

Amended by [S99-3](#) with amendments included in this copy.  
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**3.1 Confidentiality of Patron Records.**<sup>4</sup>

**3.1.1** The San José State University Library has the responsibility to protect each individual library user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.

**3.1.2**

**3.3.2** Bringing food or beverages into the library public service areas, study areas, and book stacks.

**3.3.3** Smoking in the library.

**3.3.4** Cutting, defacing, ripping, or tearing pages from any library materials. Mutilating or destroying records, compact disks, computer software or other library media material.

**3.3.5** Removing library books, magazines, other materials, or library property without proper library check-out.

**3.3.6** Soliciting in the library, i.e., asking people for money, to sign petitions, and so forth.

**3.3.7** The University will actively pursue disciplinary action and other legal action for the offenses listed above.

returned or renewed. The library will notify faculty members each semester of the regular stack books charged to them. Faculty may renew books in person, by mail, or electronically.

**4.2.3** Any library materials charged to a faculty member which are needed by another University patron or are needed for reserve will be recalled and must be returned within 14 days. For overdue recalled materials, faculty will be charged rates similar to those charged student borrowers.

**4.2.4** Faculty with outstanding fines will be blocked from remote access and blocked from library services.

**4.2.5** Faculty on leave are responsible for providing their departments with forwarding addresses. Faculty who do not wish to receive library notices through their departments are responsible for providing the library with their current address. Faculty who will be beyond reach of recall notices or otherwise unable to return materials within 14 days are responsible for returning all library materials before leaving.

**4.2.6** Temporary faculty, teaching associates, and graduate assistants who are issued faculty identification cards and University staff will be treated as faculty members with regard to library privileges.

**4.2.7** Immediate family members of faculty may use the library by applying for a special card at the Circulation Desk. They must observe the same rules as apply to courtesy borrowers.

**4.3** Types of circulation access.

**4.3.1** General access.

General access refers to the bulk of the academic collection, to which normal access and borrowing privileges apply.

**4.3.2** Reserve access.

Reserve access refers to readings required by faculty for courses and examinations, which are set aside for short term lending. SJSU faculty shall have the right to place materials on "reserve" for short-term lending--typically 1-3 hours or several days, as appropriate for the nature of the course or exam. The length of the periods and the fines for failure to return the materials will be set by the Library Director, in consultation with the University Library Board\*. Instructors will be consulted to help determine the most appropriate lending period for the reserve materials supporting their course or exam. These materials would typically be reading either required or recommended for a particular course or a particular examination. Reserve circulation restrictions will apply equally to all users, including faculty.

**4.3.3** Periodicals access.

Periodicals, whether new or old, will circulate only to faculty and only for periods of three days or less, as determined by the Library Director in consultation with the University Library Board\*.



#### **4.3.4 Reference and Rare and Valuable Materials.**

Books designated as reference works, printed indexes, particularly rare or expensive scholarly texts and similar materials should be restricted to use in the Reference Room or in Special Collections, or placement in locked cases. Faculty may nominate titles to their respective Selectors for transfer to Special Collections or locked cases.

#### **4.3.5 Restricted Circulation.**

Materials in high demand may circulate under special restrictions necessary to assure their availability for legitimate academic uses. These restrictions may include shorter lending periods, shorter recall return periods, limited borrowing at peak academic times, or limiting borrowing to University users only ("University use"). Restricted materials will normally receive priority status for reshelving and will be clearly marked upon checkout to alert borrowers of the special return requirements and abbreviated lending period.

#### **4.4 Procedures for Restricting the Circulation of materials in high demand.**

The Operating Agreement for the Joint Library provides the University a mechanism (the "safety clause") to assure that public circulation of its collection will not endanger the Library's primary obligation to support the academic mission of the University. The following provisions in this University Policy outline how the University shall go about determining whether and how to exercise this safety clause. Two principles must guide all University decisions concerning this matter. First, the academic mission of the Library, and support for curriculum and research, is of primary importance. Second, in the interest of making public resources widely available, there should be no arbitrary or unnecessary restrictions on circulation if the academic mission of the Library is assured.

**4.4.1 Circulation system.** The University shall, either alone or in conjunction with the City Library, maintain a circulation system capable of tracking the history of use by each title in the collection, subject to the confidentiality of patron records indicated elsewhere in this policy. The system must be able to track the frequency and length of usage during the past year for each item that circulates, the recall rate, and the general category of each user of the

**4.4.2.2** "Excessive demand" pattern. The "Excessive demand" pattern shall be activated if items already on "High demand" status continue to circulate at a rate that endangers their reasonable availability for academic use, and a significant proportion of the circulation derives from non-University use. These items will be temporarily restricted to "University Use" for up to six months. The City Library will automatically be informed and a request made for an appropriate mitigation -- normally the purchase of an additional copy if the book is in print. If no mitigation is available or the City is unable to grant the request for mitigation before the end of the six month period, then the title will become permanently



## **6. Security of the Collection.**

**6.1** Electronic anti-theft systems. The University shall see that effective electronic anti-theft systems are positioned at all public exits.

