



**San José State**  
UNIVERSITY

A campus of The California State University

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S03-5

At its meeting of April 21, 2003, the Academic Senate passed the following Policy Recommendation presented by Stephen Branthe University Library Board.

POLICY RECOMMENDATION  
LIBRARY POLICY FOR SAN JOSÉ STATE UNIVERSITY

Replaces F98-5 as Amended by S9 9-3 and Modified by S99-5

Whereas, In accordance with Section 9.2.4 Transition: Reference Collection requests the University Library Board to initiate a study of Reference Services and amend Section 5 of the Library Policy to clarify whether the University will or will not share the delivery of reference services with the City Library,

Whereas, The University Library Board recommended to the Senate in Spring 2001 that the University share delivery of reference services with the City Library, based on findings that queries received at the City Library reference desk were very similar to those received at the City Library reference desk,

Whereas, The Senate accepted that recommendation and the second floor reference area has since been designed for shared reference service,

Whereas, Terminology should be updated in the Library Policy by changing "Library Director" and "University Librarian" to "Dean of the University Library" and by changing "selector" to "liaison"; now, therefore be it

# LIBRARY POLICY FOR SAN JOSE STATE UNIVERSITY

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## 1. Mission.

### 1.1 General Mission of the Library.<sup>1</sup>

The primary mission of the San José State University Library is to support the academic life of the University. The heart of the Library's mission is academic research and curricular support, broadly defined. First, it makes resources available to students who conduct research related to their curriculum. By teaching students how to retrieve information from the worlds' repositories of knowledge, it helps to make them self-reliant and informed citizens. Second, it helps faculty conduct research necessary for the preparation of classes as well as scholarly research that expands human wisdom and knowledge. By aiding the faculty and students in these ways, the Library makes a major contribution to the well being of both our local and universal communities.

SJSU also recognizes the desirability of encouraging the pursuit of knowledge by all people, and therefore makes its library resources as widely available as is consistent with its prim

2.1.1 The administration of the Library is vested in the Board of Trustees of the California State University, who have delegated this authority to the President of San José State University. The Board has also mandated that the Academic Senate shall be the primary advisory body on the academic mission of the Library, which in turn vests this advisory function in its committee structure and its policy recommendations.

2.1.2 The Library is an essential resource for the Academic division of the University and vital to the curriculum of the University, and is in the

## 2.5 Charge of the University Library Board\_.

2.5.1 The University Library Board\* advises and assists the Dean of the University Library on matters concerning the academic role of the Library.

2.5.2 It serves as liaison between faculty and students and the Library administration, faculty, and staff; examines the relationships between the Library and the general faculty, the various colleges and the programs of the University, for the purpose of recommending improvements in Library services, as well as the stature of the Library.

2.5.3 It recommends ways of assuring the stewardship of the Library's various collections of materials.

2.5.4 It recommends ways of assuring that the Library provides an atmosphere appropriate to quiet study and research.

2.5.5 It widely consults representatives from all groups and disciplines who use the Library's support for curriculum and research, so as to advise the Dean of the University Library on campus needs for the Library's collections and academic services, and receives periodic reports on the Library's progress and expenditures toward meeting those needs.

2.5.6 It meets periodically with the City of San José Library Commission as "The Joint Library Committee" for purposes of sharing information regarding the Joint Library, and it appoints three of its members (at least two of whom shall be faculty) to a "Joint Library Subcommittee" to serve with an equal number of City Library Commissioners to advise the Co-Managers of the Dr. Martin Luther King, Jr. Library on policy issues related to joint affairs, as listed in 4.2.3 of the "Operating Agreement."

2.5.7 It may, with the cooperation of the Library, sponsor events within the Library that bring members of the University community together with other citizens of the region for discourse on subjects of common scholarly and literary interest.

2.5.8 It conducts periodic reviews of this policy and makes recommendations to the Academic Senate for appropriate revisions.

