

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, 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 Eggers for the University Library Board. The first SJSU Library Policy (S98-06) was drafted and adopted with special attention to how the SJSU Library would operate and safeguard its collection should the joint library agreement with the City of San José be approved. The joint library contract was signed in December 1998, and the new Dr. Martin Luther King Jr. Library opened its doors in August 2003. Just prior to the grand opening, the Library Policy was replaced by S03-5 which updated the language in several sections to acknowledge that services provided by the reference desk could be managed jointly by SJSU and the City of San José. Subsequently, modifications to S03-5 were made to delete sections no longer relevant (section 3.1.3, 7.3, 9.2.4), to clarify decision authority with respect to the cancellation of duplicate reference subscriptions, to clarify ownership and provide for the co-location of the reference collection (section 5.1), to clarify data collection to track usage, to update terminology related to the Dean of the University library, and to make minor editing changes. S15-10 was approved and signed by President Mohammad Qayoumi on May 15, 2015.

At its meeting of December 11, 2017, the Academic Senate approved Amendment A to S15-10 presented by Chair Taylor for the University Library Board. Amendment A removes language specifying location of the reference desk in Section 5.1 of S15-10. Amendment A was approved and signed by President Mary A. Papazian on December 19, 2017.

On September 11, 2019, President Mary A. Papazian signed and approved University Policy S19-2. S19-2 amended (Amendment B) the charge of the University Library Board in University Policy S15-10 and is incorporated into the policy below.

On May 4, 2020, President Mary A. Papazian signed and approved Amendment C to University Policy S15-10 updating the charge and membership of the University Library Board to include a general unit seat. Amendment C is incorporated into the policy below.







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 of the Library's operations, the quality of its collections, 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 insure 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.

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

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2.6.3 Faculty members, including Library Faculty, shall be recruited through normal Committee on Committees processes and approved by the Senate. If there are multiple applicants, potential faculty nominees may be asked to 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 commitment to serve and the highest qualifications. Student members shall be nominated by Associated Students and approved by the Senate.

2.6.4 The University Library Board shall elect its own chair. 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, 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. Public access to the report will be provided via the library newsletter or website.

## **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







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.

4.1.1 With regard to items identified as high demand, it



services provided to University faculty and students. After the initial assessment, the evaluation shall be conducted every five years.

**6. Security of the Collection.**

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 the collection.

browsing, and to provide space for new acquisitions. 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 procedures are relatively automatic and standardized and usually require minimal review by the liaison librarian and the specific department associated with a particular Library of Congress classification. The Library of Congress Classification system is used to determine the scope and range of subject areas (<http://www.loc.gov/catdir/cpsol/lcco/>).

### 7.2 Withdrawal of Materials.

Withdrawal is an important procedure designed to maintain the quality of the collection.

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directly with all departments via their liaison librarians and listed by subject area on a shared website for a period of six weeks during a regular semester (Spring or Fall). The information provided will include the criteria jointly established by the liaison librarians and departments along with a link to an analysis (circulation, holdings in other libraries, etc.) of the titles under consideration. During this time, all faculty will be encouraged to review the material and provide feedback to their liaison librarian. A blanket request to keep all books on a list will not block the next stage of review.

7.2.2.3 Final Review. The final review will be a minimum of four weeks. Liaison librarians will share the information obtained in the campus-wide review with the departments associated with the Library of Congress classification area of the material being considered for withdrawal (7.2.2.1). Items identified for retention in the campus-wide review will normally be retained. In addition, faculty campus wide can continue to offer feedback through liaison librarians. The liaison librarians will consult with the departments to identify materials on their lists that should be preserved. In the event a department feels strongly about removing an item that was requested to be kept during the campus-wide review, the liaison librarian will facilitate a discussion among the relevant individuals to reach a conclusion regarding retention for the item(s) in question. Any materials that this final review deems worthy of preserving shall be kept in the San José State University Library collection.

7.2.3 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

7.2.3.3 Past use. Past use is generally considered a predictor of future use. Past use is measured by circulation system records and counts, interlibrary loan circulation records, and in-house usage statistics/records. Periods of inactivity will vary by discipline and circulation records may not necessarily be an appropriate criterion for withdrawal. Items, especially single copies, should not be discarded solely because of



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.