward their department
  - Availability of course catalog of workshops offered by library departments.
  - Collection development policies and procedures
  - Availability of various library publications
  - Information on the Library Website.

3. Be available as primary point-of-contact for assigned departments. Refer questions to correct library department. Follow up afterward to assure that questions have been addressed.
4. Attend annual meeting held by the Dean of Libraries with each academic Department Head and Library Representative to discuss library related issues.
5. Send welcoming email to all new faculty members in assigned departments. Explain how a Library Liaison can be of assistance. Check with the Libraries' Outreach Coordinator or the Department Head's Secretary to obtain a list of new faculty members in that department. The lists are also available as a part of the New Faculty Orientation.
6. Attend new faculty orientation events involving library participation (e.g. new faculty coffee, orientations, etc.)
7. Offer to provide tours of library and individualized consultation to new faculty members in assigned departments.
8. Offer all new Library Representatives an orientation that may include an overview of responsibilities, information packet, tour of library and/or individualized consultation.

## Collection Development

1. Work with Library Representative to evaluate the collection in appropriate subject areas according to procedures and policies created to facilitate the evaluation process.
2. If there is an allocation, meet order submission deadlines and follow procedures as outlined in Addendum. Order submission deadlines are subject to change but typically are as follows:
  - September-December – one-half of allocation
  - January-March -- remaining one-half of allocation
3. If orders are not received from the department by each submission deadline, the Library Liaison is responsible for selecting titles and submitting orders to expend the balance of the departmental allocation.
4. If these deadlines cannot be met, consult the Acquisitions Librarian, Coordinator of Electronic Resources and Acquisitions, and/or Associate Dean for Collection Management Services.
5. Be able to demonstrate *Book Orders Online* (BOO) and GOBI to Library Representative and other departmental faculty members. MSU Libraries Collection Development goal is to move everyone off BOO as soon as possible. Some faculty rely on this software. Acquisitions faculty/staff are available to assist with demonstrations as needed.
6. Assess how well the existing collection meets the needs of your department.
7. Working with a subject specialist, create and/or maintain one or more LibGuides for the academic disciplines in your department. Work with the subject specialist in Research Services on LibGuides



and ensure it is clear that instruction and consultations are usually provided by Research Services; collection development is provided by liaisons for the academic department.

8. When requested, review worn or damaged materials and recommend whether replacements should be sought. Liaison may need to consult with the appropriate Library Representative on some titles.
9. When requested, review gift materials received in assigned subject areas and recommend whether materials should be added to collection. Liaison may need to consult with the appropriate Library Representative on some titles.
10. When requests are made for materials of an obvious reference nature, confer with faculty member regarding whether the material must circulate to meet intended use. If circulation is not required, consult with the Research Services Department regarding the possibility of sharing the cost or transferring the request to Research Services.

## Addendum: Procedures for Handling Departmental Orders

**Note:** Addendum will need to be updated annually to incorporate any changes to Acquisition procedures.

- Eliminate duplicate orders by searching the online catalog and *Book Orders Online* (BOO) if used and GOBI for all orders not placed the previous year.
- If a requested title is owned by the Libraries or is on standing order; inform the library representative.
- If amount of orders exceeds funds available, indicate priority on request.
- Respond within one week to requests from Acquisitions for additional information or clarification on orders.
- Understand how to access acquisitions information in the online catalog, BOO, and Director's Station, and respond to order status questions from the department. Assistance is available in *Sharepoint > Home > Document Library > Liaisons* or from the Acquisitions Department.
- If requested title has a status of "order received," refer departmental faculty member requesting information to either:
  - Library website [http://library.msstate.edu/circ/circulation\\_form.asp](http://library.msstate.edu/circ/circulation_form.asp)
  - Access Services has book request cards available.
- Review periodic fund reports provided by Acquisitions and report substantial changes to Library Representative.
- Maintain a working file of additional requests in case funds are freed by discounts or cancellation of orders for unavailable titles.

- If the requestor supplies series information, consult with the Serials Department to see if the series is on standing order.
- Verify accuracy of information on order requests using WorldCat, publisher websites, or GOBI.
  - Include series statement if available.
  - Include subtitles if available.

## Library Liaison Guidelines: FAQs

### *How should I maintain contact with the department head, library representative and other faculty?*

Contact may include, but is not limited to, those methods listed below. Use contact methods preferred by departmental faculty.

