

MISSISSIPPI STATE UNIVERSITY LIBRARIES
MATERIALS SELECTION POLICY

ADOPTED BY

MISSISSIPPI STATE UNIVERSITY LIBRARIES FACULTY

MARCH 19, 1992

AND ENDORSED BY

MISSISSIPPI STATE UNIVERSITY LIBRARY COMMITTEE

APRIL 15, 1992

AMENDED

APRIL 21, 1993

APRIL 1995

FEBRUARY 2002

MAY 2002

OCTOBER 2006

CONTENTS

I.	STATEMENT OF POLICY PURPOSE	1
II.	STATEMENT OF LIBRARY CLIENTELE	1
III.	STATEMENT OF GENERAL CRITERIA FOR SELECTION	1
IV.	STATEMENT OF SELECTION PURPOSE	1
V.	BUDGETARY ALLOCATIONS	1
VI.	COLLECTION DEVELOPMENT RESPONSIBILITIES	2
VII.	INTELLECTUAL FREEDOM	3
VIII.	SUBSCRIPTIONS AND STANDING ORDERS	3
IX.	REFERENCE COLLECTION.....	4
X.	SUPPORT OF RESEARCH	4
XI.	AUDIO-VISUAL/NON-PRINT MATERIALS	4
XII.	GIFT MATERIALS	5
XIII.	INTERLIBRARY LOAN AND DOCUMENT DELIVERY	5
XIV.	MULTIPLE COPIES	5
XV.	SPECIFIC GUIDELINES	5
XVI.	WEEDING	8
XVII.	UNIVERSITY ARCHIVES.....	9
XVIII.	LIBRARIANS' PROFESSIONAL COLLECTION.....	9
XIX.	BRANCH LIBRARIES.....	9

ADDITIONAL DOCUMENTS

1.	ALLOCATION FORMULA.....	10
2.	WEEDING POLICY.....	13
3.	RECORDS MANAGEMENT POLICIES AND PROCEDURES	15
4.	REFERENCE COLLECTION DEVELOPMENT POLICY	17
5.	ELECTRONIC RESOURCES COLLECTION DEVELOPMENT POLICY	31
6.	GOVERNMENT DOCUMENTS COLLECTION DEVELOPMENT POLICY	41
7.	ARCHITECTURE LIBRARY POLICY	56
8.	VETERINARY MEDICINE LIBRARY POLICY	58
9.	LIBRARY BILL OF RIGHTS.....	60
10.	STATEMENT ON LABELING	61
11.	THE FREEDOM TO READ.....	62
12.	BOOKS AND THE YOUNG READER	67

I. STATEMENT OF POLICY PURPOSE

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

II. STATEMENT OF LIBRARY CLIENTELE

The Clientele of the University Libraries is primarily the University community. However, as a part of a publicly supported university, the Libraries also serve persons not affiliated with the University.

III. STATEMENT OF GENERAL CRITERIA FOR SELECTION

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

IV. STATEMENT OF SELECTION PURPOSE

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

All items acquired with library funds are to be housed in the Libraries so that they may be available to the entire University community.

V. BUDGETARY ALLOCATIONS

In apportioning the library budget, the Dean of Libraries will first ensure that all standing obligations have been met. These include periodical renewals, standing orders, and instructional services needs. In order to prevent the steady erosion

of discretionary funds, efforts should be made to hold these standing obligations to below 75% of the total materials budget.

The remaining portion of the library budget will be considered discretionary funds. A portion of these will be reserved for the departments for the purpose of selecting library materials in support of the curriculum. (See Document 1.)

Those discretionary funds not reserved for departments will remain as a special developmental fund to be used to correct those collection deficiencies indicated by standard bibliographies.

VI. COLLECTION DEVELOPMENT RESPONSIBILITIES

A. LIBRARY RESPONSIBILITIES

Library personnel, through the activities of the Collection Development Committee, cooperate with designated departmental library representatives to guide and evaluate, on a continuing basis, the overall development of the collections and address deficiencies as funds permit.

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

B. FACULTY RESPONSIBILITY

The entire academic community shares responsibility for the development of the library collections. Budgetary and qualitative considerations dictate planned selection of materials most likely to enhance instruction or to advance the University's educational goals. It is particularly important that the faculty actively participate in the selection of materials in their teaching specialties. Library funds are allocated to academic departments, as well as to departments within the Libraries. Each department appoints a faculty member to serve as its Library Representative. This Representative serves as a liaison between the Department and the Libraries (See Document 1). The Library Liaison in each area will review faculty requests before ordering material. All must meet the criteria set forth throughout this document.

C. ASSESSMENT

Assessment is the process of comparing the current collection with standards provided by specific disciplines. For example, an assessment of the business

collection could be made by comparing it with the Baker Library's Core Collection.

Assessments of collections will be conducted as needed to identify possible weaknesses and to suggest categories of items that need to be acquired.

VII. INTELLECTUAL FREEDOM

One of the more important functions of higher education is to transmit to future generations the significant cultural manifestations (positive and negative) of civilization, both in the past and the present. The extension of this principle means that within the academic milieu, the library will undoubtedly contain many titles that may be offensive to some individuals' moral, intellectual, religious, or aesthetic sensibilities. Nonetheless, Mississippi State University Libraries recognize their responsibility to keep in its collections a representative selection of materials on all matters of legitimate educational concern to its users, including materials from diverse perspectives. In keeping with its commitment to intellectual freedom, Mississippi State University Libraries opposes the removal of any library material from the shelves through any procedure other than weeding. The MSU Libraries unreservedly endorse the positions set forth in the Library Bill of Rights, the Statement on Labeling, the Freedom to Read and Books and the Young Reader (See Documents 9,10,11 and 12).

VIII. SUBSCRIPTIONS AND STANDING ORDERS

A. PERIODICALS AND CONTINUATIONS (SERIALS)

Inflation in subscription prices and the growth of local degree options necessitate careful selection in journal/serial acquisition. Priority must be given to requests meeting curricular needs (especially in areas of known or anticipated program growth). It is hoped that the inclusion of Factor G in the Allocation Formula (See Document 1) will assist in the attempt to bring library spending into line with real needs in this area.

Although requests may be submitted at any time, the Collection Development Committee selects titles only twice a year. Until the budget allows for growth, a department requesting a title must identify one of equivalent cost in the same discipline to be deselected. Titles of an interdisciplinary nature must be given special consideration. All departments will be notified as to the ultimate dispositions of their requests.

B. NEWSPAPERS

The Libraries acquire foreign, national, and local newspapers in accordance

with the general selection criteria. As a matter of policy, the Libraries subscribe to a representative selection of regional and Mississippi newspapers.

C. UNIVERSITY PRESS STANDING ORDERS

The University Libraries maintain a standing order to the University Press of Mississippi.

IX. REFERENCE COLLECTION

One major function of an academic library is the provision of informational services. The success or failure of such services often depends upon the quality of the library's reference collection. To ensure adequate reference collections, a special allocation will be set aside on an annual basis.

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

The Reference Department's collection development policy is included as Document 4.

X. SUPPORT OF RESEARCH

In support of research, the Libraries purchase printed and electronic materials. The Libraries also support research by providing access through interlibrary loan services and electronic database services. The collection development policy for electronic resources is included as Document 5.

XI. AUDIO-VISUAL/NON-PRINT MATERIALS

The Libraries recognize the importance of non-print materials in the instructional process and will purchase any format as long as suitable equipment is available for its use. Audio-visual and non-print material may be purchased with any available funds that are intended for collection development.

XII. GIFT MATERIALS

Gifts are considered to be materials given outright without expectation of other materials or services in return.

Mississippi State University Libraries welcome gifts of books, audiovisual materials, journals and other materials which support the curricular and research needs of the University and which fall within the Libraries' collection development guidelines. Once accepted by the Libraries, materials become the property of the University and cannot generally be returned to the owner.

The Libraries do not accept gifts upon which the donor has placed conditions unless the gifts are of sufficient importance to warrant special consideration. In such cases, acceptance of the gift will be at the discretion of the Dean of Libraries.

Unless requested otherwise, donors will receive a receipt indicating the types and numbers of materials donated and a letter of acknowledgment which may be used for tax purposes. Donors are encouraged to speak with their tax accountants or attorneys about the tax regulations related to charitable donations. MSU Libraries are prohibited by law from giving appraisals or estimates of value for donated materials. The donor is responsible for placing a value on the donation or for securing an appraisal at his or her own cost.

Materials that are generally not accepted include:

- Outdated or superseded materials
- Scattered volumes of multi-volume sets, unless needed to complete sets
- Scattered or single issues of periodicals, unless needed to complete holdings
- Materials in poor condition or those that are written in or heavily highlighted.
- Duplicates of material held by the libraries unless additional copies are needed.

