

## **INTRODUCTION**

The purpose of the Southern Oregon University Lenn and Dixie Hannon Library Collection Development Policy is to clearly state the principles, policies, and guidelines governing the selection, acquisition, processing, organization, preservation, and eventual weeding of materials or information resources in all formats in the Library's collections. The policy is intended to ensure consistency among those who have responsibility for developing the collections, and to better communicate the Library's collecting policies and goals to faculty, staff, students and other members of the University community.

The Collection Development Policy reflects the mission, values, and vision statements of both Southern Oregon University and Hannon Library

## **MISSION STATEMENTS**

### **Southern Oregon University**

#### **Southern Oregon University Mission**

Southern Oregon University is an inclusive campus community dedicated to student success, intellectual growth, and responsible global citizenship.

#### **Southern Oregon University Commitments**

Southern Oregon University is committed to

- a challenging and practical liberal arts education centered on student learning, accessibility, and civic engagement;
- academic programs, partnerships, public service, outreach, sustainable practices, and economic development activities that address regional needs such as health and human services, business, and education; and
- outstanding programs that draw on and enrich our unique arts community and bioregion.

Approved February, 2008

### **Hannon Library Mission**

Central to the University and Southern Oregon, Hannon Library supports the research and curricular needs of students and faculty. It serves the region through state, national, and international partnerships. The Library provides access to diverse resources and teaches skills for finding and evaluating information.

### **Hannon Library Vision**

As a cultural and intellectual center of the university, Hannon Library inspires a passion for learning. In partnership with other academic faculty, the Library advances the teaching of

information literacy deliberately and collaboratively. We anticipate trends and initiate new technologies to provide a seamless interface to the world of information and advance the pursuit of knowledge. Our diverse collections balance traditional and digital formats to enhance student scholarship and academic inquiry. To support both the curriculum and community, we preserve and provide access to unique resources about our region. Our faculty and staff play a dynamic role in the vitality of the university through our leadership and commitment to excellence.

### **Hannon Library Values: We Value:**

#### **Collegiality**

- We embrace cooperation and collaboration in an environment that encourages the professional growth and fulfillment of Library faculty and staff.
- We respond to individual differences with respect and strive for inclusive, honest, and open communication.
- We determine our direction and major decisions through a considered and deliberative team process.

#### **Excellent Services**

- We are committed to exceptional services and excellence in the profession.
- We strive to exceed the expectations of our academic and regional communities.
- We honor our commitments and respond to the changing needs of a dynamic educational environment.

#### **Access to Information**

- We facilitate access to information and resources both within and beyond our Library.
- We celebrate the quest for knowledge and scholarly inquiry.
- We embrace our role in the development of a balanced and diverse collection aligned with the curriculum and mission of the university.
- We encourage diverse points of view, recognize the right to privacy and intellectual freedom, and provide access to information without regard to sex, race, ethnic identity, age, religion or sexual orientation.

#### **Teaching and Learning**

- We foster an actively engaged, student-centered learning community that inspires investigation and discovery.
- We are committed to advancing information literacy skills and facilitating lifelong learning by providing instruction and resources that meet the differing needs of learners and promote the spirit of inquiry.

#### **Innovation**

- We capitalize on new and evolving advancements in library and information technology, seeking creative yet practical approaches to providing access to information.
- We promote a culture of experimentation and encourage risk-taking in the pursuit of excellence.

### **The Library as a Cultural Center**

- We maintain an attractive and comfortable setting that invites contemplative study, facilitates group interaction, and is conducive to learning.
- We sponsor a wide range of programs that speak to our diverse constituencies, broadening experience and enriching the intellect.

*Approved by the Senate Library Advisory Committee, March 8, 2006*

## **LEGAL RESPONSIBILITY**

### **Confidentiality of records**

The circulation records and borrower application files of Hannon Library are confidential, regardless of the source of inquiry. Such records shall not be made available to anyone, except if legally required. Only the Dean will be able to determine if inquiries are legally required.

### **Copyright Policy Statement**

It is the intent Hannon Library to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Codes Sec. 101 et seq.). While there may be some unclear provisions of U.S. Copyright Law, this policy represents a sincere effort on the part of Hannon Library to operate legally. Appropriate notices will be posted at sites taking interlibrary loan requests and on all copy machines reminding employees and students of the Copyright Law. Records will be kept for interlibrary loan photocopies and photocopies of reserve items. Copyright laws, handbooks and guidelines are available in the Library for anyone's use. The Library disapproves of unauthorized duplication in any form. Employees and students of the University who willfully disregard the copyright policy are in violation of the Southern Oregon University Hannon Library Policy and do so at their own risk and assume all liability.

### **Censorship and Challenges Statement**

Hannon Library supports intellectual freedom and endorses the following statements: the "Library Bill of Rights" and the "Intellectual Freedom Statement" (See Appendix A, or link to: <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>).

In addition, the Oregon Revised Statutes, Chapter 357.001, states:

#### ***The State of Oregon recognizes that:***

- 1. An informed citizenry is indispensable to the proper functioning of a democratic society.***
- 2. Libraries constitute a cultural, informational and educational resource essential to the people of this state.***
- 3. Library services should be available widely throughout the state to bring within convenient reach of the people appropriate opportunities for reading, study, and free inquiry.***

**4. Providing and supporting adequate library services is a proper and necessary function of government at all levels.**

No materials shall be excluded from the collection because of the race or nationality of the authors, or the political, moral or religious views expressed therein.

The Library does not promote particular beliefs or views, but instead presents quality materials containing opposition views for examination by its patrons.

Selections will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection.

The Library recognizes the right of individuals to question materials in the Library's collection. Whenever any person, using materials in Hannon Library, objects to the presence of any library material, the complaint will be given a fair hearing. All complaints to staff members will be referred immediately to the Library Dean who will discuss the matter with the complainant. The complainant will be asked to submit a "**Statement of Concern about Library Materials**" (Appendix B) so that a formal consideration can be made. The Library Dean will examine the item in question and will decide whether or not to withdraw or restrict the material in question and within 30 days will write to the complainant stating the reasons for the decision. The Provost will be notified of the Library's decision. Materials will remain on the shelf until decisions are made and procedures complete. Should the complainant disagree with the decision of the Library Dean, an appeal must be made within 30 days to the Provost. Within 30 days the Provost will appoint and convene an *ad hoc* review committee consisting of students, faculty, and the Provost which will review the Library Dean's decision and within 30 days will forward a written statement to both the complainant and the Library Dean affirming or denying the original decision. Both the Library Dean and the complainant will be allowed to present their positions before the *ad hoc* committee.

## **DESCRIPTION OF CLIENTELE AND PRIVILEGES**

The University's primary purpose is to educate those persons who attend the University. Therefore, Hannon Library's first priority is to serve the students, faculty, and staff of Southern Oregon University. The collection provides materials for students' use in course work and independent study, and materials for faculty class preparation and subject area research. Although borrowing privileges are at times extended to residents of the community, materials are not purchased specifically for this clientele. A breakdown of clientele groups and associated circulation privileges is included in Hannon Library Policy 2-1, "Library Privileges."

## **BRIEF DESCRIPTION OF ACADEMIC PROGRAMS**

Southern Oregon University provides a full range of undergraduate programs in the liberal arts and sciences as well as selected professional fields through its four schools: Arts and Letters; Business; Sciences; and Social Sciences and Education. Strong undergraduate liberal arts and sciences programs, with an emphasis on the fine and performing arts, are the core of most academic offerings. Professional fields exist at the undergraduate level in business administration, hotel-resort-restaurant management, computer science, criminology, environmental resource management, health and physical education, and teacher education. Master of Arts and Master of Science degree programs are offered in teacher education, psychology, environmental education, and business administration, and music (American Band University).

Bachelor degrees are offered in cooperation with various professional schools and other institutions. The Oregon Health Sciences University offers a Nursing program on the SOU campus including Nursing. Portland State University offers a Master's in Social Work.

Through an active Extended Campus Programs department, which utilizes interactive videoconferencing, instructional programs are extended throughout a seven-county region. Courses are transmitted from Ashland and Medford classrooms to Coos Bay, Gold Beach, Grants Pass, Klamath Falls, Lakeview, Roseburg, and The Dalles.

## **RELATIONSHIPS TO OTHER LIBRARIES**

### **Cooperative Collection Development**

Southern Oregon University Hannon Library participates in dialogue with libraries in the local area, state, and region regarding collecting areas. One area in which Hannon Library is a 'library of record' is in the area of Shakespeariana, in support of the Oregon Shakespeare Festival and the Shakespeare Studies program on campus. The Library also collects heavily in the area of local and Southern Oregon history. Two other areas of emphasis include American Indian Studies and Enology and Viticulture, although Hannon Library does not collect as comprehensively in these subject areas. For other disciplines, Hannon Library relies upon the holdings of other libraries and institutions, particularly members of the Orbis Cascade Alliance, for access to information beyond what is available in the Library.

The Collection Development Librarian is the Hannon Library representative to the Orbis Cascade Collection Development and Management Committee. This committee has been charged with developing recommendations that aid the development and use of member library collections as a unified collection. The scope of work includes policies and projects governing the development of physical and digital collections.

### **Oregon University System Library Council**

The Oregon University System Library Council is composed of the Deans and Deans of the libraries in the Oregon University System. The Council meets several times a year, usually in conjunction with meetings of the Orbis Cascade Alliance Council, with the goal of advocating as a unit for academic libraries within the OUS system and of coordinating services and resources when appropriate.

### **Interlibrary Loan**

Hannon Library relies on resource sharing and interlibrary loan programs:

- to extend access to information and materials not normally acquired; and
- to support interlibrary loan as a concept to foster interlibrary cooperation and resource sharing; and
- to extend budget funds as effectively as possible.