- E-mails to Library Representative or departmental listserv
- Telephone calls
- Newsletters (print or online)
- One-on-one consultation with faculty
- Presentation at departmental faculty meeting

Many departments are willing to allow a ten to fifteen minute presentation at the first departmental faculty meeting of the fall semester. Liaisons should work with department head to schedule this meeting. Liaisons should listen to the library related concerns or suggestions of the departmental faculty as well as sharing new library developments. Liaisons who are uncomfortable making public presentations may request assistance from the Subject Specialist for their academic department.

### *How can I involve the graduate program for my department?*

If the assigned department has a graduate program, maintain contact with department's graduate coordinator. Inform coordinator of library services appropriate to graduate students.

Make sure departments are aware of the services offered by the Office of Thesis and Dissertation Format Review (<http://library.msstate.edu/thesis/index.asp>).

### *How can I assess the needs of my department?*

- Become familiar with the department's GOBI profile and request changes as needed.
- Become knowledgeable of the curricular and research needs within their assigned subject areas by reviewing the course catalog and any course changes received and visiting departmental web sites.
- Review missing book reports and request needed replacements through the Acquisitions Librarian.
- Review stacks in assigned LC call number ranges and report weaknesses to Library Representative.
- Read reviews of books in appropriate subject areas.

- Attend public lectures and other events sponsored by the assigned departments.
- Enroll in or audit courses in the discipline.
- Read, or at least scan, the literature of the discipline.

*How will I receive order requests from my departmental faculty or Library Representatives?*

- BOO
- GOBI Notifications
- E-mail

*How can I begin to evaluate the collection in my subject area(s)?*

- Become knowledgeable of basic collection evaluation methods and techniques by reading library literature.
- As funding permits, identify retrospective needs and submit written requests to the Associate Dean for Collection Management Services.
- Regularly review the physical condition of the collection in assigned areas. Request replacement for, or have repaired, material that is not in usable condition

*What can I do to help select materials for my department?*

- Have GOBI alerts sent to the Representative and faculty in the academic department. GOBI now includes reviews.
- Recommend titles to Library Representatives for purchase from departmental allocation
- Scan current works in the assigned fields to become familiar with the bibliography of the disciplines.

*Where do I obtain an information packet for new Library Representatives?*

The Associate Dean for Collection Management Services is the primary contacts for subject bibliographer responsibilities and the Associate Dean for Public Services is the primary contact for Outreach. Please contact these individuals for materials to include in and information packet for new Library Representatives.

*What resources are available to help with the Library Liaison program?*

1. New faculty lists
2. Missing book report
3. ILL report on books most requested by each department
4. Standardized information packets for new Library Representatives
5. List of new library developments
6. How to use BOO and other documents located in *Sharepoint > Home > Document Library > Liaisons*

## Document 14

# Mississippi State University Libraries Institutional Repository Policies

Last Updated: July 7, 2017

## Mission

To encourage the sharing of information and dissemination of scholarship created by the Mississippi State University (MSU) community, the MSU Libraries maintains an online open repository in which to collect, provide access to, and preserve these intellectual products. In so doing, the Institutional Repository (IR) enhances the services and outreach efforts of the MSU Libraries and provides an open portal through which the history of the institution and the research of the MSU community are freely accessible.

## Contributors

Any MSU affiliated faculty, researcher, clinician, staff, or student may submit material for inclusion in the MSU IR. Submissions will be reviewed and approved by Mississippi State University Libraries (MSUL) staff.

## Content

The MSU Institutional Repository will accept and archive many types of University related content, including, but not limited, to the following:

- University Archives
- Published journal articles
- Published books and book chapters
- Final draft manuscripts
- Conference presentations and posters (.pdf format required)
- Research data
- Theses and dissertations
- University committee documents
- Official MSU Alumni Association publications
- Faculty Senate documents
- College, department, and school publications
- College, department, and school alumni publications
- MSU course catalogs
- MSU Graduate Bulletins
- Undergraduate research
- Capstone projects
- Fifth year Architecture projects
- Images
- The Reflector (student newspaper)

- Class or scholarly blog archives
- University produced performances/functions (where permitted by copyright)
- Video recordings of performances (copyright permission required from university or participants in the performance)

## File Size

MSUL imposes no maximum file size limit. However, most Internet connections will not support an upload of more than two gigabytes in size. For large files, or for collections totaling more than two gigabytes in size, please consult with MSUL staff to determine the best ingest method. For extremely large datasets, MSUL may instead refer to a subject-specific repository.