XIII. INTERLIBRARY LOAN AND DOCUMENT DELIVERY

Because the Libraries cannot acquire all needed materials, access will be provided through Interlibrary Loan and Document Delivery to further meet the research needs of faculty and graduate students. In addition, the Libraries actively promote the development of regional cooperative ventures that will open the library resources of participants to their entire user communities. Compliance with the copyright law must be carefully followed.

XIV. MULTIPLE COPIES

Acquisition of multiple copies of the same edition dilutes the collections. In exceptional cases, in consultation with the Library Liaison, the Libraries will acquire multiple copies of requested titles.

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

XV. SPECIFIC GUIDELINES

A. TEXTBOOKS

The Libraries will not routinely purchase textbooks used in the University's curriculum. Exceptions are made for those titles that have merit beyond merely being textbooks.

B. RARE BOOKS AND MANUSCRIPTS

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

C. OUT-OF-PRINT BOOKS

The Libraries recognize that retrospective collecting is vitally important to selected disciplines. Orders for books that are found to be out-of-print will be placed if a supply source can be discovered during the fiscal year in which the request was submitted.

D. GOVERNMENT DOCUMENTS

(1) FEDERAL DOCUMENTS

Mississippi State University Libraries constitute a selective depository for United State Government publications and receives items offered by the Library Programs Service of the U.S. Government Printing Office. Some of the documents received are integrated into the general library collection; others are shelved or filed with appropriate shelflist records in the Government Documents Area. The Government Documents collection development policy is included as Document 6. Collection development in government documents is divided into two functions: selection and retention.

SELECTION: Selection is based generally on three major principles:

requirements of a depository library as detailed in Title 44 of the U.S. Code; support of the academic curricula at Mississippi State University and of the libraries program; and information for the citizens of the community and area. Selections are made from choices of new and existing series offered by the Library Programs Service; from efforts to meet the changing needs of academic programs and community development; and from requests by both librarians and patrons.

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

(2) STATE DOCUMENTS

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

E. MAPS

Maps will be purchased as necessary to support the curriculum. Standard atlases and gazetteers are acquired for reference purposes.

F. FOREIGN LANGUAGE MATERIALS

As a general rule, language does not govern the selection of material; however preference is given to English and other languages taught at the University. Foreign language dictionaries are included in the collection to aid in the use of foreign language materials.

G. REFERENCE PAMPHLET FILE MATERIALS

The Libraries do not usually purchase vertical file materials. Pamphlets are cataloged into the general collection.

H. MUSICAL SCORES

Musical scores are purchased and cataloged into the general collection.

I. CONSUMABLE MATERIALS

The Libraries do not knowingly acquire items that consist primarily of consumable materials such as workbooks, tests and answer sheets. Consumable items missing from kits are not replaced.

J. MISSISSIPPIANA

The Libraries recognize their responsibility to acquire materials relating to the state of Mississippi particularly and the region generally. Such material is purchased from an allocation set aside for that purpose and is housed primarily in Special Collections.

K. MANUSCRIPTS

The Manuscripts Collection consists of archival and manuscript materials concerning Mississippi, the southern United States, and other subjects that support the instructional and research programs of the University. The Collection also includes special collections of printed materials that must be kept together because of format or origin. Manuscripts are almost always acquired by gift rather than purchase.

L. GENEALOGICAL MATERIALS

Recognizing the need to collect local and regional history and Mississippiana and the responsibility to serve the public, the Libraries will purchase appropriate genealogical material.

M. COMPUTER SOFTWARE

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

XVI. WEEDING

The University Libraries remove from the collection damaged, obsolete, and

superseded materials, that are either discarded, sold, or exchanged. Seldom used materials may be transferred to a storage facility. Criteria and procedures for weeding follow the guidelines in Document 2 of this policy.

XVII. UNIVERSITY ARCHIVES

The University Archives is the official campus repository for Mississippi State University files and other records. These files and records are transmitted to the University Archives under the guidelines of the campus records management program (see Document 3). The University Archives also collects materials published by faculty and staff (as long as the material is published when the author is employed by the University) and campus departmental publications. Other items collected include clippings, films, tapes, photos, maps, blueprints, broadsides, and memorabilia that document the University.

XVIII. LIBRARIANS' PROFESSIONAL COLLECTION

The Libraries will purchase material to support the professional duties and development of librarians and staff. Included are professional journals, directories, manuals, and software.

XIX. BRANCH LIBRARIES

Collection development in the branch libraries will follow the general policies of the University Libraries. However, each branch will develop its own specific criteria for supporting the library needs of their respective users. The Architecture Branch Library collection development policy is included as Document 7. The College of Veterinary Branch Library collection development policy is included as Document 8.

**BIBLIOGRAPHIC MATERIALS FUND ALLOCATION FORMULA
IN USE AT MISSISSIPPI STATE UNIVERSITY LIBRARIES**

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

A. VARIABLE A: Undergraduate Credit-Person Hours

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

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

Department Raw Score 547

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

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

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

B. VARIABLE B: Number of Declared Undergraduate Majors

Variable B represents the number of undergraduate students who have declared majors affiliated with the particular department. The source of this data is a computer printout available from the Institutional Research Office. Raw scores

are the total number of students for all majors handled by the academic department. Raw scores are converted to index values in the same manner as Variable A: by dividing each raw score by the largest of the raw scores.

C. VARIABLE C: Graduate Credit-Person Hours

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

D. VARIABLE D: Number of Graduate Majors

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

E. VARIABLE E: Average Cost Weighting

This variable is based on the average cost per item for books in the various academic disciplines. The source of this information is data supplied by current firm order vendor(s). Index values for each subject area are computed by dividing each average price listed by the largest average price listed.

F. VARIABLE F: Publishing Output Adjustment

This variable is derived from library and book trade publications and the most recent information available from major vendors.

G. VARIABLE G: Relative Importance of Books Over Periodicals

This variable is specified by each academic department.

H. VARIABLE H: Local Use Adjustment

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

The composite value $[(A+B) + 2(C+D)]$ is multiplied by the four variables E, F, G, and H. Factor E adjusts the formula for differences in costs of books in various subject fields. Factor F adjusts the formula because of the broad differences in the publishing output of the various disciplines. Hypothetically, if two subject fields were to receive equal library support, one would hope that each would acquire the same proportion of the total number of titles published in each field. This variable modifies the formula to compensate for the broad variation in the number of new titles published in the field. Factor G adjusts the

formula because of the relative importance of books over serials varies for departments. This factor reduces the book allocation in those fields that make strong demands on the serials budget. Factor H adjusts the formula according to teaching methods of the various academic departments. Those who traditionally place greater demands on the Libraries for curriculum support have been adjusted upward in funding.

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

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

WEEDING POLICY

I. Objective

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

II. Definitions

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

III. General Considerations

Appropriate faculty members will be consulted before any books or materials are removed from the on-site collection.

IV. Types of Materials to be Weeded

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

- E. Use:** Materials that are not used frequently and are judged by the library liaisons and departmental representatives to have no research value to the collection may be discarded.
- F. Worn and mutilated books:** Worn or mutilated items may be discarded, if judged by the library liaisons and departmental representatives to be lacking in research value.
- G. Periodicals:** Broken and/or incomplete volumes of ceased or cancelled titles may be considered for weeding if the title has no index, is not indexed in a published source, and/or does not precede a current title. If the library liaisons and departmental representatives judge that the material has no further value to the collection, it may be discarded.

V. Discarding Materials

- A. The reference librarians and library liaisons will select items for discard, make the initial withdrawal records and hold the items in a designated area.
- B. Library liaisons will ask departmental representatives and other appropriate faculty to review these materials.
- C. At least once a semester, any items still under consideration for withdrawal or discard will be reviewed by the Weeding Subcommittee of the Collection Development Committee to evaluate the material designated for withdrawal.

VI. Transferring to Storage

Reference librarians select titles or sets of volumes to be transferred to a storage collection. These materials will remain available for patron use. As a general policy, preference is given to the transfer of long runs rather than single titles.

RECORDS MANAGEMENT POLICIES AND PROCEDURES

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

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

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

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

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

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

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

MISSISSIPPI PUBLIC RECORDS ACT OF 1983

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

The Public Records Act lists several **EXCEPTIONS REGARDING PUBLIC ACCESS**. Records affected by these exceptions should be identified by the creating

office before their transfer to the University Archives. In some cases such records should not be transferred. The University Archives staff will work with the faculty and staff of campus offices to identify these records.

