

Texas Woman's University

Library Policy Manual

| | |
|-----------------------------|---|
| Policy Name: | Collections Retention and Shifting Methodology |
| Policy Number: | N/A |
| Next Review TWU: | N/A |
| Last Library Review: | July 2018 |
| Next Library Review: | July 2019 |

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

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:

Collections Methodology

Organizational Plan

TWU LIBRARIES

September 2016; rev. December 2017; rev. July 2018

Authored by: Kris Reed and Kimberly Johnson

Collections Methodology

Organizational Plan

Background

The TWU Libraries developed a collection methodology in September 2016 to address shifting needs to make better use of library spaces. This methodology applies to all campus library collections in Denton, Dallas, and Houston and includes criteria for sending materials to the Joint Library Facility (JLF) for off-site storage (Texas Woman's University is a member of the Joint Library Facility, located in College Station, Texas). This methodology document is reviewed annually or sooner as collections change.

The shifting methodology applies to materials housed in the Blagg-Huey Library and Special Collections (Denton), the T. Boone Pickens Institute of Health Sciences (Dallas), and the Academic Resource Center (Houston).

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 can 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 are added to the collection based upon the Collection Development Policy. The General Collection includes Reserve, Browsing, Electronic, Media, and Remote Storage (on-site and off-site). Shifting is done as space is needed to accommodate growth and additional student study space and is done in consultation with the subject librarians.

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 so print copies are not put on reserve unless specifically requested by faculty. 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 can be checked out for recreational reading 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 consist of full-text databases, subject collections, electronic books, textual files, electronic journals, and internet resources. All are available to TWU students, faculty, and staff through portal access. They can be found through the library's website. Several open-access electronic items are included in the library's holdings and these are available to anyone. 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

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

Print reference materials are located in Remote Storage (in-house) and are available for in-house usage. Shifting is done 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 the 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. Lists of titles and holdings are generated periodically 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.

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 items that are kept but are fragile will be moved to a restricted access area where they are still available to TWU students, faculty, and staff. Shifting is done as space is needed to accommodate growth and collection changes.

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 looked at 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 so print copies are not put on reserve unless specifically requested by faculty. 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 so print copies are not put on reserve unless specifically requested by faculty. 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

Women'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.

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 (may indicate that there is high demand for a specific item);
- the item's historic intrinsic value;
- those items of high financial value;
- items where a limited number of copies are available to the public throughout the country;

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.

University Archives

Special Collections is comprised of over 25,000 linear feet of materials all of which are stored on site. Items are evaluated and accessioned at the time of delivery specifically to determine 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. All University Archives are housed in the Vault and storage areas throughout the Blagg-Huey Library. Items are available when Special Collections is open; they are shifted to accommodate growth.

Digital Collections

Items added to the *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. Items are not digitized just to add content to the collections. Digital Collections are openly available 24/7.

Rare Books

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 value over time
- Uniqueness of title and/or author
- Condition
- Number of copies available at other locations throughout the United States
- 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

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. Those 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, 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 1st 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 20th 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

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

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

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 regular basis by subject area. In the process of these evaluations, some materials may be deaccessioned from the Circulating Collection, including the Children's Circulating Collection. These including reference and media materials that are 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