## File Formats

*Supported:* When an item's format is public and open, as is the case with formats such as Adobe PDF, HTML, JPEG, or AIFF, it is categorized as a "supported format." Items in this category can be used in the future through migration or emulation and the MSUL makes a commitment to do so. Examples:

- Adobe PDF (pdf)
- AIFF (aiff, aif, aifc)
- Compressed files (.zip, .tar, .rar)
- GIF (gif)
- HTML (html, htm)
- JPEG (jpg, jpeg)
- MPEG (mpa, abs, mpeg)
- PNG (png)
- PostScript (ps, eps, ai)
- Rich Text (rtf)
- SQL
- Text (txt)
- TIFF (tif, tiff)
- WAV (wav)
- XML (xml)

*Known:* When an item is submitted in a proprietary format, it is categorized as "Known." This category indicates that the specifics of the program code for that format are not public but the format is so widely used that the ability to use it in the future is almost certain.

- Adobe Photoshop (pdd, psd)
- Basic (au, snd)
- BMP (bmp)
- FileMaker/FMP3 (fm)
- LateX (latex)
- Mathematica (ma)
- Microsoft Excel (xls)
- Microsoft Powerpoint (ppt)

- Microsoft Project (mpp, mpx, mpd)
- Microsoft Visio (vsd)
- Microsoft Word (doc)
- Photo CD (pcd)
- RealAudio (ra, ram)
- SAS
- SGML (sgml)
- SPSS
- Tex (tex)
- TeXdvi (dvi)
- Video Quicktime (mov, qt)
- WordPerfect (wpd)

*Unsupported:* "Unsupported" formats are those that Libraries cannot commit to converting to some usable form in the future. In consultation with the depositor, a decision will be made as to including the item in MSU IR and if it is accepted, readable descriptive information will be included. In the case of unsupported formats, MSUL will request that the item also be submitted in a supported or known format, if it is at all possible to do so.

## Deposition

Materials can be deposited into the MSU IR in the following ways:

- The Libraries may receive permission from the copyright holder to deposit the material for them.
- The copyright holder may deposit materials themselves; training from MSUL staff is available. Any self-submitted material will be reviewed and approved by MSUL staff prior to becoming "live" in the IR.
- MSUL staff may seek permission from the copyright holder to deposit material discovered through searching methods that meet the copyright permissions for inclusion in an institutional repository.
- MSUL staff may upload openly licensed materials that are discovered in other repositories or in publisher websites. These items may be withdrawn at the request of the copyright holder.

## Withdrawal

Materials in the MSU IR are considered permanent in nature. However, items raising legal issues, containing plagiarized content, retracted by authors/publishers, or considered breaches of confidentiality may be considered for withdrawal. Because an MSU IR item that has been openly available may have been cited, a statement will be added to the item record when the item is requested to be removed. This statement will include the original metadata (for verification) plus one of the above withdrawal statements in place of the link to the object. Withdrawn items will be removed from public view, but not deleted from the repository.

To avoid loss of the historical record, any withdrawal transactions will be traced in the form of a note in the dc.provenance field of the Dublin Core record. The content of the note should be one of the following:

- "removed from view at request of the copyright holder"
- "removed from view by legal order"
- "removed from view at Mississippi State University's discretion"
- "removed from view at Mississippi State University Libraries' discretion"

## Access

Generally, items in the MSU IR are open to the public. However, there are instances where copyright law or a specific need of the depositor requires campus-only access. The Libraries encourage immediate open access to all items deposited in the MSU IR, but requests for limited, campus-only access will be considered on a case-by-case basis.

- Special situations:
  - Electronic Theses and Dissertation (ETD) embargoes will be permitted in accordance with ETD policies.
  - Publisher embargo policies will be strictly enforced. Authors are encouraged to deposit material in the MSU IR at the time of publication using the embargo feature to restrict access in accordance with publisher's policies.

## Preservation

The MSU IR is an open access repository built upon DSpace, an open source platform, and locally hosted at the Mississippi State University Libraries. We are committed to adhering to the best practices of the profession applying to digital preservation, and to MSU Libraries' policies on records management (see Document 5: *Records Management Policies and Procedures*). All files are stored on-site in a hierarchical storage management (HSM) environment, and multiple backups are made each day.

## Metadata

The MSU IR will use a hybrid form of the Dublin Core metadata standard, which is the same standard used to describe MSU Digital Collections objects. The depositor of a digital work is encouraged to provide a basic level of metadata during the deposit workflow, such as author(s), abstract, subject keywords, citation information, ORCID (Open Researcher and Contributor ID), and DOI (Digital Object Identifier). More detailed metadata may be entered during the IR approval process to provide more robust cataloging information that aids in searching and indexing.