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

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

REFERENCE COLLECTION DEVELOPMENT POLICIES

I. INTRODUCTION

A. General Statement: Reference Collection Development

The goal of reference collection development activities at the Mitchell Memorial Library is to create a well balanced collection of reference materials in all formats that are relevant to the research needs of the MSU community and to maintain the quality of the collection to meet the Association of Research Libraries (ARL) standards of excellence for research libraries. The main purpose of this document is to offer guidelines for the selection and retention of reference resources in all formats that can best serve the clientele of the Reference Department at Mitchell Memorial Library. The selection statements outlined below will be used as a basis to formulate a list of essential titles constituting the core collection of reference resources. A core collection can be defined as those resources required in order to meet the essential information needs of patrons. The reference staff is committed to maintaining this list on an ongoing basis. The reference staff will prioritize funds each year from the reference budget to purchase each title either as a standing or firm order. The list of core resources is continually monitored by the Coordinator of Reference and the Reference Collection Development and Maintenance Committee. The core list will be updated or changed as circumstances dictate. Before adding new resources in electronic format or before migrating from print to electronic format, reference titles designated as part of the core collection will be evaluated by the Reference Electronic Evaluation Committee (REEC) according to established criteria (Appendix A & B) The decision to convert exclusively to an electronic format will be made on a case by case basis with input from the appropriate Library Liaison and faculty library representative. Reference resources will be maintained in print until an ongoing commitment is made by the library administration to support the electronic version. The Reference Department will endeavor to maintain retrospective print issues of titles that have migrated to electronic format.

B. Clientele

The clientele of the Mitchell Memorial Library Reference Department is primarily the undergraduate or graduate students, faculty, administrators and staff of Mississippi State University. The Business Hotline serves Starkville and Oktibbeha County businesses by providing answers to brief, factual questions via telephone, fax and e-mail. Those patrons unaffiliated with MSU are invited to use our reference resources on site.

C. Mission Statement

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

II. ORGANIZATION OF COLLECTION DEVELOPMENT RESPONSIBILITIES

A. Coordinator of Reference/Reference Department

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

B. Reference Collection Development and Maintenance Committee

The Reference Collection Development and Maintenance Committee is composed of all the members of the Reference Department. The mission of the committee is to propose and implement policy and procedures for the selection and maintenance of resources in the ready reference collection, active and inactive reference collections and in all formats. The primary mission of the committee will be to establish a reference core collection composed of resources required to conduct essential reference transactions. New reference titles will be ordered according to changes in the curricula offerings. The committee chair will be appointed by the Coordinator of Reference.

III. THE REFERENCE COLLECTION

A. Reference Resource Defined

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

B. Purpose of the Collection

The primary purpose of the reference collection is to serve the needs of the entire academic community at Mississippi State University. Priority is given to materials which support and enhance the curriculum and educational programs of the university. An equally important goal of the reference staff is to assemble and maintain a collection of resources to satisfy the research needs of faculty and graduate students. At the same time, the Reference Department recognizes its responsibility to acquire materials that support the general information needs of the Golden Triangle community.

C. Selection Criteria for Individual Resources

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

D. Language, Format and Duplication

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

The scope of the reference collection is not limited by format. Electronic, microform or print formats may be chosen if they satisfy patron needs. Criteria for the selection of electronic resources are stipulated in appendix A & B. For electronic resources not directly related to reference functions, see the MSU Libraries Collection Development Policy for Electronic Resources.

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

IV. LOCATION OF REFERENCE MATERIALS

A. Ready Reference Collection

Catalogued or unclassified reference materials may be housed in a separate ready reference collection behind the reference desk on the second floor of the library based on the following criteria:

1. The material is used frequently by reference staff to answer short factual questions.
2. The information contained in the material is in high demand by patrons.
3. The material contains information that focuses on a particular class assignment.
4. The material is of topical, timely or of a seasonal nature.
5. The material serves as a key tool for reference selection.

B. Active Reference Collection

The majority of reference print materials, including all currently received abstracts and indexes, will be shelved in the active reference collection on the second floor.

C. Low Shelving Collection

The reference collection arranged on low shelves in the second floor reference room groups together the following resources: general encyclopedias, a selection of English and foreign language dictionaries, general and humanities based resources for undergraduate research including indexes and abstracts, business directories and accounting service publications to support the School of Accountancy.

D. Inactive Reference Collection

Located on the fourth floor, the inactive reference collection is an area that houses titles that are judged to be of low patron demand. The collection includes individual reference titles retained for research or consultation purposes, back issues or editions of serial titles that are available currently in active reference, national bibliographies and foreign language encyclopedias. Holdings for indexing and abstracting services that are no longer published or for those to which we no longer subscribe may be stored in inactive reference.

E. Reserve Collection

In general, reference books will not be placed on reserve. Some exceptions are made at the request of a faculty member if the designated title would be in danger of misuse by students if left on the reference shelf.

V. TYPES OF MATERIALS

A. Almanacs and Yearbooks

Selection Statement

Major American almanacs will be part of the reference core collection and placed on standing order. A selection of almanacs from other countries will be included in the core collection list.

Retention Statement

In most cases, the current edition is kept in ready reference with past editions available in active reference. A complete run of the World Almanac is retained for research purposes.

B. Annual Reports

Selection Statement

Corporate annual reports are solicited from individual companies who place us on their mailing list. These reports are found in filing cabinets in the second floor reference room and are arranged alphabetically by company name. The collection does not include quarterly or semi-annual reports, which are discarded on arrival.

Retention Statement

As a general rule, the most recent annual report will be available with a backfile going back four years. For retrospective research, financial data on companies can be obtained through standard business resources like Moody's Manuals available in active and inactive reference.

C. Art Books

Selection Statement

Volumes of art reproductions may be selected from the circulating collection and catalogued to the reference collection. Surveys of art history with reproductions, and volumes of art reproductions with an emphasis on Southern artists, may be part of the reference collection to supply examples of artists' work.

Retention Statement

Art books already in the reference collection may be sent to the circulating collection upon the recommendation of the reference staff.

D. Atlases and Gazetteers

Selection Statement

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

Retention Statement

In general, the most recent edition of an atlas is kept in active reference on the second floor. Earlier editions of atlases will be sent to inactive reference. Major atlases having historical or research value will be retained and may be shelved in inactive reference or sent to the circulating collection.

E. Bibliographies and Guides to the Literature

Selection Statement

Reference staff will give priority to collecting annotated or critical bibliographies in areas that correspond to the research interest of faculty and students. Guides to the literature will be collected and updated for use as collection development tools to build the core of reference materials in support of academic programs offered at MSU.

Retention Statement

When trade bibliographies become superseded by current editions the later editions may be withdrawn unless each volume of a title is part of a cumulated set.

F. Biography

Selection Statement

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

Retention Statement

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

G. Concordances

Selection Statement

Concordances may be purchased selectively at the request of Library Liaisons, faculty library representatives, or departmental faculty.

Retention Statement

Concordances to editions of the Bible and Shakespeare will be available in active reference. Concordances to works by individual authors may be sent to

the circulating collection upon the recommendation of the reference staff.

H. Dictionaries

Selection Statement

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

Retention Statement

Earlier editions of abridged English language dictionaries may be withdrawn or sent to the circulating collection. Earlier editions of unabridged English language dictionaries are either withdrawn or retained in inactive reference for consultation. Earlier editions of foreign language dictionaries may be transferred to the circulating collection.

I. Directories

Selection Statement

Directories will be identified and constitute a major focus of the reference core collection.

Retention Statement

In most cases, the updated edition of a directory will replace a superseded edition which will be withdrawn unless a request for retention is made by the appropriate Library Liaison, faculty representative or departmental faculty.

J. Encyclopedias

Selection Statement

General encyclopedias are considered part of the core reference collection and they are selected annually on a rotating basis with the goal of representing collectively the most current information available within a five year span. A selection of specialized encyclopedias will be an integral part of the reference core collection. The Reference Department will make a concentrated effort to maintain a current collection of discipline specific encyclopedias in the sciences and technology fields.

Retention Statement

The most recent edition of a general encyclopedia is kept in reference low shelving. Earlier editions may be sent to the branch librarians or to the circulating collection. Historically important editions of encyclopedias are retained. The most recent editions of specialized or technical encyclopedias on the core reference list are purchased as they are published. The earlier editions may be withdrawn or placed in the circulating collection.

K. Handbooks and Manuals

Selection Statement

Handbooks, manuals and companions to the literature will be selected based on their relevance to the academic curriculum or upon the recommendation of faculty or Library Liaison.

Retention Statement

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

L. Indexes and Abstracts

Selection Statement

The Reference Department will provide access in print or in electronic format to a core collection of indexing and abstracting services. Criteria for the selection of electronic indexes are defined in Appendix A.

