

COLLECTION DEVELOPMENT POLICY STATEMENT

LINUS A. SIMS MEMORIAL LIBRARY

Last Update: April 2014

INTRODUCTION

This policy is intended as a statement of the operating guidelines used by the Sims Memorial Library in its acquisition and maintenance of library materials. The Library upholds the American Library Association (ALA) *Library Bill of Rights* (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf), *Freedom to Read Policy Statement* (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement), and *Statement on Challenged Materials* (www.ala.org/advocacy/intfreedom/librarybill/interpretations/challengedmaterials). The following are the general policies that guide the process of developing the Library's collections. The Library will continue to develop and modify this statement to meet the changing needs and demands of Southeastern Louisiana University and the Sims Memorial Library.

UNIVERSITY ROLE, MISSION, AND SCOPE

(<http://www.selu.edu/about/overview/index.html>)

LIBRARY MISSION

(www.selu.edu/library/directory/admin/mission/index.html)

OBJECTIVES

The Library seeks to provide materials which facilitate and enrich the learning and cultural experiences of all students. We also strive to meet the needs of faculty and staff in their areas of teaching and research. This is accomplished by providing an up-to-date collection of materials in a variety of formats that are appropriate for the instructional, cultural and entertainment mission of the University and Library.

The Library's collection practices remain flexible enough to provide support for new curricula or individual courses, changes in existing curricula, changes in research trends, and changes in technology and formats of presentation. The Library's representation on the University

Curriculum Committee and on other University bodies permits Library faculty and administration to stay abreast of new curricula and educational developments that impact collection development.

COLLECTION RESPONSIBILITY

Ultimately, responsibility for the development and maintenance for the library's collection rests with the Library Director. Librarians, faculty, staff, students, and patrons all share in the collection development process through various means. The Library Director, in conjunction with the Acquisitions Librarian, is responsible for the coordination of all monographic collection development and selection activities. Library faculty, all of whom serve as library liaisons, select material in specific subject areas to which they are assigned. These library liaisons routinely review the collection and publishing output in order to recommend additions to the collection. Faculty members focus on their particular field of interest and areas of expertise to make recommendations for purchase. Students, staff and patrons recommend on the basis of their interests. The Reference Department is responsible for the selection of reference tools on the basis of the university's curriculum and the needs of its students and faculty. The Government Information Librarian and the Head of Serials coordinate collection development in their areas of federal and state documents and serials/standing orders, respectively.

COLLECTION DEVELOPMENT COMMITTEE

Within the Library, a Collection Development Committee exists to assist in setting guidelines for major collection development projects. The committee is also responsible for updating and revising the Collection Development Policy by subcommittee. At the discretion of the Library Director, the committee will play an advisory role for the following types of purchases and projects:

- Expensive ebook packages or subscriptions
- Expensive serial packages or subscriptions
- Other expensive databases or electronic resources
- Major serial cancellations
- Major deselection projects

The Committee is chaired by the Library Director. There are also several positions that hold standing membership on this committee. These are:

- Library Director,
- Head of Acquisitions,
- Head of Reference,
- Government Information Librarian,
- Head of Access Services,
- Health Sciences Librarian,
- Head of Serials,
- Head of Cataloging.

LIAISONS

Each librarian serves as a liaison to one or more academic department on campus. These assignments are designated by the Library Director. In addition to other roles, liaisons solicit and accept orders for purchase from the departments they represent. They aid in collection development by providing lists, catalogs, etc. to assist in faculty selection. Liaisons are encouraged to follow the Liaison Guidelines in **Appendix A of this document**.

INTELLECTUAL FREEDOM STATEMENT

The Sims Memorial Library supports the American Library Association's **Library Bill of Rights** (www.ala.org/advocacy/intfreedom/librarybill), its **Freedom To Read Statement** (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement) and its statement on **Challenged Materials** (www.ala.org/advocacy/intfreedom/librarybill/interpretations/challengedmaterials)

We support the free exchange of all ideas and opinions to support academic freedom at Southeastern Louisiana University. Collection management and selection decisions will be made independently of interest group pressure or coercion of any sort. The Library's collections will be made available to all patrons of the community served. If the issue of vandalism should occur, we may reserve the right to protect materials by placing them on reserve. However, no one will be denied access to these materials.

No materials will be censored by the Library faculty or staff. The Library will endeavor, within the limits of available resources, to present all sides or positions of an issue within the collection. If any individual or group issues a complaint of censorship against the Library or the University, that person or group will be referred to this policy and the three ALA documents mentioned above. If necessary, the Library will reply verbally or in writing to the person or group making the complaint.