This mission and collecting policy will be reviewed and revised based upon the experience gained in implementing the policy. A review and assessment of the policy will be conducted at least every three years by MSUL faculty and staff.

## Terms of Use

- 1. General:** The Mississippi State University Institutional Repository (MSU IR) is maintained by Mississippi State University Libraries (MSUL) in support of its mission to share and disseminate information and research to scholars, educators, and the public. As used in these Terms of Use, the terms "we," "us," and "our" refer to the Mississippi State University Libraries and Mississippi State University (MSU). Use of the MSU IR (the website and its content) is subject to the following terms and conditions and all applicable laws. By using the MSU IR website and any of its content, you accept and agree to be bound by these Terms of Use and all applicable laws. If any of these Terms of Use are unacceptable to you, do not use MSU IR.
- 2. Copyright and Use of MSU IR Content:** MSU IR includes text, images, graphics, information articles, multi-media objects, scholarly projects and other works protected by copyright, trademark and other laws ("Content"). Some of the Content in MSU IR includes materials such as original images scanned from the special collections of Mississippi State University or older published works that have passed into the "public domain" under U.S. Copyright Law. In instances where we are aware that such materials are in the "public domain," we have identified them to the extent possible. However, the MSU IR website and most of the Content held in MSU IR are protected by copyright and other laws. These materials have been deposited to enable teaching, research, and other nonprofit educational activities. Unless otherwise specified, you may use the MSU IR website and the Content only **for non-commercial, research, educational, or related academic purposes**. Further, **it is your responsibility to assess any copyright or legal concerns that might affect your use of MSU IR content and you shall assume personal responsibility for your uses of Content**.
- 3. Special Permissions:** MSU IR does not have the authority to grant or deny special permission to use images or other Content found on the MSU IR website beyond those uses that are specifically described in these Terms of Use or as noted specifically on individual items of Content. MSU IR staff members are not able to perform copyright investigations on behalf of MSU IR website users.
- 4. MSU IR Access Levels:** Where possible, MSU IR makes its Content available to the general public. However, some of the Content on the MSU IR website has been made available only to MSU community users or other user subgroups by the depositor. Such Content cannot be used, downloaded, or distributed outside the MSU community (or subgroup identified) without the specific permission of the depositor.
- 5. Use of MSU IR Site and Content:** Content that has been made accessible to the general public may be used for non-commercial, research, educational, or related academic purposes only. Such uses include personal study, distribution to students, research and scholarship (including computational research uses such as data and text-mining, citation-extraction, or cross-referencing) as long as you do not sell the Content or sell advertising on any page on



which the Content is displayed. If you make an item of Content available to others, you will retain with the Content its title, the name of the author(s), a reference to these Terms of Use, any copyright notice included on the original, and any metadata associated with the original. You may not use a copy of the published version of an article that may be posted in MSU IR under these open access terms, unless the publisher so permits. You will not make any translation, adaptation, or other derivative work of an item of Content except as authorized under U.S. law. You may not sublicense or otherwise transfer your rights in an item of Content and will only make Content available to others for use by them under these Terms of Use. Links on the MSU IR website to third-party websites are provided solely as a convenience to you. We do not approve or endorse the content of linked third-party websites, and you agree that we will have no responsibility or liability in connection with your use of any linked third-party websites. Nothing in these Terms of Use or on the Site will be construed as granting you any right or license to use any trademarks, service marks or logos displayed on the MSU IR website. You agree not to use or register any name, logo or insignia of Mississippi State University or any of its subdivisions or cooperative organizations for any purpose except with our prior written approval and in accordance with any restrictions required by us.