Retention Statement

The decision to retain the print format for those index titles that are currently available in an electronic format will be made on a case by case basis.

M. Law

Selection Statement

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

Retention Statement

Generally, the latest editions of primary and secondary resources are kept in

active reference. Interim materials are withdrawn according to instructions from the publisher. The less recent editions of secondary resources may be withdrawn or sent to inactive reference. Superseded editions of primary law resources will be discarded per instructions from the publisher. Superseded federal depository items will be withdrawn according to instruction with the title or instructions from the government documents librarian.

N. Specialized Library Catalogs

Selection Statement

Catalogs representing special collections will be collected on a case by case basis.

Retention Statement

Specialized library catalogs purchased in earlier years will be retained.

O. Medicine

Selection Statement

Standard medical research titles such as dictionaries, encyclopedias, manuals, desk reference tools, and directories will form an integral part of the core reference collection. Specialized materials are purchased if they support course offerings of particular academic departments.

Retention Statement

In general, current editions of medical resources are retained. Superseded editions may be withdrawn.

P. Digests to Literary Criticism and Plot Summaries

Selection Statement

Collections and serial titles that offer a survey of literary criticism or an overview of the career of a literary author will be a primary focus of the reference core collection. Selection of plot summary tools will be limited to major, comprehensive series.

Retention Statement

Complete sets of literary criticism digests and plot summaries will be collected as core titles.

Q. Statistical Resources

Selection Statement

A comprehensive collection of statistical resources will be selected and maintained as part of the reference core collection to support curriculum needs. A selection of country yearbooks and statistical abstracts of foreign countries or regions will be currently maintained in the active reference collection.

Retention Statement

A wide range of statistical resources will be retained.

R. Style Manuals

Selection Statement

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

Retention Statement

Only the most current editions are retained. Superseded editions may be sent to the circulating collection.

S. Telephone Books

Selection Statement

The reference staff will maintain a current collection of telephone directories for all places in Mississippi as part of the reference core collection.

Retention Statement

As new Mississippi telephone directories are received, non-current directories will be sent to the Architecture Library.

T. Maps and Travel Guides

Selection Statement

A wide range of maps and travel guides will be collected.

Retention Statement

Only the latest U. S. city or state highway map is retained.

U. Loose Leaf Filing Services

Selection Statement

Ongoing subscriptions to loose leaf filing services will be determined by the research requirements of academic programs at MSU.

Retention Statement

A loose leaf filing service in print may be withdrawn from the reference collection if the title is no longer published, if it has been updated by a new edition, if it is published only in electronic format, or if another format is preferable to print. The Library Liaison may consult with the library representative before a final determination is made.

V. Multi-Formats

Reference print items supplemented by electronic format will be housed in the reference area. Appropriate accommodations will be made to allow patrons to interact with the electronic version of the print title in the reference area.

APPENDIX A

Reference Department Electronic Resources Collection Development Policy

This policy describes the general guidelines applied in the selection and review of reference-related electronic information resources at MSU Libraries.

The following factors are given primary consideration in determining the appropriateness of an electronic information resource for addition to or retention to the reference collection of MSU Libraries:

1. **Relevancy:** The focus of the information provided by the resource is relevant to the needs of one or more of the constituencies indicated in the formal mission statement of MSU Libraries.
2. **Content:** If the electronic resource has a print counterpart, reference staff will determine that the electronic version is equivalent in scope and breadth to the content of the print version. Decisions as to whether the resource should be maintained in print and / or in electronic format are made on a case-by-case basis.
3. **Currency:** The timeliness of the information provided by the resource is acceptable.
4. **Functionality:** The resource is evaluated by reference and instruction librarians to determine whether the user interface is intuitive and will not present an unacceptable barrier to the acquisition of information by users.
5. **Access:** Ideally, the resource should be available to multiple users both on site and remotely preferably through the university network.
6. **Documentation:** Print or online documentation on the resource, of acceptable quality, is readily available to guide the user.
7. **Copyright and licensing:** The resource is broadly accessible under current copyright and licensing laws.
8. **Resource sharing:** The possibility of sharing the resource through a consortium is considered for every electronic resource.

The core collection of electronic reference resources is continually evaluated. New electronic reference resources are recommended only when financial support for the core collection is assured by the library administration. This policy will be reviewed and updated on an annual basis.

APPENDIX B

MSU Reference Department Internet Resource Selection Criteria

General Statement

Due to the explosion in recent years of Internet information, the Reference Department is committed to maintaining a collection of Internet Resources. Reference librarians choose resources so that both reference staff and library patrons can access Internet information quickly and efficiently, with an emphasis on how such resources answer conventional reference questions.

Audience

The primary audience of the Internet Resources Collection is remote users of the library's web services, with an emphasis on distance users affiliated with the University.

The secondary audience is students and faculty who use the library's services elsewhere on campus and all patrons who come to the library to use information resources.

Selection Criteria

1. The resource should have been found useful for providing reference service to patrons.
2. The resource should support the curriculum or the general information needs of library patrons.
3. Resources that point to other sources of information should also provide information in their own right.
4. Resources should be selected according to traditional criteria expected of standard reference materials. These criteria include:
 - o Comprehensive, Complete Content
 - o Accuracy
 - o Authoritativeness
 - o Credibility
 - o Clarity
 - o Ease of use
 - o Uniqueness
 - o Cost and Copyright
5. Resources should be selected considering criteria unique to Internet information. The resources should be updated on a regular basis, provide live links, and multimedia should be used to complement the information content. Access to the

resources should require little or nothing beyond standard, widely available hardware and software.

**MISSISSIPPI STATE UNIVERSITY LIBRARIES
COLLECTION DEVELOPMENT POLICY
ELECTRONIC RESOURCES**

I. GENERAL STATEMENT

Mississippi State University libraries recognizes its obligation to provide access to information in the most appropriate format available. Over a period of time, traditional information formats such as books and microform have been supplemented by electronic information access tools. However, electronic formats present special problems of acquisition, storage and preservation that more traditional formats do not. For example, electronic formats may be significantly more expensive to acquire and maintain. They may be physically installed at workstations in the library or accessible outside the library through the local area network. Moreover, they may require additional hardware and software to operate and use. Finally, there must be a compelling reason to justify the migration from print to electronic formats. A library that emphasizes access over ownership may find that gaps in the collection will result if a product offered by a commercial vendor is no longer available or affordable. Because these concerns complicate the selection of electronic resources, it is necessary to articulate a separate selection policy specifically focused on electronic resources.

II. DEFINITION

Electronic resources refer to those categories of materials that require computer access either through a microcomputer, mainframe or the Internet.

III. ELECTRONIC RESOURCES COLLECTED BY MSU LIBRARIES

A. Bibliographic Computer Files

Bibliographic computer files do not function as an end in themselves. They lead users to information sources. They are the equivalent in category to print indexing and abstracting services. Examples include: ERIC on CD-ROM or DISSERTATION ABSTRACTS from FIRSTSEARCH.

B. Textual Computer Files

Textual computer files function as an end in themselves. They provide full text, numeric, statistical data or graphic representations. Examples include: World Wide Web home pages, electronic journals, Encyclopedia

Britannica Ondisc. To complicate matters, certain electronic tools can function both as bibliographic and textual computer files such as ACADEMIC SEARCH FULL TEXT 1000 from EBSCOHOST

C. Bundled Electronic Journals

Electronic journals that are available to the MSU community as part of paid print subscriptions will be processed upon arrival according to procedures set forth in **Appendix 1**.

D. Other Electronic Journals

New subscriptions to electronic journal titles will be considered for addition to the collection upon the recommendation of the appropriate subject bibliographer, departmental library representative or patron.

IV. ELECTRONIC RESOURCES NOT COLLECTED BY MSU LIBRARIES

General Purpose Applications Software

This category of computer files includes personal productivity programs such as word processing, database or spreadsheet management programs. This category does not cover commercial software applications products purchased for library staff use

V. GENERAL SELECTION CRITERIA FOR ELECTRONIC RESOURCES

A. Electronic resources considered for acquisition or access should:

- 1) represent information useful and important to a significant segment of the MSU user community and reflect current curricular and research needs, or be relevant for reference purposes,
- 2) be available in a format for that MSU Libraries owns or is willing to acquire the appropriate hardware and software,
- 3) reflect the excellence, comprehensiveness and authority expected in print format,
- 4) have adequate print or online documentation such as a print

reference guide or online tutorial developed by the producer,

- 5) have a search interface that is intuitive and that will not require special or intensive training for library staff and patrons,
 - 6) be broadly accessible under current copyright and licensing laws.
- B. If the resource claims to be the electronic equivalent of a print resource, the electronic counterpart should be the true equivalent of the print version in scope and content. The electronic resource should be considered only if it offers some value added features like increased flexibility of searching or increased access through networking.

