

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

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

Legislative History:

On April 15, 2024, the Academic Senate approved Amendment E to University Policy S15-10, Revisions to SJSU Library Policy, presented by Nada Attar and Edgar Bering for the University Library Board.

**Approved and signed by President Cynthia Teniente-Matson on
April 29, 2024.**

University Policy

**Amendment E to University Policy S15-10
Revisions to SJSU Library Policy**

Amends S15-10

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. There will be no additional costs associated with this amendment. 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.

UNIVERSITY POLICY

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

Legislative History:

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.

books and monographs while developing access to e-books and e-monographs. The Library seeks to foster an environment that supports lifelong learning, a campus culture of reading, and a forum for the lively exchange of ideas. By aiding faculty and students in these ways, the Library makes a major contribution to the wellbeing of our university community. SJSU also recognizes the desirability of encouraging the pursuit of knowledge by all people, and making its library resources as widely available as is consistent with its primary mission of service to its academic community.

1.2 The Library Collection. In partnership with the San José Public Library, the SJSU Library provides all library users with access to information and materials in print and digital formats. Maintenance of robust print and electronic collections •~âc^âÁc [Ác@^Áçæ!â [~•Á}^^â•Á [-ÁÛRÛWq•Áæ&æâ^ { â&Á]! [*!æ { •Áæ} âÁ!^•^æ!&@Á endeavors is essential. Recognizing the rich diversity of programs and constituents that the library serves, the library is committed to

Developing and maintaining both the breadth and depth of the print and electronic collections.

Developing and maintaining an up-to-date academic collection that is convenient to browse and desirable to use on the 6th, 7th and 8th floors of the library building.

Archiving selected special-use, little-used, and unique materials in compact shelving and other areas of the library.

Archiving rare and valuable materials to the extent p

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 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

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https://www.sjlibrary.org/files_king/documents/operating_agreement.pdf)

2.5.8 The University Library Board may, in cooperation with the Library, co-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.

2.5.9 The University Library Board conducts periodic reviews of this policy and makes recommendations to the Academic Senate for appropriate revisions.

2.6 Organization of the University Library Board.

2.6.1 The University Library Board is a committee 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 new policies or modifies the existing policy for consideration, it shall report directly to the Academic Senate. The chair of the University Library Board shall present policy

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),

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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
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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.

3.4 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 found at library.sjsu.edu/policies-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.

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 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. All reference materials acquired by the University Library through purchase or donation shall be clearly identified as the property of the University by ownership marks. 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 research needs of the University.

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 faculty must develop and maintain close working relationships with faculty in the subject disciplines for which they do specialized reference, instruction, and collection development. Library faculty must have knowledge of scholarly publication and research strategies appropriate to all disciplines with a deeper understanding of those in the library faculty member's own subject specialties. The Library will take appropriate measures to assure that Library services are designed to enable Library faculty to maintain their expertise related to disciplines and that University students and faculty are directed to the most appropriate University Library faculty for their academic needs.

5.4 Library Program Plan. The University Library shall develop a Program Plan

7.2.1 Withdrawal of Duplicates. This type of withdrawal is standardized and only requires review by the liaison librarian, and not the full procedure of 7.2.2.

7.2.2 Withdrawal Procedures. First, the liaison librarian will identify all departments and faculty associated with a particular Library of Congress classification. Second, the liaison librarian will work closely with all such identified departments to identify the appropriate criteria for use during the withdrawal review (7.2.2.1; 7.2.3). Third, materials identified for potential withdrawal will be made available for review by all departmental faculty in the associated classifications (7.2.2.2). Finally, the library will make every effort to offer materials approved for withdrawal to other institutions through existing consortial relationships.

7.2.2.1 Identify Criteria for Withdrawal. Liaison librarians have the primary responsibility for evaluation of the collection. Liaison librarians will collaborate with all departments and faculty associated with the relevant Library of Congress classification to determine the criteria for reviewing the associated collection. Liaison librarians will attend to interdisciplinary needs when developing criteria. If no department remains associated with a Library of Congress classification due to program discontinuation,

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