6. **Fair Use and Other Lawful Uses:** Nothing in these Terms of Use is intended to restrict or limit you from making uses of Content that, in the absence of rights granted hereunder, would not infringe or violate anyone's copyright, trademark or other rights. To the extent permitted by law, adaptation of MSU IR Content to enable use and access by persons with disabilities is encouraged.
7. **Reserved Rights: Obtaining Permission:** All rights in the MSU IR website and Content that are not expressly granted are reserved. You agree to use the MSU IR website and Content only in ways that comply with copyright and all other applicable laws, as well as with these Terms of Use, and that do not infringe or violate anyone's rights. If you wish to make any use of the Content that requires authorization under copyright, trademark or other rights, you agree to obtain all necessary permissions. You are responsible for determining whether permission is needed to make any use of the Content that you wish to make.
8. **Disclaimer of Warranties:** THE MSU IR WEBSITE AND THE CONTENT ARE PROVIDED "AS IS." TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, WE DISCLAIM ALL WARRANTIES OF ANY KIND (EXPRESS, IMPLIED OR OTHERWISE) REGARDING THE MSU IR WEBSITE OR THE CONTENT, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OWNERSHIP, AND NON-INFRINGEMENT. WE MAKE NO WARRANTY ABOUT THE ACCURACY, RELIABILITY, COMPLETENESS, TIMELINESS, SUFFICIENCY OR QUALITY OF THE MSU IR WEBSITE OR THE CONTENT, OR THAT ANY PARTICULAR CONTENT WILL CONTINUE TO BE MADE AVAILABLE. WE DO NOT APPROVE OR ENDORSE ANY POSTED MATERIAL OR CONTENT PROVIDED BY OTHERS, INCLUDING MISSISSIPPI STATE UNIVERSITY AUTHORS. WE DO NOT WARRANT THAT THE MSU IR WEBSITE WILL OPERATE WITHOUT ERROR OR INTERRUPTION, OR THAT THE MSU IR WEBSITE OR ITS SERVER IS FREE OF COMPUTER VIRUSES OR OTHER HARMFUL MATERIALS.
9. **Limitations of Liability and Remedies:** WE MAKE THE MSU IR WEBSITE AND CONTENT AVAILABLE FREE OF CHARGE. YOUR USE OF THE MSU IR WEBSITE AND THE CONTENT IS SOLELY AT YOUR OWN RISK. IN NO EVENT SHALL WE BE LIABLE TO YOU, IN CONTRACT, TORT OR

OTHERWISE, FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR OTHER DAMAGES OF ANY KIND ARISING OUT OF OR RELATING TO THE MSU IR WEBSITE OR THE CONTENT, OR YOUR USE OF THE MSU IR WEBSITE OR THE CONTENT, OR ANY THIRD PARTY RIGHTS IN THE CONTENT, EVEN IF THE MSU IR WEBSITE OR CONTENT IS DEFECTIVE OR WE ARE NEGLIGENT OR OTHERWISE AT FAULT, AND REGARDLESS WHETHER WE ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS SHALL APPLY TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW.

**10. Indemnity:** You agree to indemnify and hold harmless the Board of Trustees of the Mississippi Institutes of Higher Learning, Mississippi State University and their officers, fellows, governing board members, employees and agents, from and against all claims, actions, suits, damages, liabilities, and costs (including, without limitation, reasonable legal fees) arising from or relating to your use of the MSU IR website or any of the Content or your failure to comply with any provision of these Terms of Use.

#### 11. Contact for Website Issues:

○ **A. Copyright Complaints:**

- i. We respect the intellectual property rights of others. If you believe your copyright under the Digital Millennium Copyright Act (see 17 U.S.C. §512(c)(3)) has been violated on the MSU IR website, please notify Tom Ritter, Security and Compliance Officer, at (662) 325-3709 or [abuse@msstate.edu](mailto:abuse@msstate.edu).

○ **B. Other Site Issues:**

- i. Please direct all other communications to the MSU IR Administrator at [IRAdmin@library.msstate.edu](mailto:IRAdmin@library.msstate.edu).

**12. Applicable Law and Jurisdiction:** The MSU IR website is controlled and operated from our facilities in and around Mississippi State, Mississippi, U.S.A. These Terms of Use and any claim or dispute that arises from or relates to your use of the MSU IR website and Content, will be governed by the laws of the State of Mississippi, without regard to its conflicts of laws principles. You agree that all such claims and disputes will be heard and resolved exclusively in the courts of Oktibbeha County, Mississippi. You consent to personal jurisdiction of such courts over you for this purpose and you waive and agree not to assert any objection to such proceedings in such courts, including any defense or objection of lack of proper jurisdiction or venue or inconvenience of forum. If you choose to access the MSU IR website from other locations other than Mississippi, you will be responsible for compliance with all local laws of those locations.

**13. Termination:** The permissions granted to you will terminate automatically upon any breach by you of these Terms of Use. If we take down or otherwise cease to make a work available as an item of Content, the permission granted to you hereunder to use such Content will thereafter terminate at that time. MSU IR is maintained as a scholarly and educational resource by Mississippi State University Libraries and may be modified or terminated by the Libraries at any time in its sole discretion.

