

**SAN JOSÉ STATE UNIVERSITY ONE
WASHINGTON SQUARE SAN JOSÉ, CA
95192**

**S15-10, University Policy, Revisions to SJSU Library
Policy**

Legislative History:

Rescinds: S03-5, S04-9, and S06-5

At its meeting of April 27, 2015, the Academic Senate approved the following policy recommendation presented by Chair Dcu0

University Library Board to include a general unit seat. Amendment C is incorporated into the policy below.

On March 8, 2021, President Mary A. Papazian signed and approved Amendment D to University Policy S15-10, updating the membership of the University Library Board to include two University Library staff members on the University Library Board. Amendment D is incorporated into the policy below.

At its meeting of April 15, 2024, the Academic Senate approved amendment E to University Policy S15-10. President Cynthia Teniente-Matson signed and approved Amendment E on April 29, 2024. Amendment E is incorporated into the policy below.

University Policy Revisions to SJSU Library Policy

Whereas: The adoption of S15-10 called for the ULB to review Section 7 of S15-10 after 5 years, and that review has not been completed.

Whereas: The University Library Program Planning Report noted that the current withdrawal procedure (Section 7) is directly opposed to standard professional practice.

Whereas: The librarian faculty and staff are professional experts in collection management and policy should defer to their expertise.

Whereas: A modern and effective withdrawal policy is vital to maintaining a healthy collection to support the academic mission of the university.

Whereas: The language in other parts of the policy does not reflect current terminology and practice.

Resolved: University Policy S15-10 be amended as follows.

Approved: April 8, 2024

Vote: Michael Aguilar, Nada Attar, Edgar Bering , Natali Carmona-Guzman, Deborah Hicks, Christine Holmes, Carli Lowe, Alison McKee, Anamika Megwula, Ali Mehran, Chunhui Peng, Morgan Sanchez, Sharon Thompson, Gemma Viñuales and April Wood

Present: 15-0-0

Absent: Anne Marie Engelsen

Financial Impact:

The financial impact of this amendment will be minimal and included in the budget. It will not have any cost implications. The expected costs related to changes proposed in section 7 will be for a collection analysis performed by an approved library vendor.

Workload Impact:

The majority of changes included in this amendment have no direct workload impact. Changes in section 7 will require labor from library staff and librarians as they manage the collection. Furthermore, any faculty or staff of the university participating in the consultation processes around collection will also contribute their labor. The labor is expected to be distributed over several years.

Collecting and protecting information resources in all formats.
Acquiring multicultural materials and works which present a variety of viewpoints.
Supporting the research needs of SJSU faculty and students.
Maintaining a collection of materials unique to San José State University as the oldest public institution of higher education in California.
Working with libraries throughout and beyond the CSU to complement and supplement materials available to all library patrons.

2. Governance.

2.1 Administrative Authority and Officers.

2.1.1 The administration of the Library is vested in the Board of Trustees of the California State University, which has 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 administrative charge of the Provost and Vice President for Academic Affairs who is the chief academic officer of the University.

2.1.3 The Dean of the University Library reports to the Provost and is responsible, through personnel and budget administration, for the effectiveness [~ c@^ Šà!æ!^q• []^!æcá [} •, c@^ ~ ~æ|âc^ [- âc • & [||^&cá [} •, the competence of its staff, its governance, and additional programs assigned by the Provost. The Dean of the University Library, equivalent to an academic dean, serves on the Council of Deans as well as appropriate faculty, administrative, or library committees. The Dean of the University Library works closely with all the College Deans and the Associate Vice Presidents in Academic Affairs and must ensure that the plans of the Library are consistent with the overall academic policies and mission of the University. The Dean of the University Library works closely with the City Librarian in coordinating those library operations and facilities that are shared jointly with the City, and sees that academic needs are supported by the relationship. The Dean of the University Library provides leadership to the faculty and staff of the Library and facilitates communication and collegiality between the general faculty and the Library. The Dean of the University Library works with the

Academic Senate through its committees to formulate and revise University Policy concerning the Library.

