

# Texas Woman's University

## Library Policy Manual

**Policy Name:** Collections Retention and Shifting Methodology

**Last Library Review:** November 2020

**Next Library Review:** November 2021

**Purpose:** The purpose of the policy is to outline a methodology for the retention and shifting of collections in the TWU Libraries.

**Note:** Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.

**Definitions: For the purpose of this policy**

**Methodology** – a set of methods, rules, or procedures

**Deaccession** – to remove materials from the collection

**JLF** – Joint Library Facility

**RIC** – Resource in Common

### Policy:

The TWU Libraries collection methodology policy is designed to address shifting needs to make better use of library spaces. The retention and shifting methodology applies to materials housed in:

1. The Blagg-Huey Library and Special Collections (Denton)
2. The T. Boone Pickens Institute of Health Sciences (Dallas)
3. The Academic Resource Center (Houston)

The policy includes criteria for sending materials to the Joint Library Facility (JLF) for off-site storage.

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## **Library Guidelines**

### ***Collections at the Blagg-Huey Library (Denton)***

#### **General Collection**

The General Collection represents materials used in teaching and research at the university and reflects curricular areas of study. The collections include many supplemental and cross-disciplinary materials that may be used inside or outside of the classroom. This is a circulating collection and is available for check out whenever the library is open. Electronic materials are available 24/7. Items added to the collection are based upon the Collection Development Policy. The General Collection includes Reserve, Browsing, Electronic, Media, and Remote Storage (on-site and off-site). Shifting is completed with consultation from Subject Librarians as space is needed to accommodate collection growth and additional student study space.

#### **Reserve Collection**

The Denton Reserve Collection consists of materials with short loan periods that are selected by faculty for use in specific courses; librarians also place frequently used reference items on reserve to ensure all students have access. Most of the reserve materials are books, DVDs, and kits. Electronic items are available through links into the University's learning management system. Some of the materials are library-owned and others are faculty or department owned. Library reserve materials are reviewed each semester with faculty to comply with copyright policies and to ensure that they are still needed. Shifting is done regularly as materials are added and removed from this collection.

#### **Browsing Collection**

The Library maintains a small leisure-reading print collection that may be checked out called the Browsing Collection. Most of these materials are three years old or less. Shifting is done annually as the older items are removed and relocated to the General Collection, and when new materials are added.

#### **Electronic Collection**

Electronic resources (e-resources) consist of full-text databases, subject collections, electronic books, textual files, electronic journals, index and abstract databases, video streaming, music streaming, and internet resources. Open-access electronic items are included in the library's holdings and these are available to anyone. All are available to TWU students, faculty, and staff through Pioneer Portal access. They can be found through the library's website. Digital product selection is based on the Collection

Development Policy. All users must comply with each product's licensing terms. Because these materials are digital, there is no need for shifting. They are reviewed annually for content coverage, overlap, usage, relevancy, and cost. Materials are added and cancelled based on faculty and librarian input. Both qualitative and quantitative data are used to evaluate current and new requests.

### Media Collection

DVD usage is assessed annually and low usage items may be withdrawn based upon condition, format, and availability in area libraries. DVDs and all other media materials are housed in the Browsing area while all kits are placed on reserve. High usage items on older formats are considered for change to newer formats or online streaming. Media is shifted as needed to make room for new items.

### Reference Collection

Print reference materials are located in Remote Storage (in-house) and are available for in-house usage. Shifting is done as needed to accommodate the size of the collection.

### Theses and Dissertations

Print TWU theses and dissertations (1935-2015) are located in Remote Storage (in-house) and are available for checkout. The collection will not see any further growth since new materials are all digital. Older print theses and dissertations are scanned to make them available electronically.

### Remote Storage (in-house)

Bound journals are housed in Remote Storage and include both active and inactive titles. They are arranged by shelving location for easy retrieval and can be temporarily moved to a public area when browsing for a limited number of volumes is requested by a faculty member. The volumes are also available for individual in-house usage upon request at the Information Desk. Users may request to have sections of the volumes scanned and delivered electronically through Interlibrary Loan (ILL). Lists of titles and holdings are generated regularly for consideration as a Resource in Common (RIC) at the Joint Library Facility. Shifting is done as densely as possible to accommodate growth and withdrawals for the JLF and RIC options. The majority of the print Reference Collection is also housed in Remote Storage.