Interlibrary loan activities are not used as a replacement for ongoing collection development; rather they are an appropriate response to economic reality. No library has the space or resources to anticipate and purchase everything patrons find useful. Hannon Library encourages reciprocal free resource sharing with other libraries, only charging fees in equivalent amounts to those libraries that charge us. The library's student patrons pay a small service fee for borrowed articles, and exact invoice costs for borrowed books (usually free). Faculty patrons are granted a subsidy per borrowing request to help offset any fees charged to us by the lending library.

Through the use of international electronic bibliographic networks, Hannon Library identifies, requests, receives and delivers borrowed materials from other libraries to local patrons. The Library also responds to lending requests from other libraries, providing materials and electronic delivery of articles as liberally as possible from our local collection. Through cataloging and lending policies, the Library strives to make as many materials and formats available for interlibrary loan to other libraries as practical, while striving to balance preservation of the local collection for our primary constituency.

### **Orbis Cascade Alliance**

The Orbis Cascade Alliance is a consortium of 33 public and private institutions of higher education in Oregon and Washington that was formed in 1993. Its goal is to make the information resources of member libraries more widely available and accessible. Startup funds were provided by a grant from the Meyer Memorial Trust with assistance from the Oregon University System. Orbis Cascade Alliance is based on integrated library software and computer equipment located at each member institution and an Internet-accessible central site, or union catalog, at the University of Oregon. The functions of Orbis Cascade Alliance include:

- to provide access to the union catalog of Orbis Cascade Alliance member institutions.
- to allow patrons to request materials from collections of Orbis Cascade Alliance member institutions.
- to enhance cooperative electronic and physical document delivery of materials held by Orbis Cascade Alliance member institutions.
- to support cooperative collection development activities by Orbis Cascade Alliance member institutions.
- to facilitate deeply-discounted group purchases of databases, e-journals, and e-books.
- to plan for a Regional Library Services Center which would provide shared library storage and potentially support preservation and digitizing services.
- to investigate collaborative opportunities in the development and management of digital asset collections.

## **BRIEF HISTORY AND DESCRIPTION OF THE COLLECTION**

The institution now known as Southern Oregon University can trace its earliest beginnings to the foundation of the Ashland Academy in 1869, a private preparatory school established by the Methodist Episcopal Church in Ashland. In 1895, the University was officially renamed Southern Oregon Normal School and held classes on a site located about a mile south of the present campus. In 1909, the state legislature voted to withdraw funding for all state normal schools, and Southern didn't reopen until 1926, when it was headquartered in Churchill Hall.

The mission of the Library at the time of the University reopening in 1926 was to provide resources for the training of teaching professionals, including a collection of the best children's literature of the day, and "books of general culture." The Library of 1926-27 was located in one large room on the first floor of Churchill Hall, which also housed the University administration and classrooms. Students had access to the Library's complete collection of books, documents, and periodicals. Materials were classified by the Dewey Decimal System, and a card catalog was provided. A total of 75 periodicals and several daily and weekly newspapers were regularly received by the Library; and the Library was open on Saturday mornings as well as during the school day and evenings during the week. By the early 1930s, the Library collection had grown to 6,000 volumes, including a reference section, and periodical subscriptions had grown to 85.

The advent of World War II brought a crisis in enrollment at the University, culminating with a total student body of only 45 in the academic year 1945-46. The trend in enrollment had been downward in the pre-war years, and it was recognized that stringent measures were required to save the University.

A new president, Elmo Stevenson, took over in 1946 and inaugurated the strong period of development of the University which continues today. By 1948, the Library had expanded to several crowded rooms, still on the first floor of Churchill Hall. It included almost 21,000 volumes of books and bound periodicals, and map and document collections. The core collection of reference and "professional" volumes comprised 14,500 works, and 159 periodical subscriptions were taken. The Library also held a collection of public textbooks by this time. Other services available at this time included a statewide interlibrary loan.

In response to space needs and the dramatic growth in enrollment, a new Library Classroom Building was finished in 1951, located in what is now Central Hall. On moving day, a 'book brigade,' consisting of a long line of students and faculty carrying armloads of library materials, moved 32,000 books and 300 periodicals to their proper locations. The Library was housed on the second floor of this new building and had open stacks, microform reading facilities, reading rooms, typing rooms, and staff offices. The children's literature and curriculum collections were on the first floor. This new facility, in turn, was soon outgrown.

In 1967 a modern, for the time, 45,000 square foot, three-story library building opened its doors. This building remains part of the current Library building. Collection resources and services continued to expand and improve, as the University grew in enrollment and the number and type of degrees offered. Librarians began offering library instruction to students in the 1970's. The first computer for searching online databases was purchased in 1984. This IBM PC XT was housed in its own room and used by a librarian in consultation with the patron. The library's online catalog (then called "RogueLinx") became available to the public in 1993. Unfortunately, the modern building of 1967 was outgrown and outmoded by this time.

By the 1990's the "new" building was already at capacity. In 2000, the Library housed over 300,000 volumes, nearly 300,000 government publications, and around 2,000 periodical subscriptions, as well as collections of maps, films, microforms, and other materials. Recognizing the critical need for more and improved library spaces, a campus committee was convened to plan for an expanded library. The campus Library Program and Design Committee's charge was to select an architect and begin development of a conceptual plan that would consider site needs, cost, preliminary floor plans, and functional areas.

In the fall of 2001, SRG Partnership of Portland was selected as the architect for the Library Enhancement Project. The planning committee toured academic libraries throughout Oregon and began participating in a series of workshops with architects. The project budget was finalized at \$23,200,000. The collaborative design phase resulted in a plan to remodel the existing building and build an addition that would double the size of the Library. SRG developed construction documents in 2002 and Emerick Construction was selected as the general contractor. Pine Hall was demolished in December of 2002 to make way for the library addition.

The March 7, 2003 groundbreaking featured dignitaries including OUS Chancellor Richard Jarvis, Representative Alan Bates, and Senator Lenn Hannon. Construction of the addition began immediately after groundbreaking. Concurrently the existing first floor was remodeled to house the new reference, maps, and government publications areas, which were open to students for fall term 2003. The new addition opened in June 2004, followed by the remodeled third floor in fall 2004. The second floor remodel, the final part of the building project, opened in February 2005.

On February 20, 2004 the name of the Library was officially changed to "The Lenn and Dixie Hannon Library" in recognition of the contributions to Oregon made by Senator Lenn and Dixie Hannon. SOU requested that an exception be made to the Oregon Administrative Rule precluding the naming of facilities for persons who are living. The Oregon University System board unanimously approved this request at the February 20, 2004 board meeting. The total cost of the Enhancement Project was \$23.5 million. Senator Hannon led the process to secure \$20 million in state bonding.



On May 18, 2005, the newly completed Lenn and Dixie Hannon Library was officially dedicated. On hand were Michael Gorman, President-elect of the American Library Association and Bruce R. James, the Public Printer of the United States and head of the Government Printing Office. James came in recognition of Hannon Library's receipt of the 2004 Depository Library of the Year Award. Other dignitaries included Southern Oregon University President Elisabeth Zinser, Sid DeBoer, CEO of Lithia Motors, George Pernsteiner, Acting OUS Chancellor, and Lenn Hannon.

At the completion of the Library Enhancement Project the bright and welcoming building contains electronic classrooms, student computers, coffee shop, inviting reading areas, a secure and climate-controlled Special Collections/University Archives, fireplace alcoves, attractive current periodicals area, art gallery, meeting rooms, and 22 group study rooms. The library increased in size from 64,380 to 122,830 square feet. The soaring, glass enclosed entrance rotunda features an award-winning mosaic by artists Robert Stout and Stephanie Jurs.

Today the Southern Oregon University Lenn and Dixie Hannon Library offers access to an ever-growing number of resources for instructional, research, and general information needs. The collections complement the educational programs of SOU and include materials in a variety of formats. Library materials are identified and located using the Online Public Access Catalog (OPAC) which can be searched both on and off campus. Students have access to 325,000 volumes in the general collections, 298,000 government publications, and 2,000 periodical, serial, and newspaper subscriptions. In addition, over 800,000 items are available in microform, ranging from popular magazines to historical materials of scholarly interest. Online access to the fulltext of journals is increasing annually through the nearly 100 research databases to which Hannon Library has licenses; students can access fulltext from over 10,000 journals. Through Hannon Library's membership in the Orbis Cascade Alliance, students have access to 28 million items at 35 member academic libraries in Washington and Oregon.

Special resources in the Hannon Library include the 8,000 volume Margery Bailey Collection of Shakespeare and English Renaissance materials; recognized collections in Native American studies and viticulture/enology; a local history and bioregion collection covering the six counties of southern Oregon and counties of northern California; 6,500 videos; an extensive map collection; children's literature and art print collections, and a growing collection of indexed and full-text resources accessible through the Internet. The Library's website was redesigned in 2007 with web 2.0 features, and is regularly updated with links to new resources. Exemplary grant-funded initiatives and the creation of the Southern Oregon Digital Archives have provided Hannon Library national recognition. Librarians directly reach 2,500 students annually with library instruction sessions. Today the Lenn and Dixie Hannon Library has become a cultural, social, and learning center of Southern Oregon University and the region, hosting lectures, art shows, poetry readings, musical performances, and other events.