VI. SPECIFIC SELECTION CRITERIA FOR ELECTRONIC DATABASES

- A. Electronic databases considered for acquisition by MSU Libraries should:
- 1) meet the usual and customary technical standards of the industry,
 - 2) be updated on a regular basis, if currency is important,
 - 3) have backfiles available if needed,
 - 4) have the ability to be archived, if necessary,
 - 5) and be user-friendly.

Some measures of user-friendliness are:

- a) the existence of introductory screens,
- b) the availability of on-line tutorials,
- c) prompts and menus,
- d) novice and expert search levels,
- e) helpful error messages,
- f) speed with that the retrieval system processes commands,
- g) ease of exiting from one function to another in the retrieval system,
- h) controlled language searching with an online thesaurus or

authority files,

i) ability to print, download to disk or e-mail results.

B. Consideration should be given to vendor-related issues such as:

- 1) vendor's reliability and business record that should suggest continued support for the product via updates or new versions,
- 2) customer support available from the vendor during the library's working hours,
- 3) price penalties for different formats,
- 4) logical and clear vendor produced documentation,
- 5) availability of the product for a trial period to allow evaluation before the library makes a commitment to purchase,
- 6) availability of published reviews of the vendor's product in appropriate library journal publications,
- 7) feedback from librarians who use the vendor's product in their libraries,
- 8) vendor's willingness to make clear whether purchasing or leasing the product is more economical for the library.

C. Access-related issues that need to be considered include:

- 1) the ability of the product to be networked including state-wide arrangements if appropriate,
- 2) the graduated pricing schedule determined by the number of simultaneous users,
- 3) the expandability of the hardware to accommodate technological change,
- 4) the level of availability of the product that must comply with the Intellectual Freedom Statement of the American Library Association.

D. The decision to select a CD-ROM database mounted on a stand-alone workstation, a networked CD-ROM database or a product via the Internet will depend on the projected usage, hardware requirements, licensing

costs or discs required for coverage.

- E. Notwithstanding the above criteria and recognizing MSU Libraries participation in statewide consortia, some electronic databases may be selected and made available as the result of consortia arrangements or agreements.

VII. PROCEDURES FOR THE EVALUATION OF NON-REFERENCE ELECTRONIC RESOURCES

See **Appendix 2**

VIII. IMPLEMENTATION

- A. MSU Libraries will comply with copyright law and will take measures to promote compliance among patrons of the library.
- B. MSU Libraries will optimize access to electronic resources when appropriate through the following:
 - 1) purchase, loading and maintenance of software or hardware necessary for operating the electronic resource,
 - 2) bibliographic control through the cataloging of each electronic resource,
 - 3) storage for the item if needed,
 - 4) appropriate circulation procedures if applicable,
 - 5) sufficient security measures,
 - 6) staff support and training,
 - 7) user support and training.
- C. MSU libraries will negotiate and comply with the vendor licensing agreements.
 - 1) It will be the responsibility of the Administrator of Systems to negotiate and sign licensing agreements.
 - 2) The Administrator of Systems will be responsible for overseeing

daily compliance with licensing agreements.

- 3) Final responsibility for compliance with licensing agreements rests with the Dean of MSU Libraries.

IX. NETWORKING AND DUPLICATION

- A. Whenever feasible, MSU Libraries will purchase licenses that permit networking of the electronic product to maximize use for off-site patrons or to fulfill consortia agreement obligations.

MSU Libraries may consider duplicating a particular resource in print if it is decided that the electronic medium is unstable, thereby making it unsuitable for archiving, the information content of the resource, or if the vendor does not allow the archiving of its product.

X. REPLACEMENTS

The criteria used to decide whether MSU Libraries should replace an electronic resource does not differ essentially from those used to consider the replacement of materials in print or microform. These criteria include documenting a demand for the resource, considering the cost of replacement or the alternative of accessing the electronic resource through a remote location.

XI. GIFTS

MSU Libraries will accept gifts of electronic resources to be housed in the library if they conform to the selection criteria as stated in Sections V. and VI. Moreover, such resources must be evaluated according to procedures outlined in Appendix 2.

XII. PRESERVATION

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

XIII. WITHDRAWALS

It is the prerogative of the library staff to permanently withdraw any electronic resource whenever any of the following conditions occur:

- 1) the information is obsolete or superseded by more current information,

- 2) the information is available in a more suitable format.

XIV. POLICY REVIEW

Due to the dynamic nature of the electronic information environment, the Electronic Resources Subcommittee of the MSU Libraries Collection Development Committee will conduct an annual review of the selection policy concerning electronic resources.

APPENDIX 1

Procedure for Processing Electronic Journals that are Bundled with Print Subscriptions.

A. Processing

The initial process will begin in the Serials Department. Information concerning print titles with electronic counterparts will be forwarded to the Coordinator of Serials. Reference titles will be referred to REEC (Reference Electronic Evaluation Committee). If REEC recommends a title, the recommendation will be forwarded to the Coordinator of Serials and the rest of the following procedures will be followed. If the electronic version is the same as the print version or contains substantial supplementary materials, the electronic version will be added. If the supplementary materials are of questionable value, the Coordinator of Serials will consult with the appropriate Library Liaison.

B. Systems Maintenance

The Coordinator of Serials will forward all information concerning the IP address verification and/or password registration to the Administrator of Systems. The Administrator of Systems will be the contact person for most electronic journals.

C. Electronic Database Maintenance

The Coordinator of Serials will maintain a Filemaker database with information concerning URL, department coding, accompanying print subscription, hegis, etc. This database will be available on a read-only basis on the L- drive as a resource for all faculty and staff. Periodically, a listing of URLs will be made available to the Systems Office for verification.

D. Cataloging

The Coordinator of Serials will provide a serials cataloger with a "Request for Cataloging Form" providing the information necessary to catalog the electronic version.

APPENDIX 2

- A. A Library Liaison may recommend to the Electronic Resources Subcommittee that an electronic resource be considered for purchase by MSU Libraries. The Library Liaison will assume the responsibility for supplying complete information on the title and acting as primary reviewer.
- B. The Electronic Resources Subcommittee will consider the request and determine if the title/service needs an on-site demonstration or trial. If the ERS recommends that this title is to be reviewed, the ERS Chair will contact the Administrator of Systems to determine whether the proper hardware/software configuration can be made available to support the product. If the hardware/software will be available, the ERS chair will provide relevant information to the Administrator of Systems who will be responsible for contacting the commercial vendor and negotiating the terms for the on-site trial.
- C. The Administrator of Systems to set up the product and notify the Library Liaison that the title/service is ready to review.
- D. The Library Liaison will be responsible for the details of the evaluation once the title/service is on-site. S/he will be expected:
 - 1) to have an in-depth knowledge of the features of the title/service,
 - 2) to compare the electronic title/service to the print equivalent, if currently subscribed to, including costs,
 - 3) to demonstrate how to use the title/service to ERS members, library staff, and appropriate departmental faculty.
- E. The Library Liaison will be responsible for submitting a written report to the ERS presenting the results of the evaluation. The report must stipulate:
 - 1) the advantages as well as the disadvantages of the title/service given our current electronic information environment,
 - 2) the clientele who will best be served by the product, and,
 - 3) a recommendation concerning the product, supported by appropriate documentation such as written evaluations.
- F. The ERS will make a recommendation regarding the purchase to the MSU Libraries Collection Development Committee chair who will forward the recommendation to the Dean of MSU Libraries and the Administrative Council.

- G. The members of the Electronic Resources Subcommittee of the MSU Libraries Collection Development Committee will be responsible for the evaluation of the library's non- reference electronic resources on an on-going basis, paying particular attention to changes in the database content or retrieval system. This evaluation is especially important during the period before a licensing contract is up for renewal with a particular vendor. Any recommendations will be submitted to the MSU Libraries Collection Development Committee chair who will forward the recommendation to the Dean of MSU Libraries and the Administrative Council.

- H. Electronic resources that have a reference function will be evaluated by the Reference Electronic Evaluation Committee (REEC).

