

Rescinded by [F98-5](#)

S98-13 San José State University Library Print Collection Evaluation Policy

Legislative History:

At its meeting of May 11, 1998, the Academic Senate approved the following policy recommendation presented by Don Keesey for Curriculum and Research Committee.

ACTION BY THE UNIVERSITY PRESIDENT:

"Approved as University Policy" signed Robert Caret, June 26, 1998.

POLICY RECOMMENDATION

SAN JOSE STATE UNIVERSITY LIBRARY PRINT COLLECTION EVALUATION POLICY

Whereas: Print collection evaluation has sometimes been a contentious issue (see, for example, Sense of the Senate [F96-1](#)), and

Whereas: It may be helpful to have University policy governing print collection evaluation formally approved and in place as the University negotiates with the City of San Jose on a joint-use library building, now therefore be it

Resolved: That the Academic Senate adopt the attached Library Print Collection Evaluation Policy

San Jose State University Library Print Collection Evaluation Policy

Maintaining a high-quality academic library collection requires periodic evaluation of the collection with reference to the mission of the University and periodic relocating or discarding of materials. In all cases, the primary goals are to improve the effectiveness of browsing and to provide space for new acquisitions. Collection evaluation is a responsibility of all librarians involved in collection development. (The government publications collections are evaluated in accordance with depository requirements.)

I. Relocating Materials (Stack Shift)

This level does not involve discarding any materials. Criteria are usually frequency of use and publication date. The procedures are relatively automatic and standardized and usually require minimal selector review. Library departments involved: Collection Department, Systems, Stack Maintenance, and affected departments in cases of specific collection review

(Reference, for example).

II. Discarding Materials

A. Withdrawal of Duplicates

This type of evaluation begins with computerized identification of duplicate copies and circulation history. Since this does not involve the withdrawal of unique copies, the procedure requires a moderate level of selector review. Library departments involved: Collection Development, Systems, Stack Maintenance, Cataloging, Acquisitions.

B. Evaluating Collections Supporting Discontinued Programs

Recognizing that the interests of departments frequently overlap, the primary selector must consult with his/her assigned faculties and other selectors, who in turn will consult with faculty of relevant departments and other University constituencies. The historical research value of materials should also be taken into account. Library support of the informational needs of the community should also be considered, and the evaluator should retain at least a "basic information" level in the discontinued program subject area. Consultation with other CSU institutions maintaining programs similar to the one discontinued should be part of the process of disposing of discarded materials. Library departments involved: Collection Development, Systems, Stack Maintenance, Cataloging, Acquisitions. Other involved: faculty, community, other CSU libraries.

C. Evaluating Collections Supporting Current Programs

Collection evaluation of this type is the most labor intensive and requires extensive in-depth review. Recognizing that the interest of academic departments frequently overlap, the primary selector must consult with his/her assigned faculties and other selectors, who in turn must consult with faculty of relevant departments. The interests of other University constituencies, the community, other CSU libraries, and area libraries should also be taken into account. Because of the need to protect collection integrity, to maintain curricular focus, and to provide support for research, materials should be discarded with the greatest caution. Items, especially single copies, should not be discarded solely because of low use. Selectors must be aware that any collection that supports student and faculty research will contain valuable materials that do not circulate frequently. All materials deemed discardable by selectors shall be listed by subject and copies of the entire list shall be sent to all departments on campus. Within

four weeks, a department may request that particular items not be discarded. Disagreements between departments and a library selector will be settled by an ad hoc committee of members of the department and the library. After this four week period, materials deemed discardable shall be announced and made available to faculty for a final evaluation for a period of at least four weeks during a regular semester in a designated place.

III. Disposal of Discarded Materials

Materials to be discarded that are not wanted by other CSU or area libraries will be screened by the Library Sales Office. Materials deemed salable will be transferred to that office. The remaining materials will be placed in a designated, well-marked area in the library for at least two weeks, giving faculty, students, and the public the opportunity to claim them free of charge.*

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