## GENERAL COLLECTION DEVELOPMENT CONSIDERATIONS

### Calendar of Annual Collection Development Activities

October 1	Allocations distributed to librarians
November 1	List of current periodical subscriptions to librarians for review
November 15	50% of monograph and video allocations encumbered
January 31	Deadline for Friends of the Library requests
February 15	75% of the monograph and video allocations encumbered
March 15	Final deadline for librarians to submit orders
May 15	Annual Collection Development Policy Review Completed
June 1	Orders for following fiscal year accepted
July 15	Final budget statement distributed
Monthly	Budget statements to librarians

After the March deadline, only orders for items needed for Spring and/or Summer Term, or those which must be ordered to take advantage of availability and/or sale price, will be ordered. These orders must be approved and submitted by the Collection Development Librarian or Library Dean. The Collection Development Librarian can expend fund allocations for materials in the respective subject areas. Orders for the following year may be given to the Acquisitions Technician any time after June 1st. However, they will not be processed until the new fiscal year.

From October through March, monthly status reports of all acquisition activities will be generated on the first of the month and forwarded to the librarians. These reports include a budget summary for all funds for books and standing orders with total funds spent, encumbered, and unencumbered. A yearly summary report will be issued by July 15. Librarians are also encouraged to check fund balances in the Innovative Web Management Reports at <http://lib.sou.edu/manage>.

### Chronological Coverage and Collection Currency

The objective of the collection is to serve the needs of the undergraduates and master's level students with a focus on current materials. Retrospective materials to support research will be acquired very selectively. The materials collected cover all time periods, although a substantial portion of the collection pertains to the 20th century. Works of major theorists and "classic" writers in fields related to the curriculum are represented.

### **Collecting Levels**

Hannon Library has articulated five collecting levels, ranging from Level 1 for out of scope or minimal coverage areas, to Level 5, for defined areas of collecting emphasis. As we do not have any doctoral programs, Shakespeare Studies is the only Level 5 program. Levels 2 through 4

apply to programs ranging from minors and certificate programs, to majors, and graduate programs. See Appendix A for the list and definitions of collecting levels.

### **Collection Limits**

The following categories of materials are excluded from selection for purchase as a general policy. Exceptions may be made when other types of materials do not meet a particular need of the campus community. These limits do not apply as strictly to gift books. Exclusions include:

- Popular fiction. Exceptions are made for works of major authors, works of award-winning authors, and works of local or regional authors.
- Popular nonfiction.
- Textbooks used in instructional programs of the University are generally not purchased. At times, personal copies of textbooks will be put on Reserve by faculty, rather than added to Hannon Library's general collection. The University Bookstore's "Textbook Share" program provides the Library to add one copy of each of the most expensive textbooks to Hannon Library Reserve for the quarter that it is used.
- Children's and young adult materials with the exception of award-winning books acquired for the Children and Youth Collection.
- Foreign language materials other than those needed for language instruction, discipline-based language courses, or basic reference sources. Non-European language materials selection is very limited, since the University offers few courses in languages other than French, German, and Spanish.

### **Formats**

Hannon Library collections contain many items in print; these include books, periodicals, newspapers, government documents, music scores, cartographic materials, and small collections of manuscript materials. Hannon Library's microforms collections include back issues of journals and newspapers, government publications, and a few other titles. Audiovisual materials in the collection consist of film recordings on VHS and DVD, music and non-music audio recordings on compact discs and cassettes, and mixed media audiovisual materials.

The Library has increased acquisition of electronic resources to include electronic books (e-books) and electronic reference works (e-reference), and a rapidly growing number of electronic journals (e-journals). Federal and Oregon government documents offered through the SOU Hannon Library online catalog are increasingly available online only, or in dual paper and online formats.

The Library provides access to online indexes and full-text article databases from publishers and aggregator services including: EBSCO, OCLC First Search, ProQuest, Reed-Elsevier, ABC-CLIO, RLG, Gale Group, Westlaw, and others. Several databases provide access to major newspapers (current and archives).

Through a series of IMLS and LSTA grants, Hannon Library has been able to develop the Southern Oregon Digital Archives (Bioregion, First Nations and History online collections), of digitized materials about the region. Collection development decisions extend to what should be included for digitization in these freely accessible online collections.

### **Fund Allocations**

Yearly total funding for library materials is determined by the University administration. The materials allocation in each subject area is intended to be used to purchase monographic material for the circulating collection, continuations such as annual reviews, and at times, reference books. The percentage of the total allocation to be used for each type of material will be determined by the Collection Development Librarian in consultation with the Library Dean and subject librarians.

After accounting for costs for e-resources, print journals, standing orders, and other fixed costs, allocations for monographs are established by the Collection Development Librarian in consultation with the Library Dean based on an allocation formula that factors in the number of students in program areas, level and kind of instruction (undergraduate or graduate), the average cost of materials in the subject area, importance of monographs to the discipline, and other factors. A separate, and much smaller, allocation is created for films by program area based on several factors, including use and need of film for instructional purposes in the discipline.

The Library uses its portion of the allocation to acquire materials for the Reference Collection, the Joan Marioni Children's Literacy Collection, the Margery Bailey Collection (Shakespeare), the Map Collection, the Art Print Collection, interdisciplinary materials, Government Publications, and to enhance subject areas in response to special needs and new programs. The Library materials budget also covers binding expenses, purchase of microforms, a subscription to serials management software (SFX), and OCLC fees.

When a new program of instruction is being developed, the Library prepares an evaluation of holdings in the particular subject area. This report is appended to the proposal for the new program and includes a recommendation for funding to make the Library holdings adequate and to continue to purchase in the program area. The Library works closely with the University Curriculum Committee in this process.

The Library receives notification of its budget sometime near the beginning of each fiscal year, and the Library tries to provide materials budget allocations October 1. Orders against those allocations may be submitted before this and will be held by the Acquisitions Technician until there is an allocation. Each fund must be 50% encumbered by November 15, and 75% encumbered by February 15. Remaining funds after these dates may be spent promptly by subject librarians until a final ordering deadline of March 15. State regulations require that all funds must be expended and materials received by the end of the fiscal year (June 30). No state funds may be carried over from one fiscal year to the next.

In addition to the state support, sources of special funds include: the SOU Friends of Hannon Library; the SOU Foundation; Library gifts accounts; grants; and special donations including memorial funds.

### **Gifts**

The selection of publications to be added from gift sources is governed by the same criteria that govern the selection of purchased items. Hannon Library solicits and encourages gifts of materials or the money to purchase them. All gifts to the Library are accepted with the understanding that they are added to the collection only after they have met the same selection criteria as materials which are to be purchased. The Library will not accept gifts with conditions as to their disposition or location except by express permission of the Library Dean and/or Collection Development Librarian. The Library retains the right to dispose of any unneeded materials through exchange, sale, transfer to other libraries, or discard, in accordance with OUS regulations. (See Hannon Library Policy 5-5, "Library Gift Books," for more information.)

With these considerations in mind, the following policies govern the acceptance of gifts by Hannon Library:

- The Library is not obligated to accept all offered gifts.
- The Library may recommend redirection of gifts to institutions with more appropriate holdings in the particular subject area.
- Accepted gifts will be added to the collection only if they meet the same selection criteria as materials acquired through purchase.
- The Library cannot provide financial evaluation of the gifts it accepts. The Library does not provide advice about possible tax advantages for donors.
- The Library will send a letter of acknowledgment to the donor.

### **Language**

Materials will be purchased primarily in the English language, except when foreign language titles are needed for language instruction and teaching, or for language instruction across the curriculum. Major modern languages taught currently include French, Spanish, German, and Japanese. Books, periodicals, videos, and other materials in these languages are acquired on a selective basis through the regular Library budget. Recommendations for decisions on these purchases will be made by faculty members in consultation with appropriate Library personnel.

Being internationally engaged is a goal of SOU. Many students participate in International Programs exchange opportunities in countries where languages other than those taught at SOU are spoken. For this reason, and to support the general interests of students, faculty, staff, and community members in a multicultural country and global society, foreign language reference titles such as bilingual dictionaries and phrase books in languages not taught at SOU may also be acquired.

### **Multiple Copies**

Hannon Library will normally buy only one copy of any item. Exceptions may be made when expected use will be heavy or when material is needed for reserve. Duplicate materials received as gifts will be added to the collection if warranted by heavy usage of copies already in the collection. At times, two copies of materials with significant local history value and of an enduring nature may be added, with one copy to be placed in Special Collections as non-circulating.

**Out-of-Print Material**

Back issues of serials are occasionally purchased from the publisher or from other sources in order to have complete volumes to send to the bindery. Out-of-print monographs may sometimes be pursued through the online out-of-print book market if it is decided that the material is of enough importance to justify the time and costs involved. Those decisions take into account probable frequency of use and long term importance in the collection.

**Paperback/Hardback Materials**

When both hardbound and paperback editions of a title are available from a publisher or distributor, the paper bound edition is ordered unless the selector requests otherwise or the price difference is small. Paperbacks are bound (Vinabind or Textmount ) unless it is indicated that the item should be treated with plastic cover-ups. This might happen when items are of a very current nature, such as computer science books, and are soon due for replacement.

Currently, many paperback editions are ordered by default from Midwest, Hannon Library's main book distributor. These books are pre-bound with either the Vinabind or Textmount binding by Midwest before shipping. In special instances, plastic cover-ups can be requested from Midwest.

Items received from other sources, including books purchased from other vendors, gifts, serials, and theses, are sent to a commercial bindery. In rare instances, a plastic cover-up is applied in-house. For more information, see Hannon Library Policy 5-6: "Paperback Acquisitions, Binding, and Cover-ups."

**Recreational Reading**

Hannon Library acquires materials primarily in support of the curriculum and student and faculty research. Students, however, occasionally ask for recreational reading materials, and the Library is able to accept gift books suitable for recreational reading. For more information, refer to the sections, "Collection Limits" and "Selection Criteria."