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

February 2002

Table of Contents

1.	Introduction	2
2.	Mission Statement	3
3.	Selection Responsibility	4
4.	Subject Areas and Collection Arrangement	4
5.	Formats	4
	Guidelines for Format Consideration	4
	Guidelines for Public Service of Electronic Formats	7
6.	Selection Tools, Non-Depository Items, Retrospective Sources	8
7.	Resource Sharing	9
8.	Collection Evaluation	10
9.	Weeding and Collection Maintenance	11
10.	Access	13

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

February 2002

1. Introduction

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

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

Providing for free public access to Government information
Providing for the proper maintenance of the depository materials entrusted to the individual depository's care

(Instructions to Depository Libraries)

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

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

The Mississippi State University Library was designated a federal depository library in 1907 to serve the Third Congressional District. The Government Documents Area is committed to providing free and open public access to government information provided through the federal and state depository programs. The Federal Depository Library Program was established to assist Congress in fulfilling its responsibility to inform the public on the policies and programs of the federal government. The *Instructions to Depository Libraries* states that "the Government information needs of the general

public must influence the collection development of depository libraries." The federal documents collection in the Mississippi State University Mitchell Memorial Library serves not only its students, staff, faculty and the Third Congressional District, but also the much larger public service area of the counties that are served by Mississippi State University in cooperation with the other federal depository libraries in the region.

2. Mission Statement

Mississippi State University Libraries' vision is to continue to serve as the premier campus information resource by providing its communities of users an ongoing, creative, technologically advanced library program that supports, enhances and inspires education, scholarship and service of the highest caliber in an environment of free and open inquiry and with a commitment to excellence. The mission of Mississippi State University Libraries is to support the University mission by providing four essential services for its user communities: collecting, managing, ensuring access to, and facilitating analysis of information necessary for superior learning, research, and service.

The Vision and Mission Statements of the Libraries serves as the Vision and Mission Statements of the Government Documents and Microforms Departments.

3. Selection Responsibility

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

Faculty of the institution may be consulted for retention or evaluation of specialized publications (e.g. receipt of all Tiger/Line compact CD-ROMs, Transportation CD-ROMs). Questions received throughout the previous year are reviewed in consideration of the zero-based annual review of the *List of Item Selections* (e.g. number and type of questions concerning highway engineering or soil documents). The written Government Documents Collection Policies are reviewed annually by the Coordinator of Government Documents and Microforms at the same time.

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

4. Subject Areas and Collection Arrangement

The federal documents collection is arranged by the Superintendent of Documents classification system and housed in the Government Documents and Microforms Area of the Library. Topographic maps are arranged in alphabetical order by state and then by map name.

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

5. Formats

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

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

Guidelines for Format Consideration

Print: Paper copy is the preferred format since it is most easily handled by the general public. Because of space requirements and also because the government is increasingly using microfiche and electronic products, the Library will be able to choose fewer items in paper in the future. It is the responsibility of the Coordinator of Government Documents and Microforms to determine what format is most appropriate when a choice is available. The Library will attempt to accommodate new formats as they become available.

Microforms: Patrons are generally resistant to using microfiche, so it will be chosen

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

The availability within the Library and the Government Documents and Microforms Area of numerous microform reader/printers enhances the selection of this more space-saving format.

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

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

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

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

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

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

Kits: All federal documents received as kits will be routed to Technical Services for processing and housed in the Library's Instructional Media Center with all other library media.

Videos: All federal documents received as videotapes will be routed to Technical Services for processing and housed in the Library's Instructional Media Center with all other library media.

Electronic Products: *Tangible electronic products* (CD-ROMs, DVDs, floppy discs)

are selected with attention given to subject content, ease of use, capability of staff to provide service, required equipment as well as interest/demand of the constituents of the Third Congressional District. Consideration is also given to selection of a tangible electronic products by nearby federal depository libraries.

Intangible electronic products (Internet documents / databases) are made available via public Internet access in the Government Documents and Microforms Area and other Library departments. Since the majority of federal documents' bibliographic records are in the Library's online public access catalog, links to government publications on the Internet (World Wide Web) are identified where present in the bibliographic record and reflect the selections of those publications offered by the U.S. Government Printing Office (GPO).

The MSU Libraries will follow the guidelines for electronic products suggested by the Federal Depository Library Program. This includes an *Internet Use Policy*, *Minimum Technical Requirements and Recommended Specifications for Public Access Workstations in Federal Depository Libraries*, *Public Service Guidelines For Government Information in Electronic Formats*, and *Guidelines on Substituting Electronic for Tangible Versions of Depository Publications*. All of these policies are listed on the FDLP Desktop.

The following types of documents are generally not selected:

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

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

The Government Documents and Microforms Area has been able to purchase several retrospective collections of government documents in microform. These collections include materials from the Congressional Information Service. With the availability of these microform collections, scholars and the general public have access to a vast array of information.

Guidelines for Public Service of Electronic Formats

The MSU Libraries' Government Documents and Microforms (GD/MF) Area provides no-fee access for University clientele and the general public to in-house computer

workstations supporting depository electronic formats (e.g. CD-ROMs, diskettes, the Internet). This service is equal to or exceeds the services provided for other collections of the library.

The GD/MF Area provides access to government electronic information disseminated through the Federal Depository Library Program to the general public and maintains hardware that meets the latest "Recommended Specifications for Public Access Work Stations in Federal Depository Libraries" as published annually in *Administrative Notes*.

The GD/MF Area makes tangible electronic products and services (CD-ROMs, floppy diskettes) that are selected available to the general public in a timely manner. Where a product is not currently loaded and/or supported on a workstation, access is provided "by appointment" within twenty-four hours, assuming appropriate application software is available.

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

The GD/MF Area provides Internet access to government information at no cost to the general public, including telnet and ftp capabilities to encourage downloading and/or transmission of electronic data. Downloading of electronic data to portable disk formats is encouraged due to the Libraries' use of appropriate virus protection routines and if patrons adhere to software licenses. (Government information is provided without charge, but some products containing government information may be protected by copyright law.)

The GD/MF Area maintains a homepage and provides links to prominent and useful sites for the general public in accordance with the Guidelines for the Federal Depository Library Program.

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

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

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

6. Selection Tools, Non-Depository Items, Retrospective Sources

The Government Documents and Microforms Area currently selects approximately 95% of the materials distributed through the Federal Depository Library Program. This percentage will have minor fluctuations due to new item numbers and the changing informational needs of the community. Retrospective collection development relies on commercially available materials and discard lists from depository libraries. Purchase of commercially available retrospective or current supplementary collections (e.g. *Congressional Universe*) are encouraged but dependent upon available funding. Requests for purchase and justifications are first approved by the Coordinator of Government Documents and Microforms and then presented to the MSU Libraries' Administrative Council. Selections from discard lists are for replacing non-received or missing publications or retrospective development of areas where an available item number had not been selected.

Item number selections are primarily based on the following considerations:

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

Consulted in the selection process are the following publications:

Depository:

- List of Classes of U.S. Government Publications*
- Item Lister (at the GPO Web site)*
- Federal Depository Library Manual Appendix A: Suggested Core Collection Annotated for Medium Public and Academic Libraries and for All Law Libraries*
- Federal Depository Library Manual Appendix C: Basic Collection*
- Federal Depository Library Manual Appendix B: Maps Available for Selection*
- Monthly Catalog of United States Publications*
- Sales Product Catalog (at the GPO web site)*
- GPO Subject Bibliographies*
- Information in U.S. Government publications*
- Department of Commerce Monthly Product Announcements*
- Consumer Information Catalog*
- Shipping lists*

Non-Depository:

- GOVDOC-L
- MAPS-L

- MissGovDoc-L
- DTTP: Documents to the People
- CIS catalogs
- professional journals (e.g. *Government Information Quarterly*, particularly annual issue on "Outstanding Government Documents")
- Guide to U.S. Government Publications* (Andriot)
- University/commercial publishers catalogs
- Local/national newspapers/television programs
- Patrons
- Interlibrary Loan requests

The MSU Libraries subscribe to the microfiche collection that accompanies the *American Statistics Index* for 1970 to the present. This microfiche collection contains both depository as well as non-depository documents.

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

Because of heavy demand, duplicate copies (paper or electronic) are obtained for the following titles:

Occupational Outlook Handbook
Census of Population/Housing: Mississippi (both paper and CD-ROM)
U.S. Industry and Trade Outlook
Statistical Abstract of the United States
County and City Data Book

7. Resource Sharing

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

Since 1997, the Government Documents and Microforms Area has tape loaded, available retrospective records and maintains a current subscription with Marcive to have bibliographic records of federal depository government publications automatically loaded into the library's online public access catalog. Some retrospective records of congressional hearings identifying the Library's commercially purchased microfiche collections have also been loaded.

By participation in MLA, SELA and ALA chapters of GODORT, the government document librarians learn about other local depository collections and are able to make

more informed decisions regarding resource sharing commitments. Information is also shared through other types of informal professional contact. The MSU Libraries both loans and borrows depository materials through interlibrary loan. As the bibliographic utility used by the MSU Libraries, OCLC contains holding symbols for all depository materials cataloged into the Library of Congress classified collections.