(2.6 - 2.7.3 added per [S99-5](#))

## 2.6 Organization of the University Library Board

2.6.1 The University Library Board is a special agency of the Senate authorized both to formulate and recommend policy related to the Library, and also to advise the Dean of the University Library on the implementation of University policies and generally on Library operations -  
- combining the traditionally separate roles of policy and operating committees. When the Board formulates policy, it shall report directly to the Academic Senate through the Executive Committee. The chair of the University Library Board shall present policies to the Executive Committee and the Senate.

## 2.6.2. Board Membership

2.6.2.1. The Dean of the University Library, ex officio

2.6.2.2. The Vice Chair of the Academic Senate

2.6.2.3 Three university library faculty who represent different professional specializations. These faculty will serve for staggered three-year terms.

2.6.2.3 One regular faculty member from each college, as well as one faculty member from the School of Library and Information Science. These faculty will serve for staggered three year terms.

2.6.2.4 Three students apportioned as follows: the President of Associated Students or designee ex officio voting; and one undergraduate and one graduate student. The President of Associated Students will serve as long as he/she holds his/her office. The other student members will serve one-year terms, provided they remain students in good standing. Student members may serve more than one term.

2.6.3 Faculty members shall be nominated by the Executive Committee and approved by the Senate. Student members shall be nominated by Associated Students and approved by the Senate. Potential faculty nominees to the University Library Board must submit a one-page statement to the Executive Committee indicating their familiarity and experience with Library policy, services, and collections. The Executive Committee shall endeavor to nominate those with the greatest desire to serve and the highest qualifications.

2.6.4 The University Library Board shall elect its own chair. After the first year, the chair shall be a faculty member who has served a minimum of one year previously on the University Library Board.

2.6.5 The University Library Board shall meet regularly according to the same schedule as Senate Policy Committees.

## 2.7 Relationship of the University Library Board to Internal Library Governance

2.7.1 Nothing in this policy should be construed to limit the University Library Dean's prerogative to solicit advice from any or all library faculty and staff, or to organize the internal advisory capacity of the Library in any manner suitable to the Library, i.e. use of a Library Cabinet, etc.

2.7.2 Nothing in this policy should be construed to limit the Dean or the Library faculty and staff from constructing internal Library policies on the details of Library operations as appropriate, provided such policies are consistent with University Policy.

2.7.3 On matters related to the academic role of the Library, the Dean of the University Library should consult internally, with the University Library

Board, and with the university community, so as to insure that multiple views and perspectives are considered.

### 3. Users' Rights and Responsibilities.

#### 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 All patron records of San José State University Library are confidential. Such records, whether print or electronic, include but are not limited to, circulation records from any library department, interlibrary loan requests, faculty book requests, and requests generated from online searches. The confidential information in these records includes, but is not limited to, subjects researched, materials consulted, individual titles borrowed, and patron name, address and social security number.

3.1.3 With the exception of persons acting within the scope of their duties within the operation of the library, patron records are disclosed only upon written consent of the patron involved or under court order or subpoena.

3.1.4 When an individual has urgent need for library material that has been checked out by another, the Library staff will contact the individual who has the material and ask the person if he/she is willing to return it immediately.

3.1.5 The Library may keep statistics to track circulation patterns based upon user status or other factors, but this information will be aggregated and not released with any individual identifiers.

#### 3.2 Users of the library have a right to:<sup>5</sup>

3.2.1 -- a library environment free of disruptive activity,

3.2.2 -- confidential access to library materials,

3.2.3 -- library materials that are complete and not defaced,

3.2.4 -- surroundings free from tobacco smoke, carelessly discarded waste materials, and resulting problems, most notably infestation by insects and vermin,

3.2.5 -- quiet areas for individuals to study and to engage in research.

3.3 Ensuring a pleasant and productive environment for study and research for all users requires that each user of the library follow this policy and refrain from the following activities:

3.3.1 Talking or noise in the areas designated as quiet study areas.

3.3.2 Smoking in the library.

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

3.3.4 Removing library books, magazr 8 , mTj 0.f -0T 0 Tsmc-ro6-





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 Dean of the University Library in consultation with t



monitor the number of books that qualify for various categories of circulation usage, as well as helping to identify problem areas and areas of high-use. The report should also be shared with library faculty and staff and with the general faculty to inspire feedback germane to collection development.