### Remote Storage (off-site)

As a member of the Joint Library Facility, titles not already housed in the JLF may be relocated there depending on our library's usage, age, and importance in the field. Items already located in the JLF will

be considered as a Resource in Common (RIC); the Library may still choose to keep the RIC items locally based upon usage, relevancy in the field, physical condition, and general availability in the state. The TWU Libraries' priority for moving items to RIC status is the bound journals.

Items meeting the following criteria are eligible for off-site storage:

- Items over 10 years old that have never been checked out
- Items last checked in over 10 years ago
- Items that are not in the Joint Library Facility but are readily available in area libraries and/or by interlibrary loan

Lists of these items are generated annually and are reviewed by the collection development staff and subject librarians with faculty input. Those materials that are fragile will be relocated to Special Collections where they are still available. Shifting is done as space is needed to accommodate growth and collection changes.

#### Other Collections

The Blagg-Huey Library also houses the Play Collection, Well-Being Collection, and the Pioneras Collection (bilingual books for College of Professional Education).

#### *Deaccessioning of Materials from General Collections*

Materials that make up the General Collection are evaluated on an annual basis by subject areas in partnership with Collections staff and subject librarians. In the process of these evaluations, some materials may be deaccessioned due to quality of condition, relevancy, duplication, usage, currency, alignment with the curriculum, electronic availability, and space needs. Items of historical value and discipline-specific core materials remain in the collections.

### ***Collections at the T. Boone Pickens Institute of Health Sciences (Dallas)***

#### General Collection

General collection items are reviewed annually for relevancy and currency. Since the Health Sciences collections need to be current, obsolete items are usually deaccessioned. The deaccessioned items are candidates for the JLF and as a Resource in Common if no longer needed.

### Media Collection

The media collection is reviewed annually. High usage items on older formats are considered for change to newer formats or online streaming. Low usage items and/or obsolete formats are considered for deaccessioning.

### Reserve Collection

The Dallas Reserve Collection consists of materials with short loan periods that are selected by faculty for use in specific courses; librarians also place frequently used reference items on reserve to ensure all students have access. Most of the materials are books, DVDs, and kits. Electronic items are available through links into the University's learning management system. Some of the materials are library-owned and others are faculty or department owned. Library reserve materials are reviewed each semester with faculty to comply with copyright policies. Shifting is done regularly as materials are added and removed from this collection.

## ***Collections at the Institute of Health Sciences Academic Resource Center (Houston)***

### General Collection

General collection items are reviewed annually for relevancy and currency. Since the Health Sciences collections need to be current, obsolete items are usually withdrawn. The withdrawn items are candidates for the JLF and as a Resource in Common if no longer needed.

### Media Collection

The media collection is reviewed annually. High usage items on older formats are considered for change to newer formats or online streaming. Low usage items and/or obsolete formats are considered for deaccessioning.

### Reserve Collection

The Houston Reserve Collection consists of materials with short loan periods that are selected by faculty for use in specific courses; librarians also place frequently used reference items on reserve to ensure all students have access. Most of the materials are books and media. Electronic items are available through links into the University's learning management system. Some of the materials are library-owned and others are faculty or department owned. Library reserve materials are reviewed each semester with

faculty to comply with copyright policies. Shifting is done regularly as materials are added and removed from this collection.

### ***Special Collections***

#### **Woman's Collection (Circulating)**

The Woman's Collection houses materials that focus on the history of women and women's issues that support the curriculum of TWU's Multicultural Women's and Gender Studies program as outlined in the Woman's Collection Development Policy. Special emphasis is placed on materials relating to women from Texas and throughout the South, in addition to collecting in other areas.

The Woman's Circulating Collection includes reference materials and is not deaccessioned unless the condition of the item is beyond repair and a replacement copy cannot be obtained. Decisions to deaccession items are at the discretion of the Director of Special Collections. Shifting is done as space is needed to accommodate growth. Duplicates are not added to the collection except under certain circumstances (the duplicate may replace the current item if the condition of the duplicate is better than the condition of the current item). Decisions on duplicate materials are based upon:

- usage statistics;
- historic intrinsic value;
- high monetary value;
- items where a limited number of copies are available to the public throughout the United States;

The Woman's Circulating Collection is accessible to students and the general public during regular business hours and is available for check out. Portions of the materials may be copied or scanned in accordance with Fair Use and copyright laws except for those items that are fragile or already in the beginning stages of degradation. Materials are not restricted to the 2nd floor Special Collections area but can be used in any part of the library. Shifting is done regularly as materials are added and removed from this collection.