8. Collection Evaluation

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

Methods of Evaluation

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

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

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

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

9. Weeding and Collection Maintenance

The collection will be maintained in accordance with the guidelines set out in the Instructions to Depository Libraries. All documents will be clearly marked with the depository property stamp, shipping list date, and SuDoc number. Holdings information to the piece level for all items received since 1997 is maintained in the online catalog. Holdings information for items received prior to 1997 is available through a manual shelflist although the department is striving to retrospectively catalog these materials so that all government documents are represented in the online catalog.

Weeding: Federal depository materials may be withdrawn after five years, with the approval of the regional depository and after being offered to other libraries in the region. Since the MSU Libraries is currently striving for Association of Research Libraries membership, removal of documents from the collection is carefully considered. A conservative rate of withdrawal allows a useful collection along with a historical preservation of information. Criteria used to determine if documents no longer fit the collection scope include:

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

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

Disposition Policy for Superseded Depository Maps: **Superseded depository documents/maps may be discarded without permission of the U.S. Federal Depository Library Program or the Regional Librarian upon receipt of a new edition or revision. It shall be the policy of the Government Documents and Microforms Area, Mitchell Memorial Library, Mississippi State University, to distribute superseded depository maps in the following priority order:**

1. To other departments or branches of the Library.
2. To the Geosciences Department of the University.
3. To faculty/staff of the University

4. To students of the University.
5. To any other interested individual.
6. Any remaining, unclaimed superseded maps will be disposed of according to the appropriate guidelines of the U.S. Federal Depository Library Program.

The Coordinator of Government Documents and Microforms has the final word as to map disposition and may change or alter from the above policy with approval from the Dean of Libraries.

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

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

Map cases are purchased to accommodate proper housing of sheet maps. Maps arriving in manila envelopes are placed in princeton files on shelves for better maintenance. Oversized materials are separated from the regular documents collection for special shelving that will protect them as well as provide more cost-efficient shelving for the collection. Blocks or dummies are placed in their places identifying their location.

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

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

Selected monographs are identified for commercial binding on a case by case basis. Other materials are identified for in-house binding via pamphlet binding, lamination binding and/or FastBack binding. Binders are regularly purchased for selected documents to protect them on the shelves. Repairs are handled either in the Government Documents and Microforms Area or in the in-house Binding Department that is responsible for library repairs.

10. Access

Location: The Government Documents and Microforms Area is conveniently located on the second floor of the Mitchell Memorial Library directly opposite of the Reference Department. All formats of the Superintendent of Documents Classified Collection are housed together. The Microforms Collections is also housed in this area and it contains the commercially purchased collections that supplement and enhance the federal collection. The depository documents are available for in-house use to all patrons.

Circulation Policy: Government publications from the Documents Area circulate through the Library's Access Services Department. Circulation loan policies conform to those for circulating books. Most monographic documents, CD-ROMs, and all topographic maps are allowed to circulate. The materials that very rarely circulate are the Congressional Record, Serial Set, census, and microfiche; and in these cases, permission must be given by the Coordinator of Government Documents and Microforms. Borrowers include faculty, staff, and students from the university and patrons from the general public.

Government document publications of a reference nature will be stamped with the following and their online catalog records will state their non-circulating status.

GOV. DOCS. REFERENCE
THIS DOES NOT CIRCULATE

Inter-Library Loan Policy: Online catalog records received from Marcive for government documents are blocked from appearing in OCLC that limits the number of InterLibrary Loan requests we receive for these materials. This was an intentional decision made in 1997 when the MSU Library originally profiled with Marcive and, at this point, is not to be changed.

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

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

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

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

The Mississippi State University Libraries' commitment to access to federal documents is demonstrated by:

Posting the federal depository library logo at the library's two main entrances and on the door leading to the documents collections.

Inclusion of a government documents homepage on the library's web site.

Inclusion of government documents in the library bibliographic instruction program (general and specialized).

Open stack access to the depository collection.

Presence of popular government CD-ROMS on the library's LAN.

Presence of the GPO/OCLC/Marcive records in the library's online public access catalog.

The availability of documents and current indexing reference materials, via the depository program:

Monthly Catalog of United States Government Publications
GPO Access
STAT-USA
Bacon-Davis Database

The availability of documents and current indexing resources purchased by the MSU Libraries:

GPO on SilverPlatter
Congressional Information Service Index (to hearings and legislative history) and complete microfiche collection
American Statistics Index and complete microfiche collection
Statistical Universe (web access)
OCLC First Search (web access) (e.g. WorldCat)
Lexis-Nexis Universe (web access)
ERIC and E*Subscribe
MedLine
Agricola
Government Information Quarterly
JoC Week (formerly: *Journal of Commerce*)

The arrangement of documents by SuDoc classification number in a separate easily identifiable collection (excluding items arranged by LC call number in the Reference and Circulating Collections).

The provision of reference assistance for federal documents by all Government Documents and Microforms personnel in addition to the General Reference staff.

Interlibrary loan service with documents listed.

Availability of telefacsimile transmission (via ARIEL where receiving library has same).

Participation in Govdoc-L, Mississippi Government Documents Librarians Listserv, DocTech-L, Microforms-L, FEDLIB, LAW-LIB, MAPS-L DigLibns, Marcive_GPO and Statuniv-L for resource and information sharing of government documents.

Participation in library displays.

Inclusion of government documents in subject bibliographies and help guides.

Providing voice mail via the Government Documents and Microforms Area telephone.

ARCHITECTURE LIBRARY COLLECTION DEVELOPMENT POLICY

The Architecture Library, established in 1974, supports the curriculum of the School of Architecture by collecting relevant current and out-of-print publications as funds permit. The Architecture Library will purchase books and materials in other formats on architecture, design, construction and related topics based on the following priorities and criteria.

Priority 1

Works on architectural history, theory, design, and technology, including comprehensive surveys, selected studies, critical studies, collected papers, conference proceedings, and dissertations.

Architectural history and theory, including period, style, and geographic studies, and writings of important architectural critics and theorists. Western architecture is emphasized but not to the exclusion of others.

Architectural design and the design process, including thinking skills, conceptualizing, drawings, and models.

Architectural technology as it relates to the curriculum, including energy conscious design, structural systems, mechanical systems, and special construction. Avoid highly technical and specialized treatments of engineering and scientific subjects.

Works on important individual architects of any period or country (critical studies, complete works, selected works).

Works on lesser American and European architects.

Urban design, town planning, housing, historic preservation, building types studies, architectural drawing and presentation techniques, architectural education, office practice, and design for the aged and handicapped.

Architectural reference books such as dictionaries, bibliographies, indexes, directories and guidebooks.

Southern Architecture: Any publications on architecture, building or town planning in the Southern states, particularly pre-Twentieth Century, regional styles or vernacular building. Scholarly works are preferred but picture books will be purchased depending upon the quality of photographs and availability of other books on the same subject.

Works surveying individual states, towns, counties or regions are the common scope of these books.

Priority 2

Graphic design, art, interior design, furniture, landscape architecture and photography will be added to the collection selectively with consideration of the relevancy to the curriculum.

Priority 3

Philosophy, local history, archaeology, anthropology, technology, literature and travel guides will be added to the collection selectively with consideration of the relevancy to the curriculum.

General Criteria

English language preferred, or books with English translation.

Hardcover, sewn binding.

High quality photographs and illustrations.

Reprints of old titles are preferred over original editions when available.

Serials will be purchased on a highly selective basis, depending upon recommendations, duplication of coverage, and indexing.

2/92

**COLLEGE OF VETERINARY MEDICINE BRANCH LIBRARY
COLLECTION DEVELOPMENT POLICY**

I. Purpose

The College of Veterinary Medicine Branch Library supports the teaching, research, and service needs of the College of Veterinary Medicine. The major emphasis of the collection is on basic resource materials in veterinary and comparative medicine that support the professional Doctor of Veterinary Medicine degree.

II. Selection of materials

Selection of materials is a joint responsibility of the Veterinary Medical faculty and the branch librarian. Faculty members are encouraged to recommend publications in their areas of expertise. Final selection decisions rest with the branch librarian but advice and assistance from the College of Veterinary Medicine Library Advisory Board is very helpful.

III. General guidelines

A. Language

Materials selected will be primarily in English.

B. Subject coverage

The primary collection emphasis is on materials supporting the veterinary medical curriculum. Materials from the biological and agricultural sciences will be collected selectively with an effort made not to duplicate the holdings of the main library. General information for the animal-owning public will be acquired on a very limited basis.

C. Types of materials

1. Books

Books will be selected and acquired in accordance with the parameters of this policy. Textbooks are eligible for inclusion. At least one copy of all titles on the required textbook list will be purchased and placed on permanent reserve.