**Responsibilities for Collection Development**

Primary responsibility for collection development resides with subject librarians who work in consultation with faculty in academic programs. In consultation with the Library Dean, the Collection Development Librarian coordinates this process, annually creating a listing of librarians by subject area. Each librarian is assigned subject librarian duties with various academic programs. Faculty within each department can channel materials appropriate Subject Librarian if they have a special need. Subject Librarians then submit requests for library books to the Acquisitions Technician. Each librarian has a small fund for ordering interdisciplinary items and materials not otherwise ordered. The Head of Reference coordinates ordering for the Reference Area. The Collection Development Librarian oversees the Library Professional fund. (For more information on this process, refer to the earlier section, "Fund Allocations.")

### **Selection Criteria**

Library materials are selected to meet the instructional, informational, and research needs of the Southern Oregon University academic community and also those of the region. The highest priority is given to materials which enrich the undergraduate instructional programs of the University. Resources are selected to provide a balanced collection which represents the diversity of human experience. The following hierarchy of priorities has been established for all materials:

- Appropriateness for student use in undergraduate instruction programs
- Appropriateness for faculty use in undergraduate instruction programs
- Appropriateness for graduate student use in instruction programs
- Appropriateness for faculty research not directly connected with instruction.
- Appropriateness for regional use
- Appropriateness for use by other categories of users

Selection tools include reviews in subject area, newspaper, and library professional journals, trade publications, publishers and booksellers catalogs and announcements, abstracts, bibliographies, indexes, and subject lists. Publications used include the following: *Choice*,

*Library Journal*, *Booklist*, *Publishers Weekly*, and the *New York Times Book Review*. Choice cards and slips from Midwest (a library vendor), are distributed by subject to librarians. The criteria used in selecting items include, although not necessarily in this order:

- Authority and reliability of author and publisher
- Accuracy
- Scope
- Relationship to existing collection (redundancy vs. filling a need)
- Level appropriate to intended users
- Currency of information for materials in rapidly changing fields
- Organization
- Literary quality
- Language
- Inclusion of special features (indexes, bibliographies, charts, maps, diagrams, illustrations, etc.)
- Format suitable to the subject and user's needs
- Physical quality of the material
- Bibliographic accessibility to the item through abstracts, bibliographies, and indexes
- Cost

## **NARRATIVE STATEMENTS FOR COLLECTIONS AND SPECIAL AREAS**

### **Annual Reports - Corporations**

The Reference Department provides access to current corporation annual reports both in paper and electronic format. The Library requests paper copies of annual reports for about 160 publicly owned companies in the Northwest, as well as a select group of nationally known companies. The collection coordinator for Business, working in conjunction with faculty in the Business Department, establishes the list of regionally and nationally significant corporation annual reports to acquire. These annual reports may be checked out.

In addition to the paper copies, the Library has a microfiche collection of historic reports dating from 1978-1993. Current SEC filings are available in electronic format through *LexisNexis Academic*. This database includes multiple types of filings for more than 10,000 publicly owned corporations.

### **Archives**

The University Archives share space with Special Collections in a secure, climate controlled area on the second floor of the Library building. The purpose of the University Archives is to preserve the significant written, oral, and pictorial record of the University, its faculty, staff, and students. To that end, the Archives collects, organizes, maintains and provides access to campus records, publications, minutes, memoranda, photographs, sound recordings, film recordings, letters, public relations materials, documents, cartographic materials, yearbooks, student publications, program information, catalogs and bulletins, architectural drawings, and announcements related to Southern Oregon University.

At this point in time, staffing of Archives is minimal, resulting in delays in processing of materials and limited access to materials.

### **Audiovisual Materials**

Hannon Library has a limited collection of audiovisual materials available for instructional, research, and informational purposes in those subject areas in which the audio and/or visual aspects of topics are especially important.

Academic departments and subject librarians are responsible for selecting audiovisual materials in their subject areas. In addition to the general selection criteria, the following criteria are taken into consideration for audiovisual media:

- Subject area or topic is enhanced by presentation in audiovisual format
- Quality of performances
- Technical quality of production
- Physical quality of the item is especially important for audiovisual materials
- Availability of equipment needed to use the material
- "Cataloging convenience" or whether a good MARC record exists for the item.



Audiovisual items are cataloged in Millennium. Items owned by the Library are given full cataloging records in the Hannon Library Catalog.

Most audiovisual materials owned by Hannon Library are located in the Circulation area. Generally video and audio recordings have a one week circulation period. Additionally there are a very limited number of other items including slide sets, multimedia CD-ROMs, and other miscellaneous items that have been placed on permanent reserve. Audiovisual materials owned by academic programs or faculty can be placed on Reserve when requested. Brief records for these items are created in the Millennium Reserve module.

Audiovisual materials which are rare or which have particular local value are housed in the Special Collections area. See the Mixed Media section of this policy for information about audiovisual materials which are included in kits or which accompany books.

#### Audio Recordings

At this time Hannon Library owns around 100 non-musical audio recordings and nearly 600 music audio recordings. The formats include cassette magnetic tapes and audio CDs.

Non-music audio recordings are infrequently selected and purchased from program monograph allocations if the case can be made that the audio format is preferable to print. Any audiovisual items purchased must support instruction in the subject area; selection is based on general selection criteria and the additional criteria listed above.

Non-music audio recordings include instructional language tapes, poetry readings, Shakespeare performances, and recordings on miscellaneous subject areas, such as leadership and other aspects of business administration. We selectively add high-quality books on tape received as gifts that can be used for recreational purposes, including books on tape published by Blackstone Audiobooks in Ashland.

At this time there is no budget for music audio recordings. Faculty members, particularly in the music program, sometimes present Hannon Library with gifts of music recordings to supplement our collection, which are then added. Other gifts of music recordings are reviewed by the Collection Development Librarian and Music Librarian.

#### Video Recordings

In 1997, the film collection of the Southern Oregon University Media Center was transferred to Hannon Library. Around 4,000 VHS video recordings were added to the Hannon Library Catalog following the transfer. Since this time the film collection has grown to around 6,500 fully cataloged VHS, and now, DVD, film titles. Hannon Library attempts to have copies made of films that are over \$100 in price, if this is technically possible.

All University programs with a major have a materials budget allocation that is used to purchase films to support instruction in that subject area. Additionally, some interdisciplinary programs have film allocations, including Women's Studies and Native American Studies. Subject librarians have primary responsibility for selecting films for program areas, based on general selection criteria and working in close consultation with academic programs.

A few programs collect student fees for courses that rely heavily on video recordings, including Film Studies and Anthropology. In these instances, the funds may be transferred to LIBBKS. If this is the case, films are then selected by faculty in the programs and are ordered by the Acquisitions Technician. At times, the program will choose to purchase the films from student fees and bring them to the Library when received.

In addition to program allocations for video recordings, there is a small Video General fund administered by the Collection Development Librarian that is used for replacing lost or damaged films, and for purchasing essential interdisciplinary titles.

Gifts of video recordings are evaluated by the Collection Development Librarian. If there are questions, the subject librarian is consulted. We often add second copies of DVD and VHS recordings received as gifts since films are easily and frequently damaged and in high demand.

All DVD and VHS film recordings are fully cataloged in Millennium and searchable in the OPAC. They are arranged by either VHS or DVD accession numbers. There are two locations for video recordings. Generally, feature films and other films of popular appeal that can be purchased for \$40 or less are located on the second floor in a patron-browsable area. Documentaries, more expensive films, and films that faculty use for instruction are housed in the more secure Circulation area and are not available for public browsing.

The circulation period for video recordings, whether they are located in Circulation or on the second floor, is one week. Summit borrowing and loaning of videos is for a loan period of three days. Members of the Friends of Hannon Library can use DVD and VHS films for viewing within Hannon Library only, but cannot check them out to leave the building.

### **Children and Youth (Joan Marioni Children's Literacy Collection)**

The Joan Marioni Children's Literacy Collection consists primarily of fiction for children and young adults and is located on the second floor. The Library collects noteworthy or course related books written for children and young adults. The emphasis of the collection is on award winning material for elementary school and young adult readers. Materials about children's literature are purchased and placed in the main circulating collection, and received as gifts. Reference books about children's literature are purchased and placed in the Reference Collection.

### **College and University Catalogs**

The college catalog collection is located in the Reference Department. It is limited to schools in the United States. Coverage of Oregon community colleges, degree-granting colleges, and universities, both private and public is complete. An attempt is made to acquire all catalogs for all Oregon colleges, including those for specialized occupations. Out-of-state coverage is limited to seven Western states, including Idaho, Washington, California, Nevada, Alaska and Hawaii.

Most college and university catalogs not available in paper may be found in the *College Source* database. *CollegeSource* is an online database which includes scanned images of the full cover-to-cover, original page format catalogs of 2-year, 4-year, graduate, professional and international schools. *CollegeSource* offers the advantage of searching by tuition, enrollment, degrees and other criteria. A microfiche collection of previous years of

college catalogs is also maintained in the Reference area. College catalogs do not circulate without special permission from a reference librarian. Back issues of Southern Oregon University catalogs are located in Government Documents.

### **Electronic Resources**

Hannon Library's electronic resources include, but are not limited to: indexes containing citations, abstracts, and/or full-text articles; online reference works; e-books; newspaper databases; publisher e-journal packages, individual e-journals, and online legal materials. We hope to expand into other types of online materials including collections of digital art and music. We work with a number of vendors to access these resources including Ebsco, OCLC, H.W. Wilson, ProQuest, CSA, Gale, LexisNexis, etc. Electronic resources are acquired to meet the instructional, informational, and research needs of SOU students, faculty, and staff and are subject to the same selection criteria applied to traditional print resources. In addition, we also consider whether we can get reasonable pricing through a consortial deal, whether the interface is user-friendly, and whether the license terms are suitable to our needs. Since electronic resources are frequently subscription-based rather than one-time purchases, we also re-evaluate whether to renew. This decision is usually made on a combined basis of cost, usage, and whether the database still meets our curricular needs in an optimal way compared with alternatives.