#### **Special Collections**

The TWU Libraries Special Collections are comprised of over 35,000 linear feet of materials all of which are stored on site. Special collections are recognized as a group of items that are either irreplaceable or unusually rare and valuable. For this reason, special collections are stored separately from the regular library collections in a secure location with environmental and climate controls to preserve items for posterity. Special collections also include rare, one-of-a kind items focused on a single topic, such as aviation or women's history. Special collections are acquired and created to benefit scholars.

TWU's Special Collections encompasses the University Archives, Women Airforce Service Pilots Archive, the Woman's Collection, and the Jane Nelson Institute for Women's Leadership Archive. Items are

evaluated and accessioned at the time of delivery to determine the condition and to identify the presence of pests or mold. Collections deemed in need of critical care are temporarily quarantined in a separate area from the rest of the collections to prevent cross-contamination.

Special Collections are not available for checkout and may only be used in the Catherine Merchant Reading Room under the supervision of Special Collections staff. Items may be loaned out to museums, libraries, and cultural heritage institutions for exhibition purposes. Loans are at the discretion of the Director of Special Collections and borrowing institutions must follow a strict protocol to ensure security of materials. Items are added through donation, transfer, and purchase. Materials are deaccessioned only for condition that is compromised beyond repair and shifted to accommodate growth.

Faculty and staff at the Dallas and Houston campuses transfer materials to the Special Collections and University Archives as needed.

### Digital Collections

Items added to *The Gateway to Women's History*, a digital archive featuring special collections and university archives are permanent. No deaccessioning of digital content takes place unless requested by the donor, organization, or an individual photographed - especially for reasons that pertain to national security. Collections are digitized at the discretion of the Director of Special Collections. The goal in digitization is to create records that feature robust metadata for increased accessibility and discovery. Digital Collections are openly available 24/7.

### Reference

Reference collections are a supplement to the Woman's Collection, Children's Collection, and Cookbook and Culinary History Collection. These materials cannot be checked out, but can be used anywhere in the Blagg-Huey Library. Reference materials are reviewed for relevance and items are deaccessioned to make room for new materials.

### Reserves

Special Collections are not available for the Denton Reserve Collection due to their uniqueness and condition. Because special collections require supervision and security, a small reserve collection does exist within the Special Collections Department. Materials required by faculty as part of a group project or assignment can be put on reserve to be used by students anytime Special Collections is open. Special Collections staff may also place frequently used items on reserve to ensure all students have access. Most of the reserve materials are vertical files, books, and manuscript collections. All materials are library-owned and are reviewed each semester with faculty to comply with copyright policies. Shifting is done at the end of each semester.



### Vertical File Collection

Vertical files are composite files created by Special Collections staff and donors. These collections are grouped biographically, thematically, and topically by subject matter. They are designed to provide users with answers to simple questions or to provide points of information not easily located. Vertical files are narrow in scope and are not cataloged. They are rich in content and may include photocopies of news articles, letters, pamphlets, family histories, genealogies, ephemeral items such as brochures, flyers, event programs, and other miscellaneous items related to persons, organizations, places, and events. Items are added to Vertical Files through transfer, donation, and by staff. Vertical files are not deaccessioned and shifting is done to support growth.

### Rare Books Collection

The Rare Book Collection includes titles that support the Woman's Collection Development Policy. All materials that make up this collection are housed in the Vault. The criteria for determining a rare book includes:

- Cost of item at time of acquisition and increase in financial value over time
- Uniqueness of title and/or author
- Condition
- Number of copies available at other locations throughout the Country
- Publication Date and/or first edition
- Autographed copy
- Handmade artists books and limited run editions
- Published works dependent on materials from the Woman's Collection
- Alumni, faculty authors

Decisions to deaccession items are at the discretion of the Director of Special Collections. Shifting is done as space is needed to accommodate growth. Duplicates are not added to the collection except under certain circumstances (see above conditions). All rare books are available for in-house use with staff approval and only when Special Collections is open.