2. Periodicals

The periodicals collection will include a selection of the veterinary medical journals and a limited number of general science and medical journals. An effort is made to acquire all English language journals on the core list developed by the Veterinary Medical Library Section of the Medical Library Association. Titles considered essential to the veterinary medical collection are acquired even if they duplicate holdings at the main library. Newsletters will be retained mainly as uncataloged, vertical file material.

3. Serials

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

4. Reference

A core biomedical reference collection will be maintained. The most important medical and health science works, including handbooks, dictionaries, formularies, and directories will be maintained. Pertinent indexing and abstracting tools will be acquired. A limited number of general reference tools will be collected but the main library will be consulted for broad reference coverage.

5. Non-print materials

Materials will be collected in a variety of formats, including but not limited to audio and video tapes, slides, and computer software.

D. Gifts

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

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that 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; June 27, 1967; and January 23, 1980 by the ALA Council.

Reprinted by permission of the American Library Association.

STATEMENT ON LABELING

AN INTERPRETATION ON THE "LIBRARY BILL OF RIGHTS"

Because labeling violates the spirit of the "Library Bill of Rights," the American Library Association opposes the technique of labeling as a means of predisposing readers against library materials for the following reasons:

1. Labeling* is an attempt to prejudice the reader, and as such it is a censor's tool.
2. Although some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association must oppose the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of a magazine or book in a library does not indicate an endorsement of its contents by the library.
4. No one person should take the responsibility of labeling publications. No sizable group of persons would be likely to agree either on the types of materials that should be labeled or the sources of information that should be regarded with suspicion. As a practical consideration, a librarian who labels a book or magazine might be sued for libel.
5. If materials are labeled to pacify one group, there is no excuse for refusing to label any item in the library's collection. Because authoritarians tend to suppress ideas and attempt to coerce individuals to conform to a specific ideology, the American Library Association opposes such efforts that aim at closing any path to knowledge.

*"Labeling" as it is referred to in the "Statement on Labeling," is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system, so as to predispose readers against the materials.

Adopted July 13, 1951. Amended June 25, 1971, by the ALA Council.

THE FREEDOM TO READ

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

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgement, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to void controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or

manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from that come the original contributions to social growth. They are essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on that our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

WE THEREFORE AFFIRM THESE PROPOSITIONS:

1. IT IS IN THE PUBLIC INTEREST FOR PUBLISHERS AND LIBRARIANS TO MAKE AVAILABLE THE WIDEST DIVERSITY OF VIEWS AND EXPRESSIONS, INCLUDING THOSE THAT ARE UNORTHODOX OR UNPOPULAR WITH THE MAJORITY.

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

2. PUBLISHERS, LIBRARIANS AND BOOKSELLERS DO NOT NEED TO ENDORSE EVERY IDEA OR PRESENTATION CONTAINED IN THE BOOKS THEY MAKE AVAILABLE. IT WOULD CONFLICT WITH THE PUBLIC INTEREST FOR THEM TO ESTABLISH THEIR OWN POLITICAL, MORAL OR AESTHETIC VIEWS AS THE SOLE STANDARD FOR DETERMINING WHAT BOOKS SHOULD BE PUBLISHED OR CIRCULATED.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of

learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. IT IS CONTRARY TO THE PUBLIC INTEREST FOR PUBLISHERS OR LIBRARIANS TO DETERMINE THE ACCEPTABILITY OF A BOOK SOLELY ON THE BASIS OF THE PERSONAL HISTORY OR POLITICAL AFFILIATIONS OF THE AUTHOR.

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

4. THERE IS NO PLACE IN OUR SOCIETY FOR EXTRA-LEGAL EFFORTS TO COERCE THE TASTE OF OTHERS, TO CONFINE ADULTS TO THE READING MATTER DEEMED SUITABLE FOR ADOLESCENTS, OR TO INHIBIT THE EFFORTS OF WRITERS TO ACHIEVE ARTISTIC EXPRESSION.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experience in life to that they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for that they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. IT IS NOT IN THE PUBLIC INTEREST TO FORCE A READER TO ACCEPT WITH ANY BOOK THE PREJUDGMENT OF A LABEL CHARACTERIZING THE BOOK OR AUTHOR AS SUBVERSIVE OR DANGEROUS.

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

6. IT IS THE RESPONSIBILITY OF PUBLISHER AND LIBRARIANS, AS GUARDIANS OF THE PEOPLE'S FREEDOM TO READ, TO CONTEST ENCROACHMENTS UPON THAT FREEDOM BY INDIVIDUALS OR GROUPS SEEKING TO IMPOSE THEIR OWN STANDARDS OR TASTES UPON THE COMMUNITY AT LARGE.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. IT IS THE RESPONSIBILITY OF PUBLISHERS AND LIBRARIANS TO GIVE FULL MEANING TO THE FREEDOM TO READ BY PROVIDING BOOKS THAT ENRICH THE QUALITY AND DIVERSITY OF THOUGHT AND EXPRESSION. BY THE EXERCISE OF THIS AFFIRMATIVE RESPONSIBILITY, BOOKMEN CAN DEMONSTRATE THAT THE ANSWER TO A BAD BOOK IS A GOOD ONE, THE ANSWER TO A BAD IDEA IS A GOOD ONE.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by that the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

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

A JOINT STATEMENT BY:

AMERICAN LIBRARY ASSOCIATION
ASSOCIATION OF AMERICAN PUBLISHERS

SUBSEQUENTLY ENDORSED BY:

AMERICAN BOOKSELLERS ASSOCIATION
AMERICAN CIVIL LIBERTIES UNION

AMERICAN FEDERATION OF TEACHERS AFL-CIO
ANTI-DEFAMATION LEAGUE OF B'NAI B'RITH
ASSOCIATION OF AMERICAN UNIVERSITY PRESSES
BUREAU OF INDEPENDENT PUBLISHERS & PRESSES
CHILDREN'S BOOK COUNCIL
FREEDOM OF INFORMATION CENTER
FREEDOM TO READ FOUNDATION
MAGAZINE PUBLISHERS ASSOCIATION
MOTION PICTURE ASSOCIATION OF AMERICA
NATIONAL ASSOCIATION OF COLLEGE STORES
NATIONAL BOOK COMMITTEE
NATIONAL COUNCIL OF NEGRO WOMEN
NATIONAL COUNCIL OF TEACHERS OF ENGLISH
NATIONAL LIBRARY WEEK PROGRAM
NATIONAL BOARD OF THE YOUNG WOMEN'S CHRISTIAN
ASSOCIATION OF THE U.S.A.
P.E.N.-AMERICAN CENTER
PERIODICAL AND BOOK ASSOCIATION OF AMERICA
SEX INFORMATION & EDUCATION COUNCIL OF THE U.S.
WOMEN'S NATIONAL BOOK ASSOCIATION

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

BOOKS AND THE YOUNG READER

Publishers of textbooks and other kinds of books designed for children and young people, or recommended for their use, recognize that different standards and attitudes toward the content of books exist in different communities. Each community, or each school or library, must necessarily determine what books will be bought for use in its own area.

Publishers believe, however, that schools, libraries and communities should take certain factors into consideration when making these choices. First, they must remember that no community, no matter how small, is completely homogeneous. What one parent will approve for a child, another will not. The rights of one parent to provide a child with the materials that parent finds acceptable should not be abridged by the views of another.

Secondly, the rights of children and young people to read books that seem relevant to their own lives and to society as they see it cannot be abridged without courting the danger that books themselves will seem to them obsolete. In the books they read, children and young people have both a constitutional right and a civic duty to seek and find truth as it is seen from many vantage points. Young people are constantly surrounded by the raw materials of life as it is lived by a wide variety of people. Therefore, they need thoughtful fiction and nonfiction that will allow them to examine these materials from more than one angle. Without the opportunity to examine various kinds of life situations through books - thereby to gain strength of judgement - young people will be suddenly thrust into situations in real life without adequate preparation.

Finally, if one book from a publisher is unacceptable to a community as a whole, even taking the above considerations into account, community selection agencies should remember that the publisher of that book is preparing and publishing books by many authors on many subjects for use in many communities, some of that really want that book. A publisher's total output should not be judged on the basis of one book. Publishers recognize that no book published can suit the needs of every reader, every library, every school, every community. Therefore, they offer a wide variety of books, so there will be suitable books for everyone. The book you like and need may be wholly unacceptable somewhere else.

Publishers are opposed to book censorship of any kind. But they also recognize that the budgets of public book buying institutions do not allow for purchases of all books published, and that choices must be made. They ask only that those choices reflect a wide

variety of points of view and as objective an evaluation of the books presented as can be made.

Freedom to Read Committee
Association of American Publishers
(1976)