**6.2** Possibility of search. All individuals who have physical access to the University Collection must be informed that they may be subject to search upon egress from the facility. The Library Director, in consultation with the University Library Board\* and legal counsel, shall determine whether and in what circumstances to actually conduct searches.

**6.3** Surveillance of other exits. Every emergency exit and service exit will be kept under recorded electronic surveillance. The Library will prevent any unauthorized person from leaving the building through these exits without being visually recorded and triggering an alarm.

**6.4** Physical security of

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

### **7.1 Relocating Materials (Stack Shift).**

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

### **7.2 Discarding Materials.**

#### **7.2.1 Withdrawal of Duplicates.**

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

#### **7.2.2 Evaluating Collections Supporting Discontinued Programs.**

Recognizing that the interests of departments frequently overlap, the primary selector must consult with his/her assigned faculties and other selectors, who in turn will consult with faculty of relevant departments and other University constituent



than 2 years after the opening of the Journals of S99-3

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**10. Effects of termination of the Joint Library agreement on this policy.**

In the event that the joint facility agreement is terminated, then only those parts of this policy germane to the University will remain in effect. The Library Director will consult with the University Library Board\* to determine which policy elements to abandon on a temporary basis, and the University Library Board\* will promptly recommend permanent revisions to the Senate.

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**Footnotes  
to the  
Library Policy for San José State University**

<sup>1</sup> This statement is mostly drawn from the preamble of SS-S98-1

<sup>2</sup> This statement was approved by the Library Committee and by the Library but previously considered by the full senate.

<sup>3</sup> This statement was mostly drawn from the previous policy on Selection and Review of the Library Director that was rescinded by the more general policy on Administrators.

<sup>4</sup> This section (3.1) derives from S88-11 "Library Confidentiality of Patron Records."

<sup>5</sup> This section (3.2 and 3.3) derives from S91-4 "Library User's Rights and Responsibilities."

<sup>6</sup> Section 4.2 derives from F97-11 "Faculty Loans and Charges for Library Materials."

<sup>7</sup> See transition provision in section 9.

<sup>8</sup> Section 7 is S98-13, "SJSU Library Print Collection Evaluation Policy."

\* Per S99-5, second resolveull senaterTJ0.0001 Tc -0.0001 Tw -27.105 -1.105 Td(with the UBDC 174t./(2 )Directo

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## **1.1 Organization of the Library Committee**

**1.1.1** The Library Committee is an administrative agency of the Senate authorized both to formulate and recommend policy related to the Library, and also to advise the Library Director on the implementation of University policies and generally on Library operations--combining the traditionally separate roles of policy and operating committee. When the Committee formulates policy it shall report directly to the Academic Senate. If a Senator is a member of the Committee then that Senator shall present policy recommendations to the Senate. If no Senator is a member of the Committee then the Committee Chair shall appear before the Senate, being restricted to presentation and explanation of Library Committee recommendations.<sup>1</sup>

### **1.1.2 Committee membership<sup>2</sup>**

**1.1.2.1** The Library Director, ex officio, non voting.<sup>3</sup>

**1.1.2.2** Three faculty who are working librarians from the University Library, one of whom may also hold appointment from the School of Library and Information Science. These librarians should be selected to represent different professional expertise. These faculty will serve for staggered three year terms.

**1.1.2.3** Seven regular faculty from the University at-large (but not from the University Library and/or the School of Library and Information Science), representing a minimum of five colleges. These faculty will serve for staggered three year terms.

**1.1.2.4** Four students apportioned as follows: The President of Associated Students or designee ex officio voting, the Director of Academic Affairs ex officio voting, each of whom will serve as long as they hold their respective offices; and two additional students, one of whom must be a graduate student, both of whom shall serve as long as they are willing and remain students in good standing.

**1.1.3** Faculty members shall be nominated by



- 3 [User's Rights and Responsibilities](#)
- 4 [Circulation](#)
- 5 [Faculty and Staff Support for the Curricular Needs and Reserch Needs of the University](#)
- 6 [Security of the Collection](#)
- 7 [Evaluation of the Print Collection](#)
- 8 [Advancement of the Library Collection](#)
- 9 [Revision of this Policy](#)
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