## 5. Faculty and Staff Support for the Curricular and Research Needs of the University.

### 5.1 General faculty and staff support.

The academic mission of the Library shall be advanced by specialized practices unique to a University or an academic library setting, whenever such practices are customary in libraries of institutions of higher education. Library faculty and staff will be enabled to carry out academically oriented functions and shall not merge unique academic functions and practices with the City Library. The City and University will share delivery of basic reference services through a common service area on the second floor. Referral policies and procedures will ensure that faculty and students, who seek specialized assistance for University coursework and research, will receive the most appropriate type of assistance from qualified University experts.

### 5.2 Expert support for the curricular and research needs of the University.

The University Library shall provide support for the curriculum and the research needs of the University by maintaining an academically oriented reference collection and employing a department of Library faculty to assist general faculty and students with their curricular and research needs. The Library faculty, through formal instruction in a classroom setting, individual appointments, at the reference desk, and through well printed and electronic guides to selected discipline information resources, will advise students in identifying, locating, evaluating, and effectively communicating information required for coursework assignments, thesis research, and other academically related research. The University Library will establish and maintain its academic support services in such a way that University faculty and students, who seek help for University coursework and research, will receive the most appropriate type of assistance from qualified University experts. For University faculty and students using services and collections within the physical Library building, the University Library will enable faculty and students to quickly identify services and collections provided to meet their curricular needs. As a component within a varied mix of services and collections, the University will provide a proximate service point or service points with personnel qualified to assist students with the use of the main University collection.

### 5.3 Professional expertise of Reference Librarians.

5.3.1 Librarians assisting SJSU students and faculty with their curricular or research needs shall be University faculty governed by the University Policies regarding appointment, retention, tenure, and promotion, post-



emergency exit, staff exit, or the loading dock will be visually recorded by video cameras covering the exterior and interior of the building.

#### 6.4 Physical security of the collections.

Installation, regular maintenance, and necessary replacement of flood control equipment, fire suppression equipment, earthquake mitigations, and other repairs and equipment necessary to assure the physical safety and condition of the collection in the event of flood, fire, earthquake, or disaster shall always occupy the Library's highest budgetary priority, after any measures necessary to assure public safety. Regular maintenance of such equipment shall never be deferred.

#### 6.5 Monitoring of theft and loss.

##### 6.5.1 Regular audit of the collection.

The University shall conduct a complete inventory of its collection every ten years to determine the number and distribution of missing items. The results of this audit, including the number and distribution of missing items, shall be publicly reported to the University Library Board\* and the University as a whole.

##### 6.5.2 Limited audits of portions of the collection.

If there is some evidence of substantial theft or losses in particular portions of the collection, and if there has been no recent general audit, the University Library Board\* shall request that the Dean of the University Library conduct an immediate inventory of the portion of the collection in question to verify the loss rate.

6.5.3 The prevention of the theft of the University Collection is one of the highest obligations of stewardship. If an audit reveals a high theft rate in part or all of the collection, the Dean of the University Library shall consult with the University Library Board\* and take all necessary measures to reduce the theft rate. These measures might include restricted access, changed circulation policies, additional security guards, superior anti-theft devices, additional searches of patrons upon egress, and building reconfiguration.

### 7. Evaluation of the Print Collection.<sup>8</sup>

Maintaining a high-quality academic Library collection requires periodic evaluation of the 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.)



particular items not be discarded. Any materials that a department deems worthy of preserving shall be kept in the San José State University Library collection. After this four-week period, materials deemed discardable shall be announced and made available to faculty for a final evaluation for a period of at least four weeks during a regular semester in a designated place.