### Cookbook and Historical Culinary Collection

The Cookbook and Historical Culinary Collection comprises cookbooks, menus, recipe leaflets, pamphlets, textbooks, journals, foodographies, media, microform, student works, and bibliographies. The collection includes over 100,000 items. It also includes the personal collections of chefs, food writers, and nutrition and home economics educators. Recognized as one of the most significant collections in the country, the collection is primarily the result of donors throughout the United States. Items are deaccessioned only for condition. Duplicate materials that are regularly requested, have historic value, or are in less than six institutions in the country are kept. Textbooks are accepted as part of this collection. Other collection subjects include manners, etiquette, table-setting and aesthetics,

home economics, and consumer sciences. This collection is available for in-house use only during regular Special Collections business hours. There is a separate collection of cookbooks that are available for check out.

### Children's Collection

The Children's Collection is a teaching collection whose focus is on children's and young adult literature. The collection is comprised of multiple formats that support Education, Reading, Family Sciences, Art, Multicultural Women and Gender Studies, English, and Library Science programs at TWU and serves as a resource for students specializing in Child Development, Child Psychology, Play Therapy, English as a Second Language, Storytelling, and Literacy Development. The collection includes pop-ups, board books, big books, graphic novels, comics, picture books, short chapter books, and novels. Holdings also include serials, microforms, media, and a reference collection. Combined efforts between the Education Department and the School of Library and Information Studies started the collection of children's literature as a resource for teachers and librarians in the 1960s. Today, the collection spans over 40,000 items and is housed in the library. Materials are located on the 1<sup>st</sup> floor and are available for check out. Items are deaccessioned only for condition and are shifted to accommodate growth.

### Children's Historical Collection

The Children's Historical Collection is a non-circulating collection comprised of 5,000 items. The collection was a gift to the University for the purposes of advancing scholarly research and supporting the teaching of children's 20<sup>th</sup> century literature. The collection includes fiction, nonfiction, picture books, series titles, story collections, poetry, Mother Goose, biographies, and other information resources. Materials are added through donations. The collection is located in the Vault and is not available for check out. Items are deaccessioned only for condition and are shifted to accommodate growth.

### Bound Journals Collection

Current and inactive titles of journals are housed in Remote Storage (in-house). However, those titles that are relevant to Special Collections per the Collection Development Policy are housed in the Vault. Journal titles relating to the University or published by the University are also housed in the Vault. These resources are not deaccessioned unless the condition of the item is beyond repair. Decisions to deaccession items are at the discretion of the Director of Special Collections. Shifting is done as space is needed to accommodate growth. Duplicates are not added to the collection except under certain circumstances (see above conditions). Journals are accessible to students and the general public during regular Special Collections business hours but are not available for check out. Materials can be scanned or copied as requested except for those items that are fragile or are in the beginning stages of degradation, in accordance with copyright policies. Journals housed in Special Collections can be viewed in the Catherine Merchant Reading Room.

### Media Collection

Media includes a variety of media both video and audio. All media is housed in the Vault within Special Collections. Media is added based upon the Woman's Collection Development Policy and includes items relating to Texas Woman's University and its special collections. Media is not deaccessioned unless the condition of the item is no longer viewable and a replacement copy cannot be obtained. Decisions to deaccession items are at the discretion of the Director of Special Collections. Shifting is done as space is needed to accommodate growth. Duplicates are not added to the collection except under certain circumstances (see above conditions). Media is accessible to students and the general public during regular Special Collections business hours. It is not available for check out. Materials can be digitized as requested except for those items that are fragile or already in the beginning stages of degradation. This media can be viewed in the Catherine Merchant Reading Room.

### Microforms Collection

Microforms are only discarded if affected by acetate film base degradation, also known as Vinegar Syndrome. The Special Collections staff shift as needed for growth and evaluate and assess the condition of items annually to determine any early signs of degeneration. Microforms are housed in both the Vault and open cabinets in Special Collections. No part of the collection is deaccessioned unless the condition of the item is compromised. Duplicates are not added to the collection except under certain circumstances (see above conditions). Microforms are accessible to students and the general public during regular business hours. These items are not available for check out. Materials can be digitized as requested and are viewable in Special Collections using the film readers.

### *Deaccessioning Materials from Special Collections*

Materials that make up Special Collections are evaluated on a regular basis by subject area. Items of historical value and discipline-specific core materials remain in the collection and may be relocated to Special Collections for long-term preservation. In the process of these evaluations, some materials may be deaccessioned from the Circulating Collection, including the Children's Circulating Collection. These include reference and media materials that may be in poor condition.

### **Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 08-01-2018; rev. 07-08-2020; rev. 11-11-2020;