**14. Terms of Use Changes:** We may change these Terms of Use from time-to-time without notice. Your use of MSU IR or any of its Content after any changes have been made will constitute your agreement on prospective basis to the modified Terms of Use and all of the changes. Accordingly, you should read these Terms of Use regularly for any changes.

## Click-Through Agreement for Submitters

To properly administer the Mississippi State University Institutional Repository (MSU IR) and preserve the contents for future use, Mississippi State University ("MSU") requires certain permissions from you, the author(s) or copyright owner(s).

By accepting this license, you agree to the following statements:

- You grant to MSU the perpetual, irrevocable, non-exclusive rights (with right to sublicense) to:
  - Reproduce your submission;
  - Modify your submission to any medium or format (without changing its content) and keep more than one copy for the purposes of security, backup, and long-term preservation of the scholarly record;
  - Distribute your submission (including the metadata and abstract) worldwide, in any format or medium, for non-commercial, research, educational, or related academic purposes only, and to allow users of the repository to do the same.
- You retain the copyright to your work and the right to submit your work to publishers or other repositories.
- MSU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.
- You represent and warrant that:
  - You are the author of the submitted work, the submission is your original work, and/or that you have the right to grant the rights contained in this license;
  - Your submission does not, to the best of your knowledge, infringe upon anyone's copyright;
  - Your submission contains no libelous or other unlawful matter and makes no improper invasion of the privacy of any other person, and is classified as Category I according to MSU Data Classification and Individual Responsibilities section of the Information Security Program policies ([www.infosecurity.msstate.edu/pdf/isp.pdf](http://www.infosecurity.msstate.edu/pdf/isp.pdf));
  - If the submission contains material for which you do not hold copyright and that exceeds fair use, you have obtained the unrestricted permission of the copyright owner to grant MSU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission;

- If the submission is based upon work that has been sponsored or supported by an agency or organization other than MSU (such as the National Institutes of Health, the National Science Foundation, or private funder), you have fulfilled any right of review, confidentiality, or other obligations required by that contract or agreement.
- You indemnify and hold harmless the Board of Trustees of the Mississippi Institutes of Higher Learning and Mississippi State University and their officers, fellows, governing board members, employees and agents, from and against all claims, actions, suits, damages, liabilities and costs (including, without limitation, reasonable legal fees) arising from or in connection with your submission.

## 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 abridgement 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 which 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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# Intellectual Freedom Principles for Academic Libraries

## An Interpretation of the "LIBRARY BILL OF RIGHTS"

A strong intellectual freedom perspective is critical to the development of academic library collections, services, and instruction that dispassionately meets the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.

8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, age, values, gender, sexual orientation, gender identity, cultural or ethnic background, physical, sensory, cognitive or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

*Approved by ACRL Board of Directors: June 29, 1999 and adopted July 12, 2000, by the ALA Council; amended on July 1, 2014.*

From a letter dated November 15, 2000, to Judith F. Krug, director, Office for Intellectual Freedom, from the [American Association of University Professors](#):

A copy of the new ACRL/ALA statement on Intellectual Freedom Principles for Academic Libraries: An Interpretation of the 'Library Bill of Rights' was forwarded to one of our Council members and considered by the AAUP Council in its meeting on November 11, 2000.

The AAUP Council is pleased to endorse the statement, but wishes to preface that endorsement with the following language from the Joint Statement on Faculty Status of College and University Librarians, as contained in AAUP: Policy Documents and Reports, 1995 edition:

“College and university librarians share the professional concerns of faculty members. Academic freedom, for example, is indispensable to librarians, because they are trustees of knowledge with the responsibility of ensuring the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn. Moreover, as members of the academic community, librarians should have latitude in the exercise of their professional judgment within the library, a share in shaping policy within the institution, and adequate opportunities for professional development and appropriate reward.”

Please convey to the members of the ACRL Board and ALA Council our concern that college and university librarians are designated the same rights afforded to other faculty in regard to intellectual freedom.

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound



responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life

to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be

dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)  
[The Association of American University Presses, Inc.](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
[The Thomas Jefferson Center for the Protection of Free Expression](#)

## Freedom to View

The **Freedom to View**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## Document 19

# Library Services for People with Disabilities Policy

On January 16, 2001, ALA Council, the governing body of the American Library Association, unanimously approved the following policy. The policy was written by the Americans with Disabilities Act Assembly, a representational group administered by the Association of Specialized and Cooperative Library Agencies (ASCLA), a division of the American Library Association.