### **Government Publications**

Hannon Library collects federal, state, county, and local documents. These materials appear in a variety of formats and are collected to enhance the Library's collections, support the curricula and provide for the needs of Hannon Library patrons.

As part of the State of Oregon depository system, the Library receives all the publications of state agencies, boards and commissions, and the state legislature distributed to the 9 Oregon Depository libraries. (<http://www.osl.state.or.us/home/techserv/ordocspart.html>) The Library is also designated as a U.S. government depository for the 2<sup>nd</sup> Congressional District of Oregon for selected publications and receives approximately 50% of all United States government publications. <http://www.sou.edu/library/documents/govpol.html>

A trend in the dissemination of government publications and data is the rapid shift to electronic formats of information. The Library receives many materials on CD-ROM and much government data is available on remote Internet sites. It is a continuing challenge to provide appropriate access to materials in evolving formats. The Government Information Department has created and supports a web page to give full access to electronic government information and publications for patrons of the depository. (<http://www.sou.edu/library/documents/index.html>) We also load bibliographic records for electronic monographs, serials, and government websites into the public catalog where they will be accessible by patrons. (View Hannon Library's federal and state government publications policies, at <http://www.sou.edu/library/documents/govpol.html>.)

### **Library Professional Materials**

Hannon Library designates a small fund for purchasing materials for library professional development. Requests are submitted by librarians to the Collection Development Librarian. These materials are subject to the same selection criteria applied to other resources.

## **Maps**

Maps are acquired to support the University's curricula and research activities. They are obtained through direct purchase, government depository programs, and gifts. The collection includes world, international, national, state, regional, and local maps as well as subject specific and thematic maps. These materials, along with an extensive collection of thematic and subject specific atlases and gazetteers, are housed in the Maps Area on the first floor. Some heavily used general atlases are located in the Reference area. The coordination of the Map Collection is handled by the Government Information Resources Coordinator and Head of Reference.

## **Microforms**

The primary purpose of microforms in Hannon Library's collection is to make available back runs of serials which are not appropriate for binding. It is recognized that most users prefer paper or electronic formats over microformats. The Library will acquire microforms only when no reasonable alternative exists. The decision to bind serials or keep them on microform is a decision made by the Collection Development Librarian in consultation with the Periodicals Review Team. Each serial is unique in content and pattern of use, and therefore rigid rules cannot be applied. The following are general guidelines:

- Costs of binding vs. cost of microform. When binding costs exceed microform costs, microform is favored; when microform costs are high, binding is favored.
- Number and importance of color illustrations, charts, graphs, and other illustrative matter that do not reproduce well from microform. Where illustrated matter is emphasized, binding is generally favored.
- Pattern of usage. Microform is favored for less heavily used serials. It is also favored for frequently stolen or mutilated serials as a means of preservation.
- Serials not indexed in standard indexes and abstracts available in Hannon Library are generally kept in microform, or treated as an "expendable" and retained for a limited number of years.
- Where format makes binding difficult or impossible (as in the case of newspapers), microform is favored.
- Serials printed on paper that will deteriorate rapidly, such as newsprint or high acid paper, are retained on microform when it is available.
- Unique holdings of local publications are generally retained in paper format.
- Special issues of serials of high interest and use may be retained in paper format even if the serial itself is kept in microform.
- Microfilm is generally favored over other microform formats.

Retention of paper issues after the microform is received. The minimum amount of time the

Library will generally keep paper copies after the microform has been received are:

- For serials published monthly or less often, keep the current year in paper.
- For serials published more frequently, such as weekly or biweekly, we discard paper copy shortly after the microform arrives.

The Periodicals Collection includes a large number of microfilmed back runs of journals and newspapers. The microfilm is housed in cabinets in the Periodicals area. (See Serials section of the policy for more information).

The Resources in Education (RIE) microfiche collection contains the full text of documents from the Educational Resources Information Center (ERIC) for material published Nov. 1966 through April 2000. The ERIC microfiche subscription was cancelled when the documents became available on a full text online database.

The Periodicals area also includes a microfiche cabinet which contains miscellaneous historic documents, theses, dissertations, and short back runs of serials. Several microfilm/microfiche readers and printers are available for public use in the Periodicals area.

Located in the Reference Area are microfiche sets of college catalogs (1984/85-1994/95), corporation annual reports (1978-1993), and the *Oregonian Index* (1851-1984). (See the Annual

Reports and College Catalogs sections of this policy for more information.) The Reference area has one microfiche reader for public use.

The Government Documents collection includes microfiche documents such as Census publications, the Federal Register, and federal and state bills. One microfiche reader is available in the Government Documents area.

### **Mixed Media**

Mixed media materials in Hannon Library's collection are resources enhanced by the inclusion of at least two different formats. The majority of mixed media materials in the Library provide support for the subject areas of computer science, foreign languages, and music, although various other subject areas are also included. The Library's mixed media include books with accompanying materials (primarily audiotapes, computer diskettes, and CD-ROMs), and kits made up of two or more different types of materials in which no one material is predominant.

Books with accompanying audiotapes in the Library's collection cover various disciplines, particularly music and foreign languages. Books with accompanying computer files include those with information in a subject area, as well as those that provide instruction and files related to particular computer programs and programming languages. The Library also has a very limited number of books with accompanying visual materials such as prints or slides. There are a small number of kits made up of textbooks or teacher's manuals with accompanying flash cards, prints, slides, audiotapes, or computer files. These are added to the collection only if they are enclosed in a notebook or container permitting easy shelving.

Books with accompanying CDs are located in circulating or other appropriate collections, with the CDs housed in a pocket in the book. Books with magnetic disks vulnerable to security scanners are also located in appropriate collections, but disks are separately housed (with notes and alerts) in Permanent Reserve. Most other mixed media are placed on Permanent Reserve.

Selection of mixed media will follow general selection guidelines, as well as guidelines for the specific types of media included. (See Electronic Resources or Audiovisual sections of this policy for specific selection guidelines). Selection of mixed media is the responsibility of academic programs and faculty, and subject librarians. Kits made up of educational materials will be selected by the Education Department and faculty, and the subject librarian.

Mixed media materials are included in the SOU Library Catalog. Those owned by academic departments or faculty members are included in the Reserve List. Mixed media materials owned by the Library are given full cataloging in the Library Catalog. Circulation policies and loan periods are the same as those for other Reserve Collection items.

### **Monographs**

As of July 2007, the Southern Oregon University Hannon Library's print monographic collection totaled 326,404 volumes, representing 256,812 titles. With the exception of the materials kept in the Reserve Area and Special Collections area, the collection is directly accessible to the public on open shelves for browsing. Since 2003, Hannon Library has provided access to a selection of 2,880 electronic books (NetLibrary e-Books) with virtual checkout.

The primary purpose of the monograph collection is to support and supplement the teaching and learning mission of the University; specifically the instructional and research activities and programs. The focus of the collection is on meeting information needs for undergraduate and graduate instruction, and the research and curriculum development needs of the faculty.

Monographs are collected in depth to the degree appropriate to the various areas of instruction at the undergraduate and graduate levels as funding permits. Monographic support for research is provided when funding levels permit, but interlibrary loan and Summit borrowing is heavily used for monographs which cannot be added to the collection. Monographs are subject to the same selection criteria applied to other resources.

### **Pamphlets**

Hannon Library does not maintain a separate pamphlet file or collection. Most pamphlets in the Library are government publications which are integrated with the Government Publications collection. Other pamphlets selected for Hannon Library's collection are given full cataloging and are integrated with the general collection or placed in Special Collections.

### **Print Collection**

The main purpose of Hannon Library's Print Collection is to provide a source of visual information to complement other library material. Prints may be used for classroom instruction by faculty and by Education students teaching in local schools. They may also be used for research and informational purposes by faculty and students, particularly for art history courses.

The Print Collection consists of both art and general prints. Art prints include reproductions of works by recognized artists, as well as 2-dimensional reproductions of folk art. General prints include charts, general posters, government documents prints, historical prints and scenes, and scientific illustrations.

Selection and supervision of the Print Collection has been the responsibility of the Fine and Performing Arts Librarian. In addition to the general selection criteria, the following criteria apply to selection of prints:

- Clarity of visual presentation
- Fidelity to original work for art prints
- Durability of physical materials is especially important for prints

Prints selected for the collection have been mounted on cardboard, laminated, and shelved in a separate area. All prints are cataloged with brief records in the Hannon Library Catalog. Subject headings are not assigned to prints. Prints may be accessed by author, title, or keyword searches.

The Print Collection has been static since the late 1990s because of the expense and effort in their processing. Hannon Library doesn't have the resources or equipment to mount art reproductions and the other visual materials in the General Print Collection. After conducting research on charges for materials and mounting, "prints" were batched, delivered to a frame shop in Medford, and picked up once the mounting was finished. They were then laminated, labeled, and cataloged by library paraprofessionals. This processing effectively doubled and tripled the cost of each item added to the collection. As a result, it was decided to discontinue purchasing and adding new materials to the Print Collection and transfer the funds to purchase music scores to support the Music Program curriculum.