### 7.3 Disposal of Discarded Materials.

Materials to be discarded that are not wanted by other CSU or area libraries will be screened by Library. After this fo





collection, while the rest of section 4.4. "Procedures for the Restriction of Circulation" shall be activated as soon as an appropriate circulation system can be operational. Section 6 "Security" shall be activated no later than the opening of the new facility. All other sections are effective immediately, unless other provisions have been made for them elsewhere in section 9.2.

**9.2.9 Transition: Access to Library Holdings Housed in Temporary Facilities.** In general, library materials which must be housed in a temporary facility during the construction phase shall be available on request. Paged materials shall be transported to a designated place on campus and held for pickup by the borrower. In addition, the temporary facility itself shall be open a specified number of hours per week to be set by the Dean of the University Library or his/her designee in order to provide adequate access to the temporarily housed materials by faculty, staff and students for browsing in the collection. (this section included as amendments sanctioned by [S99-3](#))

#### 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 Dean of the University Library 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 S 99-5, second resolve statement "Resolved that all references to "Library Committee" in University Policy F 98-5 be changed to "University Library Board""

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## Appendix A

### Suggested Reorganization of the Library Committee.<sup>1</sup>

The Special Committee on the Joint Library Project suggests that Organization and Government consider the following reorganization of the Senate Library Committee to make it more effective, to improve its expertise, and to make it more broadly representative of the Library's numerous constituencies.

In addition, we suggest consideration of a name change of the Library Committee to reflect a status different than of an operating committee, and to avoid confusion with City committees, e.g., "The University Library Advisory Board."

#### 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 Dean of the University Library 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 Dean of the University Library, 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 the Executive Committee and approved by the Senate. Student members shall be nominated by Associated Students and approved by the Senate. Preference for membership shall be given to willing Senators, particularly when Senators would remain unassigned after Policy Committees are populated with one representative per college. However, assignment to the Library Committee is never coterminous with Senate office and is always for a three year term. Potential nominees to the Library Committee must submit a statement to the Executive Committee indicating their familiarity and experience with Library policy, services, and collections, and the Executive Committee shall endeavor to nominate those with the greatest desire to serve and the highest qualifications.

1.1.4 The Library Committee shall elect its own chair, who shall be a faculty member who has served a minimum of one year previously on the Library Committee.

1.1.5 The Library Committee shall meet regularly according to the same schedule as Senate Policy Committees.

1.2 Relationship of the Library Committ

<sup>1</sup>This year's Chair of the Library Committee, the Chair from the last two years, and at least one other long time Chair all recommend this change in reporting for the committee. The added layer of reporting through the Curriculum and Research Committee seems inappropriate for two reasons: 1) the new Library Committee will have considerably greater expertise on the Library than C&R, and 2) even under the old system we could not think of ANY Library policies that had ever originated with the "policy" committee--all policies originated with the Library Committee--meaning that it already combines a policy and an operating role, albeit in a clumsy, layered structure.

<sup>2</sup>The Special Committee greatly desires to modify the membership of the Library Committee to include working Library Faculty. The old Library Committee predated the inclusion of Librarians in the general faculty unit, and so had excluded their membership, leading to a serious loss of legitimacy of this committee in the eyes of many Librarians. A Committee that brings Librarians, students, and general faculty together may have an opportunity to be both more effective and more legitimate. The reliability and expertise of general faculty and student membership also is upgraded. Two student members are identified by title in an effort to assure more student participation than has been the case in the past. General faculty membership is based on a BOGS model to assure both sufficient distribution across disciplines but also the flexibility necessary to attract the most committed and knowledgeable members.

<sup>3</sup>The University Library Dean's vote on the old committee should be removed if the Library faculty are added, to avoid the situation in which he/she votes in view of three other members over whom he holds RTP responsibility. There is also something of an inconsistency in the Dean voting on matters that are advisory to the Dean. The President, for example, does not possess a vote on the Budget Advisory Committee because the President is the recipient of BAC advise.

<sup>4</sup>This section could be added to clarify that the Library should continue to maintain its own governance structure.

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Faculty and Staff Support for the Curricular Needs and Research

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