## Library Services for People with Disabilities Policy

The American Library Association recognizes that people with disabilities are a large and neglected minority in the community and are severely underrepresented in the library profession. Disabilities cause many personal challenges. In addition, many people with disabilities face economic inequity, illiteracy, cultural isolation, and discrimination in education, employment and the broad range of societal activities.

Libraries play a catalytic role in the lives of people with disabilities by facilitating their full participation in society. Libraries should use strategies based upon the principles of universal design to ensure that library policy, resources and services meet the needs of all people.

ALA, through its divisions, offices and units and through collaborations with outside associations and agencies is dedicated to eradicating inequities and improving attitudes toward and services and opportunities for people with disabilities.

For the purposes of this policy, “must” means “mandated by law and/or within ALA’s control” and “should” means “it is strongly recommended that libraries make every effort to...”

### 1. The Scope of Disability Law

Providing equitable access for persons with disabilities to library facilities and services is required by Section 504 of the Rehabilitation Act of 1973, applicable state and local statutes and the Americans with Disabilities Act of 1990 (ADA). The ADA is the Civil Rights law affecting more Americans than any other. It was created to eliminate discrimination in many areas, including access to private and public services, employment, transportation and communication. Most libraries are covered by the ADA’s Title I (Employment), Title II (Government Programs and Services) and Title III (Public Accommodations). Most libraries are also obligated under Section 504 and some have responsibilities under Section 508 and other laws as well.

### 2. Library Services

Libraries must not discriminate against individuals with disabilities and shall ensure that individuals with disabilities have equal access to library resources. To ensure such access, libraries may provide

individuals with disabilities with services such as extended loan periods, waived late fines, extended reserve periods, library cards for proxies, books by mail, reference services by fax or email, home delivery service, remote access to the OPAC, remote electronic access to library resources, volunteer readers in the library, volunteer technology assistants in the library, American Sign Language (ASL) interpreter or real-time captioning at library programs, and radio reading services.

Libraries should include persons with disabilities as participants in the planning, implementing, and evaluating of library services, programs, and facilities.

### 3. Facilities

The ADA requires that both architectural barriers in existing facilities and communication barriers that are structural in nature be removed as long as such removal is “readily achievable.” (i.e., easily accomplished and able to be carried out without much difficulty or expense.)

The ADA regulations specify the following examples of reasonable structural modifications: accessible parking, clear paths of travel to and throughout the facility, entrances with adequate, clear openings or automatic doors, handrails, ramps and elevators, accessible tables and public service desks, and accessible public conveniences such as restrooms, drinking fountains, public telephones and TTYs. Other reasonable modifications may include visible alarms in rest rooms and general usage areas and signs that have Braille and easily visible character size, font, contrast and finish.

One way to accommodate barriers to communication, as listed in the ADA regulations, is to make print materials available in alternative formats such as large type, audio recording, Braille, and electronic formats. Other reasonable modifications to communications may include providing an interpreter or real-time captioning services for public programs and reference services through TTY or other alternative methods. The ADA requires that modifications to communications must be provided as long as they are “reasonable,” do not “fundamentally alter” the nature of the goods or services offered by the library, or result in an “undue burden” on the library.

### 4. Collections

Library materials must be accessible to all patrons including people with disabilities. Materials must be available to individuals with disabilities in a variety of formats and with accommodations, as long as the modified formats and accommodations are “reasonable,” do not “fundamentally alter” the library’s services, and do not place an “undue burden” on the library. Examples of accommodations include assistive technology, auxiliary devices and physical assistance.

Within the framework of the library’s mission and collection policies, public, school, and academic library collections should include materials with accurate and up-to-date information on the spectrum of disabilities, disability issues, and services for people with disabilities, their families, and other concerned persons. Depending on the community being served, libraries may include related medical, health, and mental health information and information on legal rights, accommodations, and employment opportunities.

## 5. Assistive Technology

Well-planned technological solutions and access points, based on the concepts of universal design, are essential for effective use of information and other library services by all people. Libraries should work with people with disabilities, agencies, organizations and vendors to integrate assistive technology into their facilities and services to meet the needs of people with a broad range of disabilities, including learning, mobility, sensory and developmental disabilities. Library staff should be aware of how available technologies address disabilities and know how to assist all users with library technology.

## 6. Employment

ALA must work with employers in the public and private sectors to recruit people with disabilities into the library profession, first into library schools and then into employment at all levels within the profession.

Libraries must provide reasonable accommodations for qualified individuals with disabilities unless the library can show that the accommodations would impose an “undue hardship” on its operations. Libraries must also ensure that their policies and procedures are consistent with the ADA and other laws.