## **Reference**

The Reference Collection, on the Hannon Library's first floor, supports the instructional, research and informational needs of the Southern Oregon University community (see Hannon Library Policy 1-4, "Reference Services Mission Statement," for more information). The collection is largely composed of English language materials not designed to be read continuously, but to answer specific informational questions. Although the collection is designated non-circulating, short-term checkout of less heavily used items is allowed by permission (see Hannon Library Policy 3-2, "Reference Book Circulation," for more information).

The Hannon Library Web page is central to reference service and includes access to the SOU Library catalog; the Summit catalog, a union catalog of Oregon and Washington academic libraries; WorldCat, a union catalog of libraries world-wide; a variety of subscription databases; government publications, and the Southern Oregon Digital Archives.

The online catalogs and subscription databases are accessible to faculty, staff, and students via the Internet both on and off campus. Public users may access the Library's resources from computers available in the reference area with a public login account. Public users are allowed two hours of computer access per day.

Hannon Library's electronic resources include but are not limited to: indexes containing citations, abstracts, and/or full-text articles; online reference works; e-books; newspaper databases; publisher e-journal packages, individual e-journals, and online legal materials. Electronic resources support the instructional, informational, and research needs of SOU students, faculty, and staff and are subject to the same selection criteria applied to print resources. In addition, we also consider consortial pricing, intuitive interfaces, and licensing terms in our selection. Since electronic resources are frequently subscription-based rather than one-time purchases, we also re-evaluate whether renewal on a year-to-year basis. Decisions are made in consultation with subject librarians based on a combination of cost, usage, and whether the database still meets our curricular needs in an optimal way compared to alternatives.

The Reference Collection is kept current by purchasing new editions and by the continual evaluation and weeding of materials. Selection of reference material is based on the same criteria used for other Library materials, including timeliness, authoritativeness, content, accuracy, price, reflecting multiple points of view and favorable reviews. Additional criteria are: inclusion in a basic reference collection guide; the need for interpretation; availability of indexing, potential reference use; specificity vs. general coverage; and the available space on Reference shelves. Budget restraints require careful selection in order to avoid duplication of materials and to maintain a well-rounded collection.

In addition to the traditional reference monographs and indexes and abstracts, the Reference Department has several specialized resources including a card index to the *Ashland Daily Tidings*, microfiche index to the *Oregonian* newspaper corporate annual reports, superseded college catalogs, and separate collections of telephone directories and college catalogs in paper format. A small Ready Reference collection is kept behind the Reference Desk.

The Reference Services Coordinator in coordination with subject librarians has responsibility for the selection of reference materials ordered from the Reference Department. After purchase of an item, the appropriate collection coordinator collaborates with the Reference Services Coordinator to decide whether an item should become a part of the Reference Collection or go to the general collection (see Hannon Library Policy 5-2, "Selecting Books for Reference").

### **Regional Materials**

SOU Hannon Library uses the designation "Regional Collection" to identify and distinguish materials that are primarily about the Southern Oregon and surrounding counties, including most of the apocryphal "State of Jefferson." The designation encompasses materials about Coos, Curry, Douglas, Jackson, Josephine, Klamath and Lake Counties in Southern Oregon and Del Norte, Modoc, and Siskiyou Counties in Northern California. The Southern Oregon Digital Archives Bioregion and First Nations Collections reflect the entire area, while the Oregon counties are emphasized in the History Collection.

The Regional Collection contains nonfiction and historical materials dealing with the defined geographic area. Relevant items are proactively acquired, including "gray" literature from local, state and federal government agencies. If an item is of lasting historical value, two copies may be acquired; a non-circulating copy will then be located in Special Collections and a circulating copy will be placed in Government Documents or the general collection. Many archaeological reports from the local area are donated to the Library; additional circulating copies may be requested or duplicated. The Collection Development Librarian scans antiquarian book catalogs



dealing with Northwest history for available materials on Southern Oregon and also works with the Government Documents Librarian to ensure that regional materials are collected. A designation for "Regional Collection" is added within the 049 field of the bibliographic record during cataloging. This designation does not display to the public in the online catalog.

A separate designation "Southern Oregon author" is used for works of fiction, poetry, art, and prose by authors who have some connection with Southern Oregon. Books by Southern Oregon authors circulate and are shelved in the general collection unless they meet criteria for Special Collections. A designation for "Southern Oregon author" is indicated through adding a 500 note field in the cataloging record. This designation displays to the public in the online catalog and is searchable by keyword.

### **Reserve**

The primary purpose of the Reserve Collection is to ameliorate the demand for materials used in support of University instruction. Each term, faculty may designate required reading/listening materials to be made available to students for limited periods (two, four, twenty-four, and seventy-two hours). Reserve materials may leave the library building except for those items designated two-hour, library use only. Materials are placed on Reserve for a term or an alternate amount of time designated by the instructor. Reserve items can include: books, journal articles, maps, audio/video tapes and software. Materials can be property of the Library or owned by a faculty member or department. All reserve material must comply with Copyright Law (PL 553). When permission from a publisher is necessary, it must be obtained by the faculty member.

At the determination of a librarian, items of high use, scarcity, high replacement cost, or that have suffered continual mistreatment are placed on Permanent Reserve so that they will be available when needed by students and faculty. Examples of permanent reserve items include style manuals, and selected art books. The loan period for Permanent Reserve material ranges from two hours to two weeks. These Permanent Reserve items are reviewed annually for retention by the Reserve Coordinator in consultation with the subject area Collection Coordinator.

Another category of Permanent Reserve items are from campus departments and includes items such as faculty salaries, campus faculty search resumes, course syllabi, Amistad applications, and standardized testing materials. Multimedia materials, computer files, audiocassettes, and a few videotapes are also on Permanent Reserve (see "Audiovisual Materials").

All Reserve items are listed in OPAC, the Library online catalog, and will be found by searching in the Reserve module by professor's name or the course number. In the OPAC catalog all Hannon Library-owned materials that are on reserve for a course are designated "Reserve" in the location. For Permanent Reserve the location is designated as "Ask at Circ." Check-out of Reserve items is limited to students and faculty with current SOU identification cards. An individual may check out two items at one time with "holds" allowed for items that have a loan period of 24 hours or more.

The Reserve Department policy is to make items available as soon as possible after being received. In order to insure that an item will be on Reserve by the beginning of the term, allowing one full week for processing is recommended.

## **Serials**

A diverse selection of serials, including annuals, monographic series, and periodicals (journals and newspapers), are collected by Hannon Library primarily to serve the instructional, informational, and research needs of the campus community. Serials are the main source of up-to-date information in many disciplines, as well as a resource of lasting scholarly value. Serials also provide SOU faculty and staff with selection aids and professional reading materials. Many factors are taken into consideration in developing a balance of serials formats and services which will provide the best possible patron access given available funding. The increasing number of e-journals, improvements in interlibrary loan technology, and high inflation rate for subscriptions have impacted Hannon Library's serials collection.

Currently, serials are available in the Library in both electronic format and in paper (with back issues available as bound volumes or in microformat). An increasing number of serials are now available via full-text online databases. Interlibrary loan also provides access to articles for Library patrons. Benefits and costs of this service are considered in decisions made about proposed and current serials acquisitions. (See Hannon Library Policy 3-1, "Interlibrary Loan Policy").

Hannon Library's serials collection has been seriously affected by continuing high annual inflation rates for academic journal subscriptions. The Library's budget has not increased to keep pace with inflation, and in fact has decreased. At the same time, the portion of the materials budget that goes towards electronic resources has increased, further reducing the amount of money available for traditional journal subscriptions. This has led to an ongoing annual cancellation process. This decrease in purchasing power for serials requires that all serials subscriptions be carefully reviewed to get the best possible value with limited funds.

Since serials involve a long-term commitment of funds and space, selection of new titles is made only after careful consideration of the general selection criteria. The following factors are especially important in the decision to add or discontinue any serial subscription:

- The extent and composition of expected or current readership (lower division, upper division, graduate, faculty, staff, or community)
- Titles with similar coverage owned by the Library
- Value in relation to price (are there less expensive publications with similar coverage?)
- Indexing and abstracting available at the Library
- Availability of the serial in OUS libraries, regional libraries, and local public libraries

The Serials Review Committee was created in 1991-92 to review all serials requests and cancellations. The Committee consists of the Collection Development Librarian (Chair), one other librarian, and the Periodicals Technician. (See Hannon Library Policy 5-3, "Serials Review Process"). The Library compiles in-house use statistics for print periodicals. This provides useful information for reviewing new and current serials subscriptions.

## Periodicals

As of June 30, 2006, Hannon Library had 947 current paid print periodical subscriptions, down from a high of 1471 in 1992. The majority of periodicals in the Library's collection are scholarly journals. Some general interest magazines and newspapers are also included in the collection.

Periodicals are selected primarily to serve as a resource for instructional, informational, and research purposes. Although periodicals may also provide cultural enrichment and recreational reading materials, this is not their primary purpose in the Library's collection.

Additionally, Hannon Library provides access to an ever-increasing number of e-journals that are available from publishers and aggregators. Hannon Library has licensing agreements for access to e-journal packages from Sage Publications, John Wiley & Sons, the American Psychological Association, the American Chemical Society, and the Association for Computing Machinery. We also have access to the fulltext of journal articles provided by database aggregators such as Ebsco and Lexis-Nexis. Lastly we have several subscriptions to individual e-journals.

The Current Periodicals area was created in 2004, as part of the Hannon Library building project, in order to improve access for patrons by bringing together all current issues of periodicals in one browsable location. Bound volumes of past issues, microfilm, microfiche, and newspapers are located conveniently in adjacent areas. This area includes copy machines and microfiche/microfilm readers and printers. A staffed public service area provides assistance to patrons in locating periodicals and in using the microfiche and microfilm equipment and copiers.