2.2 Shared Resources. San José State University shall seek to maximize its library resources by sharing a facility with the City Library, subject to reciprocity and to the limits imposed by academic needs. The academic needs of San José State University shall be considered absolutely primary in the implementation and administration of any or all library agreements by SJSU personnel.

2.3 Name of the Library Organization. The name of the library supporting the academic mission of the University shall be the San José State University Library. This refers to the organizational entity and the academic collection of materials, and will be reflected on all official correspondence by University Library personnel. This library is housed in a physical facility with a different name which reflects a shared use of the building.

2.4 Administration of Shared Resources. All decisions that are properly shared with the City Library will be made according to the governing agreements, with University participation in the decisions conforming as closely as possible to the procedures described in this policy.

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 and policy, as well as the stature of the Library.

2.5.5 It widely consults representatives from all groups and disciplines who use

2.6.2.2. The immediate past chair of the Senate, or, in the absence of a past chair, the faculty-at-large elected to the Executive Committee, ex officio (voting).

2.6.2.3 Three regular (tenured or tenure-track) university library faculty who represent different professional specializations. These faculty will serve for staggered three-year terms.

2.6.2.4 Two members of the Library staff should be added to the membership

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, e.g., use of the University Library Leadership Team.

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 with library faculty and staff, with the University Library Board, and, as needed, with the university community, so as to ensure that multiple views and perspectives are considered in decision making.

2.7.4 The Dean of the University Library shall report annually at the beginning of the fall semester to the University Library Board on the status and usage of the library collection; on proposals that would substantially impact faculty, staff, or student access to the collection; and on CSU-wide initiatives.

3. Users' Rights and Responsibilities.

3.1 Confidentiality of Patron Records. 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. All patron records of San José State University Library are confidential. Such records, whether print or electronic, include patron name, usage data, and
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Records Act (CA Title 1 Division 7 Chapter 3.5 Section 6267),

supported by public funds shall remain confidential and shall not be disclosed by a public agency, or private actor that maintains or stores patron use records on behalf of a public agency, to any person, local agency, or state agency except as follows: (a) By a person acting within the scope of his or her duties within the administration of the library. (b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records. (c) By order of the appropriate superior court. As used in this section, the term "patron use records" includes the following: (1) Any written or electronic record,

that is used to identify the patron, including, but not limited to, a patron's name, address, telephone number, or e-mail address, that a library patron provides in order to become eligible to borrow or use books and other materials. (2) Any written record or electronic transaction that identifies a patron's borrowing information or use of library information resources, including, but not limited to, database search records, borrowing records, class records, and any other personally identifiable uses of library resources information requests, or inquiries. This section shall not apply to statistical reports of patron

3.1.1 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.

3.1.2 Adheres to the principles and guidelines embedded in the American Library Freedom to View Statements.
(<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

3.2 Users Rights. Users of the Library have a right to the following:

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.

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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 discs, computer software or other library media material.

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

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

3.3.6 Harassing library patrons.

3.4 Users have the rights inherent in the principles of academic freedom, intellectual freedom, and complete freedom of information. Recognizing the need for freedom of information in an academic environment, there shall be no censorship of any library resources, exhibits, or materials within the San José State University Library.

4. Circulation, Access, Rules and Fines. The SJSU library seeks to make its collection widely available to all library users. Existing operational policies related to the circulation of materials are found in internal library policies and can be (procedures)

4.1 Unless otherwise indicated in this policy, all circulation categories and rules, fines, reserves, borrowing periods (including faculty semester loans), borrowing limits, recall and wait list procedures, and all other matters necessary to assure the availability of the collection and resources of the University Library for academic purposes shall be set by the Dean of the University Library in consultation with the University Library Board.

purchase items for multiple simultaneous users in print or electronic format multiple copies and, as needed, place items on course reserve to limit the circulation period of those items.

4.1.2. Materials in high demand may circulate under special restrictions necessary to assure their availability for academic uses.

4.2 The Library Dean will consult with the University Library Board prior to the implementation of any changes in procedures that would substantially impact faculty, staff, and student access to the library collection.