## 7. Library Education, Training, and Professional Development

All graduate programs in library and information studies should require students to learn about accessibility issues, assistive technology, the needs of people with disabilities both as users and employees, and laws applicable to the rights of people with disabilities as they impact library services.

Libraries should provide training opportunities for all library employees and volunteers in order to sensitize them to issues affecting people with disabilities and to teach effective techniques for providing services for users with disabilities and for working with colleagues with disabilities.

## 8. ALA Conferences

ALA conferences held at facilities that are “public accommodations” (e.g. hotels and convention centers) must be accessible to participants with disabilities.

The association and its staff, members, exhibitors, and hospitality industry agents must consider the needs of conference participants with disabilities in the selection, planning, and layout of all conference facilities, especially meeting rooms and exhibit areas. ALA Conference Services Office and division offices offering conferences must make every effort to provide accessible accommodations as requested by individuals with special needs or alternative accessible arrangements must be made.

Conference programs and meetings focusing on the needs of, services to, or of particular interest to people with disabilities should have priority for central meeting locations in the convention/conference center or official conference hotels.

## 9. ALA Publications and Communications

All ALA publications, including books, journals, and correspondence, must be available in alternative formats including electronic text. The ALA Web site must conform to the currently accepted guidelines for accessibility, such as those issued by the World Wide Web Consortium.

### Support Documents

The following links provide further information about the new policy.

- [Fact Sheet](#)
- [History of the Policy Resolution](#)
- [ADA Section 2 -- Findings of Congress, 1990](#)
- [Enforcing the ADA, April - September, 2000](#)
- [Sampler -- ADA and Rehabilitation Act](#)



# Access to Digital Information, Services, and Networks

## An Interpretation of the "LIBRARY BILL OF RIGHTS"

### Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.

1 Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the Library Bill of Rights and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

### The Rights of Users

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including "Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities."

Users' access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults ("Free Access to Libraries for Minors"; "Access to Resources and Services in the School Library Media Program"; "Access for Children and Young Adults to Nonprint Materials"; and "Minors and Internet Interactivity").<sup>2</sup>

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with "Privacy: An Interpretation of the Library Bill of Rights," and "Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights."

### Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds (50.3 "Free Access to Information"; 53.1.14 "Economic Barriers to Information Access"; 60.1.1 "Minority Concerns Policy Objectives"; 61.1 "Library Services for the Poor Policy Objectives"). All libraries should develop policies concerning access to digital information that are consistent with ALA's policies and guidelines, including "Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights," "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities," and "Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights."

### Information Resources and Access

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to

digital information because of its allegedly controversial content or because of a librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries ("Diversity in Collection Development").

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information, 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: "Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights."

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

# Challenged Resources

## An Interpretation of the "LIBRARY BILL OF RIGHTS"

"Libraries: An American Value" states, "We protect the rights of individuals to express their opinions about library resources and services." The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Collection development applies to print and media resources or formats in the physical collection. It also applies to digital resources such as databases, e-books and other downloadable and streaming media.

Content filtering is not equivalent to collection development. Content filtering is exclusive, not inclusive, and cannot effectively curate content or mediate access to resources available on the Internet. This should be addressed separately in the library's acceptable use policy. These policies reflect the American Library Association's *Library Bill of Rights* and are approved by the appropriate governing authority.

Challenged resources should remain in the collection and accessible during the review process. The *Library Bill of Rights* states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all challenged expression before it can be suppressed. This procedure should be open, transparent, and conform to all applicable open meeting and public records laws. Resources that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal,<sup>2</sup> to regulate or suppress resources in libraries must be closely scrutinized to the end that protected expression is not abridged.

### Notes

1. *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963).

2. "Extra-legal" refers to actions that are not regulated or sanctioned by law. These can include attempts to remove or suppress materials by library staff and library board members that circumvent the library's collection development policy, or actions taken by elected officials or library board members outside the established legal process for making legislative or board decisions. "Legal process" includes challenges to library materials initiated and conducted pursuant to the library's collection development policy, actions taken by legislative bodies or library boards during official sessions or meetings, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body.

Adopted June 25, 1971; amended July 1, 1981; January 10, 1990; January 28, 2009, and July 1, 2014, by the ALA Council.

[ISBN 8389-6083-9] See also: [Challenge Support](#)

## Document 22

# Labeling and Rating Systems

## An Interpretation of the "LIBRARY BILL OF RIGHTS"

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*"). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

# Code of Ethics

## of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

[Code of Ethics \(PDF\)](#)