Current unbound issues of periodicals are available until they are bound, replaced by microfilm, or discarded. The decision to bind periodicals or acquire microform back files is made by the Periodicals Review Team. In the past, microfilm was seen as the best long-term format for periodicals back files. It has since been recognized that users prefer paper or electronic formats to microformats, and that microformats do have preservation issues and may be the more expensive option. Although the decision to bind, replace with microform, or discard must be

made individually for each periodical title, Hannon Library has general guidelines which are applied in making these decisions. Considerations include:

- Costs of binding vs. microform
- Importance of illustrative matter which will not reproduce well in microform
- Frequency of use
- Time sensitivity of publication
- Are indexing and abstracting available in the Library?
- Is binding possible, given the format?
- Longevity of paper periodical is printed on
- Is space available for paper version?
- Is this a unique local publication?
- Is this a special issue?

### Newspapers

The Library provides access to current newspapers in print in order to provide up-to-date information about current events. The Library's collection also includes microfilm back files of newspapers which provide a lasting resource for information about historical events. Recreational reading is not a major purpose of Library newspaper subscriptions.

The Periodicals area newspapers include subscriptions to the *Oregonian* and many other regional Oregon newspapers, the *San Francisco Chronicle*, and several national and international newspapers. The Periodicals Collection includes back runs of newspapers on microfilm for the

*Ashland Daily Tidings*, the *Medford Mail Tribune*, the *New York Times*, the *Oregonian*, the *Salem Statesman Journal*, the *Christian Science Monitor* and the *Wall Street Journal*. Several newspaper microfilm subscriptions, such as the *Christian Science Monitor*, the *Salem Statesman Journal* and the *Wall Street Journal* have been canceled in recent years due to budget reductions and the availability of full text online access.

Access to the *Oregonian* and the *Wall Street Journal* has been enhanced by the Library's subscription to these titles as individual online databases. Hannon Library is able to provide additional fulltext access to many newspapers in the United States and around the world via our subscription to *Academic Universe Lexis-Nexis*.

### **Shakespeare/Bailey Collection**

In 1972, the Margery Bailey Collection of Shakespearean and Renaissance literature was transferred to Hannon Library. Dr. Bailey was Professor of English at Stanford University for many years and founder of the Renaissance Institute in Ashland. After she died in 1963, the collection first resided in the Bailey Room at the Oregon Shakespeare Festival and then in the Ashland Public Library. Since the Bailey Collection was moved to the SOU Library, it has grown in number and now contains around 8,000 items.

Materials in the Bailey Collection are stored in two locations. Circulating items are shelved in open stacks in an area designated as the "Bailey Collection" on the second floor of the Library. Rare, fragile, and valuable materials are stored in a separate area within the secure Special Collections Room, also on the second floor. And, particularly rare, fragile, and valuable items, including the Jonson folios, Shakespeare folios, and Holinshed's *Chronicles* are stored in locked cases within the Special Collections Room.

Newly published and newly available items are continually added to the collection. There is an ongoing annual fund allocation for Shakespeare materials that is administered by the subject librarian and/or Collection Development Librarian. This fund allocation is usually supplemented by additional funds from the Friends of Hannon Library.

Materials selected for Bailey Collection include: major and notable editions of Shakespeare's plays; reading copies of the plays for student use; works of criticism and interpretation; reference materials; publications of and by major Shakespeare festivals, with an emphasis on the Oregon Shakespeare Festival; biographies on Shakespeare; authorship of works attributed to Shakespeare; and serials on Shakespeare scholarship. If funds permit, works on Shakespeare's peers and times may also be selected.

### **Special Collections**

Special Collections, on the second floor of SOU Hannon Library, provides secure access to items of significant monetary, historical value, or research value. Special Collections contains local history publications, fine printing and binding, and some miscellaneous publications that are too valuable, rare, or fragile to place on the open stacks. The older, more valuable, scarce, and fragile Shakespeare-related publications from the Margery Bailey Collection are also located in Special Collections. Types of materials include books, serials, memorabilia, and a limited number of manuscript collections. When materials of local significance are selected, a copy is generally acquired for Special Collections as well as for the general collection. Special Collections is an

unstaffed area, other than weekly hours that student workers are assigned to cover this area, generally 6-10 hours per week during fall, winter, and spring terms. The policies for use of Special Collections items are stated on the form that patrons must complete in order to use items (see Hannon Library Policy 2-7, "Use of Special Collections").

When materials are acquired that are not particularly rare or fragile, but may be in great demand, they may be added to the Reserve Collection on the first floor. The goal is to provide the greatest access possible.

### **Telephone Books**

The Hannon Library Reference Department maintains a selective collection of telephone books in paper format. The collection is limited to the United States, unless a foreign directory is received as a gift or specifically requested. Coverage is for the states served by Qwest. For other states, major cities may be selectively acquired. These are purchased with Reference Department funds or special allocations in the Library budget. For Oregon the coverage is fairly complete. At this time, Qwest directories are received free by standing order. A card file of telephone directories is maintained in the Reference Department office. Many phone numbers and addresses are also available on the Internet through sources such as QwestDex and Switchboard.

### **Theses and Graduate Projects**

Graduate students who author theses are required to provide two bound copies and one e-copy to Hannon Library. Graduate students who author graduate projects are required to provide one bound copy and one e-copy to the Library. The Acquisitions Technician works with the Graduate Office to ensure that students pay for the costs of commercial binding and complete the appropriate paperwork for the bindery orders. One copy of each thesis is placed in Archives; one goes back to the department; and the third goes to the general, circulating collection. Graduate projects are generally added to the general collection only. If the project is regionally significant, a copy may be made for Special Collections with costs absorbed by the Library. (See Hannon Library Policy 3-11, "Procedures for Thesis Binding."). The binding form that students complete is utilized to acquire the student's permission to include theses in future digital initiatives, such as an institutional repository, and to place theses and projects on regionally significant topics in the Southern Oregon Digital Archives (SODA) collections.

## COLLECTION DEVELOPMENT AND MAINTENANCE ACTIVITIES

### **Collection Assessments for New Curricula**

When new courses and programs are proposed, Hannon Library will supply a statement about the adequacy of existing library resources, and a recommendation about what is needed to ameliorate any deficiencies that are identified.

Requests for assessments should be provided by departments to Hannon Library four weeks in advance of the date they are needed. When possible, departments will provide a draft of the proposals. If the proposals have not yet been completed, departments will provide a summary of the proposed course(s) or program

When one or two courses are proposed, the assessment need not be as extensive. A one page summary statement is adequate. Generally librarians do not need to inform the Library Dean or Collection Development Librarian when working on a statement for new courses. However, if they identify a deficiency in Hannon Library materials and will be recommending increased funding to remedy the deficiency they need to determine the amount of increase in consultation with the Library Dean and Collection Development Librarian. Copies of all completed assessments for new courses will be emailed to the Library Dean and Collection Development Librarian.

For proposed new minors, majors, certificates, or graduate programs, the subject librarian will undertake a more thorough assessment to evaluate existing materials in support of the program and deficiencies in our collections. Subject librarians will consider materials in all formats that are currently available in the Library that support the proposed program. These materials include: current print and electronic journal title available; monographic holdings; databases and other indexes; and if appropriate film and sound recordings. There will be a variety of assessment measures used as appropriate for the department; subject librarians will use differing criteria to evaluate Hannon Library materials for different subject areas.

Librarians who are preparing collection assessments about library materials to support a minor, major, or other graduate or undergraduate program will notify the Library Dean and Collection Development Librarian. Before the assessment is completed the subject librarian, Library Dean, and Collection Development Librarian will have a conversation to discuss the assessment and the recommendation for funding needed to address any deficiencies in library materials to support the new course(s) or program.

Collection assessments become part of the University record and reflect upon Hannon Library. They are attached to proposals that move through the Executive Council, Faculty Senate, and OUS. The Library Dean especially needs to review recommendations regarding funding for materials.

After an assessment is drafted for a minor, major, or program, it is then sent to the Library Dean and Collection Development Librarian for review. After this review, the final version of the assessment is sent to the department, with cc's to the Library Dean and Collection Development Librarian.

The Collection Development Librarian will save the final version of the collection assessment on the g: drive where past assessments are available for librarians to use as models and for later reference. (g:/Collection\_Development/Collection Assessments)

For information about the OUS program proposal process, consult:

[http://www.ous.edu/about/polipro/acad\\_pp.php](http://www.ous.edu/about/polipro/acad_pp.php)

### **Collection Review**

At this time, there is no systematic, regularly scheduled collection review process. Rather, collection areas are evaluated when the need arises, e.g., when a program of study is developed or expanded. The relatively new ability to generate many types of material usage and collection statistics with the Innovative Interfaces Web Management Reports is extremely useful in making decisions about collection maintenance and weeding. It is now easier to identify collection strengths and weaknesses and to determine which areas of the collection are heavily used. This is an area that we are only beginning to explore and utilize. [See Collection Assessments section above.]

### **Conservation**

Conservation activities are integrated into day-to-day activities in the Library, in the sense that there is awareness of the need to handle and store materials properly and of the need to acquire new materials with quality binding and paper, when materials are intended for long-term use. Hannon Library has a responsibility to preserve those items that have a particular value, are unique to this Library, and fit our collection development guidelines. The Library is in the process of initiating basic in-house conservation procedures, particularly for those Special Collections and Bailey materials for which the regular binding and repair processes are inappropriate. These conservation procedures include: the creation of acid-free phase boxes for bound volumes; de-acidification to a limited degree; and Mylar encapsulation of maps and document items. Due to limited staff resources, items will be selected for conservation procedures by need in consideration of the following criteria:

- Overall fragility of the item
- Monetary value of the item
- Historical value of the item
- Age of the item

### **Mending and Rebinding**

Materials are usually identified for binding and repair as they are handled by staff during day-to-day activities. Binding or repair is considered for those damaged items not slated for withdrawal from the collection. Considerations include intrinsic value of the book, usage, and whether the paper is of a lower acid content and worthy of rebinding from a physical standpoint. Very simple repairs are accomplished in-house. However, a larger percentage of print materials are sent to a commercial bindery to be rebound.