4.3 The Library Dean will consult with the University Library Board prior to the implementation of any changes in charges for library materials which affect faculty, staff, or students. Examples of charges include fines and item replacement costs.

4.4 All SJSU patrons with outstanding fines will be blocked from library services
(<https://library.sjsu.edu/policies-procedures/policies-procedures>).

4.5 Temporary faculty, emeriti 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.

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 faculty to assist general faculty and students with their curricular and research needs. 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 to meet their curricular and research 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 and faculty with the use of the University collection.

5.3 Professional Expertise of Library Faculty. Library faculty 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 tenure review, academic freedom and professional responsibility, and all other appropriate University Policies. These faculty members will have a Masters of Library and Information Science as well as qualifications in relevant specialized academic disciplines. To obtain the necessary knowledge of the curriculum and the nature of research assignments, the Library fT/TT1 12 Tf89.al

6.1 The security of the collection is currently maintained via electronic anti-theft systems, physical search in appropriate situations, and surveillance of exits. Prior to the implementation of any changes or modifications to these security measures the Dean will consult with the University Library Board. Every effort will be made to maintain the physical security of collections. The ULB recommends high budgetary priority be given to regular equipment maintenance to assure the physical safety and condition of the collection in the event of flood, fire, earthquake, or disaster.

6.2 Monitoring of Theft and Loss.

6.2.1 Periodic audit of the collection. In order to conduct a complete inventory, the University shall fund an audit of the library 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.

6.2.2 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 inventory of the portion of the collection in question to verify the losses.

6.2.3 Prevention of the theft of University Library resources is an important obligation 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.

7. Evaluation of the General Print Collection. Maintaining a high-quality academic library collection requires periodic evaluation of the collection with reference to the mission of the University and the diverse needs of each

Collection evaluation is a professional responsibility of all library faculty involved in collection development.

7.1 Relocating Materials (Stack Shift). This process does not involve discarding any materials. The procedure is standardized and only requires minimal review by the liaison librarian and not the full procedure of 7.2.2.

7.2 Withdrawal of Materials. Withdrawal is an important procedure designed to maintain the quality of the collection. The Library recognizes that each

established by the liaison librarians and departments and faculty along with a link to an analysis (circulation, holdings in other libraries, etc.) of the titles under consideration. Departments and faculty will have a period of a minimum of four weeks to respond to the recommendations and must respond by a deadline set by the liaison librarian. A blanket request to keep all materials on a list will not be considered a review.

7.2.3 Potential criteria for selection of print materials for withdrawal from the collection. The following general criteria, listed in alphabetical order, are examples of the types of criteria that may be taken into consideration when identifying materials for withdrawal. The Library recognizes that each academic department has a unique set of needs in regards to library use and materials, so the following criteria will not necessarily be applicable for each subject area. In addition, consideration will be given to the potential cross-disciplinary value of materials as well as their use for historical research.

7.2.3.1 Availability. Availability can be considered both internally and externally.

value to the collection does not warrant replacement or preservation in the same or an alternate format.

7.2.4 Disposal of withdrawn materials. Materials to be withdrawn that are not wanted by other CSU or partner libraries will be donated to organizations responsible for placing used books with national and international libraries.

8. Acquisitions. At the beginning of an academic year, liaison librarians will solicit from faculty requests for new acquisitions. In addition, throughout the academic year faculty can request through their liaison librarian purchase of materials. The format requested (print or electronic) will be honored. Once the budget for purchases is exhausted, additional purchases will need to be postponed to review for the next fiscal year. When faculty members in an academic department do not send recommendations for materials by the ordering deadline determined and communicated to faculty by liaison librarians at the beginning of the academic year, the liaison librarian can either purchase materials on their behalf or make the unspent funds available to other departments who have requests exceeding their budget.

9. Supplemental Funding for the Library Collection. The Dean of the Library in collaboration with University Advancement and the Director of Development for the library shall identify and pursue potential donors to support the collection and the services of the library. In addition, the library shall be considered a priority in the distribution of student success funds.

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 SJSU Library Policy to the Academic Senate.

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