### **Replacement**

Materials in the collection which are reported missing will be promptly evaluated for replacement. This generally includes books, films (DVD and VHS), and journal issues needed in order to send a volume to the bindery. If titles are not replaced, other titles relating to the subject area may be acquired, if appropriate. While general selection criteria apply when evaluating materials for replacement the following criteria are especially important when deciding if an item will be replaced:

- Currency of information
- If there are newer items in the collection on the same subject
- If the item is still needed to support the curriculum
- If the item was heavily used
- If the item is still obtainable
- Cost

### **Weeding**

Generally, weeding does not occur at regular intervals in a systematic fashion. Rather, it tends to occur in specific collection areas when a particular need is identified. Oversight for that small weeding project then falls to the appropriate subject librarian. It also occurs at times as part of the acquisitions process when newer editions are added to the collection.

However, major weeding projects do occur at great intervals and it is anticipated that the Library will undertake one within the next several years. In major weeding projects, librarians work closely with faculty in the departments and with staff in Technical Services to make the process as efficient as possible.

The goal of weeding, whether continuous or a major weeding project, is to withdraw those items which are duplicates, out-of-date, no longer covered in the curriculum, superseded by more relevant materials, or in poor physical condition. The following criteria are considered in weeding:

- Poor content or indexing
- Subject is no longer within the scope of the collection development policy or no longer related to the curriculum
- Obsolete information or theories
- Superseded editions
- Inappropriate level
- Poor physical condition, unless appropriate for replacement
- Duplicate copies, unless multiple copies are justified by demand
- Older outdated editions, unless they contain valuable information not found in later editions
- Usage
- Age is a factor in subjects where information is constantly changing. When currency is a factor, ten years can be a general guide. Care is taken not to weed classic works in a subject area, or material with intrinsic historic value



Exceptions to general weeding policies are made for materials received on a contract depository basis which allows for discard only under specific terms of the contract, or where the Library is committed by specific policy relating to all materials in a given field. The latter includes government documents and some rare books and Margery Bailey Collection items.

**Withdrawn Materials**

Items that are withdrawn from the collection are disposed of following the guidelines for disposition of state property, which include public sale. Materials that have very little value are discarded to recycling. Some of the withdrawn items are sold at public sales in the Library or on the Internet. At times, materials of special research or collection value that do not fit the collection criteria of this Library may be offered to other libraries within the state. Materials that have little resale value may be placed on the “free table” for patrons to take. (See Appendix C for OUS guidelines for disposition of library surplus materials.)



**REVISION OF POLICY**

Any library and library collection must be responsive to the needs of the time and of the population it serves. Therefore, this collection development policy will be revised and updated as conditions warrant, and will be reviewed periodically.

It is understood that as the programs and other information needs of the University change, so the collection development policy must be altered to meet these changing needs.

Approved by Library Faculty

\_\_\_\_\_

Date

\_\_\_\_\_

Collection Development Librarian

\_\_\_\_\_

Date

\_\_\_\_\_

Hannon Library Dean

\_\_\_\_\_

Date



## Appendix A

**HANNON LIBRARY  
COLLECTION DEVELOPMENT LEVELS AND DEFINITIONS*****LEVEL I: Minimum Development***

- Out of scope
- Minimal coverage

***LEVEL II: Basic Development***

- A highly selective collection which serves to introduce and define a subject
- Supports the core curriculum in all disciplines and/or all 100-numbered courses
- Supports those areas in which there is no major but does offer course work
- Supports those areas in which Hannon Library should have a representative collection in order to support a broad liberal education
- Includes, but not limited to:
  1. Surveys
  2. Introductory works
  3. Encyclopedias and handbooks
  4. Selected texts
  5. Basic periodicals on the subject
  6. Basic reference tools

***LEVEL III: Intermediate Development***

- Supports 200-, 300-, and 400-numbered courses necessary for the undergraduate level
- Provides extensive coverage of all aspects of a discipline
- Supports independent undergraduate research
- Includes, but is not limited to:
  1. Bibliographies
  2. Subject dictionaries
  3. Subject encyclopedias
  4. Important monographs
  5. Representative periodicals
  6. Key reference tools

7. Subject indexes, including online databases
8. Significant secondary sources
9. Definitive editions
10. Works of criticism and analysis
11. Research studies which would 'tell something new'
12. Conference proceedings
13. Publications of research societies

#### ***LEVEL IV: Advanced Development***

- Supports master's degree program
- Includes all significant and relative works about a subject area for a defined field
- Covers basic requirements for graduate studies at least to the master's level
- Provides major source materials required for thesis research and graduate level papers
- Includes, but not limited to:
  1. Research studies and reports
  2. Major reference works
  3. Specialized monographs, serials, and periodicals
  4. Indexes and abstracts (online databases and/or print)
  5. Definitive editions and/or first editions
  6. Primary materials for each discipline
  7. In-depth collecting of major authors' works, critical and analytical studies
  8. Emphasis on specific periods, subdivisions, or eras as required by the discipline
  9. Secondary sources in relevant subject areas
  10. Little manuscript or other non-print material except in narrowly defined fields or for special needs
  11. Fundamental works of scholarship, primarily books and other published materials in western languages or in a language especially relevant to the subject or language being taught

#### ***LEVEL V:***

- Supports programs leading to the doctorate
- Special collections that have been defined as areas of collecting emphasis.

## Appendix B

# 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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillofrights.pdf>

Appendix C

STATEMENT OF CONCERN ABOUT HANNON LIBRARY MATERIALS

This form is to be used to express written comments and concerns regarding specific material in the Southern Oregon University Hannon Library collection. This form should be submitted to:

Library Dean
Lenn & Dixie Hannon Library
Southern Oregon University
1250 Siskiyou Boulevard
Ashland, OR 97520

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Representing: \_\_\_\_\_ Self
\_\_\_\_\_ Group/Organization Please identify: \_\_\_\_\_

1. Type of material on which you are commenting:

Other \_\_\_\_\_ Book \_\_\_\_\_ Magazine \_\_\_\_\_ Journal \_\_\_\_\_ Newspaper \_\_\_\_\_

If Other, please identify type: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

2. What brought this material to your attention? (Use the back of this sheet, if needed.)
\_\_\_\_\_
\_\_\_\_\_

3. Please comment on the material as a whole and specifically on those matters which are of concern to you: (Use the back of this sheet, if needed.)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

4. OPTIONAL:

What material do you suggest to provide additional information on this topic?

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## Appendix D

### OSBHE FINANCIAL ADMINISTRATION STANDARD OPERATING MANUAL

This policy was developed prior to implementation of Banner FIS. Therefore, specific information related to the previous accounting system (FMS) is no longer relevant. This policy is made available on-line since certain general principles are still applicable. If you have questions, please contact the Controller's Division at (541) 737-3636 / [cdwebmaster@ous.edu](mailto:cdwebmaster@ous.edu). Applicable sections of this policy will be transitioned to the new Fiscal Policy format as time and resources permit.

#### **Section 06.52 DISPOSITION OF LIBRARY SURPLUS MATERIALS (Last Revised 06/77)**

The Oregon Department of Higher Education delegates authority to each head librarian at each institution to dispose of surplus library materials. Journals, books, monographs, and other miscellaneous materials may be offered to other libraries, non-profit agencies, recycled, or offered for exchange, credit or sale to local or state used book dealers. Selected journals of large or bound volumes or books of considerable value may be offered to rare or individual used book dealers.

If materials are offered to dealers for credit, cash or exchange, institutions must maintain records of the quotes received as well as the name of the purchase, price and date of sale.

Institutional librarians may set a marketable price for all books and journals not disposed of in the above manner, and dispose of them by public sale on campus.

#### **A SURPLUS MATERIALS**

Materials which are part of the permanent or cataloged library collection may be withdrawn from the files and designated surplus if they are: un-needed duplicates, worn out or defective, superseded by later additions, replaced in another form (e.g. periodicals converted to microfilm or no longer applicable (e.g. out-dated textbooks which need not be retained for purpose of historical comparison).

##### Disposal of Surplus Materials

Materials withdrawn from permanent collections for disposal as surplus material, must be conspicuously identified as withdrawn from the library collection. All call number and identification markings must be removed before disposal.

All income from the sale of withdrawn surplus materials shall be deposited in accounts XX-041-XXXX, Sales - Surplus Library Materials

#### **B LIBRARY MATERIALS RECEIVED AS GIFTS**

Materials given to libraries (e.g. from wills, trusts, or even placed by the donor on institution loading docks) become State of Oregon - OSSHE - Institution property, regardless of whether

they are ever included in the permanent or cataloged collection. Donated materials to be included in the cataloged or permanent collection shall be evaluated as soon as possible by the librarian or delegated authority, and shall reflect the monetary valuation, for restoration purposes only. Evaluation for income tax purposes require that the donor obtain a third party.

Disposal of Library Materials Received as Gifts

Materials donated to libraries that are determined, upon examination, to be surplus and not suitable for inclusion in the library permanent collection may be returned to the donor or disposed of as surplus materials.

All income received from the sale of surplus library materials received as gifts shall be deposited in accounts XX-265-XXXX, Sales - Surplus Library Gifts.