SELECTION GUIDELINES

The Institutional and Library mission (see above) provides the framework for selection of all library materials. **The quality of content and fulfillment of academic curricular needs and student/staff/faculty needs are the first criteria against which any potential purchase is evaluated.** Specific considerations in choosing individual items include some or all of the following:

- Lasting curricular/research/recreational value of the content
- Appropriateness of level of treatment (professional, graduate, upper level undergrad.,etc.)
- Strength of current holdings in same or similar subject areas

- Value, meaning the cost is appropriate to the content provided within
- Suitability of format to content
- Authoritativeness of the author
- Reputation of the publisher
- Expected usage
- Print vs. electronic format
- Hardbound vs. paperback
- Southeastern Louisiana topic/author

These considerations apply to all types of materials. Specific formats with special considerations are listed below.

SPECIFIC FORMAT CONCERNS

Electronic Resources

Electronic resources can be defined as information resources available online, and typically refer to databases, electronic journals and ebooks. Because of space considerations and access advantages, electronic resources are becoming the preferred format for many university libraries. Selection considerations at Sims Memorial Library for electronic resources are:

- accessibility (perpetual vs. term, IP address is preferred over password access, on-campus only or remote access, and downloading options)
- multiple or single simultaneous user(s)
- licensing restrictions and vendor reliability
- preservation
- functionality and ease of use of the platform
- software or hardware requirements
- mobile devices supporting the resource (iPad, Kindle, Nook, Android, etc.)
- availability of alternate formats
- content (quality of images and graphics, completeness, and version of record)
- cost
- space considerations

Ebooks

Ebooks represent the fast growing segment of the publishing industry, and are considered a preferred format by many students. Academic libraries are routinely purchasing ebooks for their collections. Ebooks offer a number of advantages for users. Ebooks are available 24/7 with remote access, do not take up shelf space, and can be downloaded. Many ebook platforms

support personal bookshelves, notes and other features, and enhanced searching. Because of these and other advantages, the Library will continue to move in the direction of acquiring ebooks to add to the collection. Sims Library currently has collections of ebooks available from multiple publishers and vendors. Different models (subscription, perpetual access, and patron driven) and providers will be considered for ebook acquisitions to meet the needs of the Southeastern academic community.

Duplicated Formats

The library may duplicate electronic and print formats for certain titles in order to provide enhanced access to its collections. Current journal subscriptions and backfiles with corresponding print holdings may be purchased in electronic format to provide multiple user and remote access to patrons. Ebooks purchased as large collections and individual titles needed to support instruction may also be duplicated.

Microforms

The Library will collect materials in microform selectively as microfilm and microfiche are considered obsolete formats. When possible, electronic archives will be the preferred format for non-print preservation. When the purchase of microform is warranted, the quality of the microfilm/microfiche, the compatibility with existing Library microform equipment, storage/cabinet space, and the cost-effectiveness of microform vs. binding will be considered.

Newspapers

Since access to current news is so widely available online, the Library limits the number of print newspaper subscriptions purchased to the most prominent local, state, and national titles only. Generally, backfiles are retained for less than a year, and microfilm or electronic archives are purchased as warranted.

Out-of-Print Titles

The library strives to maintain a current collection, and titles in-print will be given priority over out-of-print titles. Out-of-print titles will be purchased only if the title is considered essential for the library's collection, or if requested by a faculty member to support research or instruction. Titles will be checked for availability from Alibris and other used booksellers and purchase decisions will be made on the basis of cost and condition. Faculty members will be referred to ILL if a title cannot be obtained at a reasonable price.

Serials

A "serial" is any publication issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely, regardless of format (print, non-print, or

electronic.) Within the Library these publications may also be referred to as “continuing resources” or “recurring expenditures.” Selection of serial titles at Sims Library is based on the general **SELECTION GUIDELINES** above, plus the following specific considerations:

- availability of full-text access in a database made available through the Library
- inclusion in indexes/abstracts made available through the Library
- subscription cost
- preservation cost (when applicable)
- reputation of the journal, publisher, and vendor
- frequency of Interlibrary Loan requests

The “selection considerations” listed above under **Electronic Resources** also apply to electronic journals and databases.

Textbooks

Textbooks required for courses taught at Southeastern are not purchased by the library. Textbooks not required for classes are usually not purchased, due to high cost and the frequent need to update with revised editions. Exceptions are made only if a textbook offers unique or superior coverage of information on a research topic, and if it meets the standard selection guidelines.

Theses and Dissertations

Historically, the Library collects two print copies of each thesis/dissertation that is written by a Southeastern student as part of a master- or doctoral-level degree program. Both copies are bound on archival quality paper (at the student’s expense), with one copy to be added to the Library’s circulating collection and the other copy to be added to the special collections housed in the Center for Southeast Louisiana Studies. Since 2010 the University also requires students to submit electronic copies of all theses/dissertations to ProQuest. The Library contracted with ProQuest to digitize all existing theses/dissertations in the collection as of 2010.

Children’s and Young Adult Materials

The Library does not purchase or collect children’s and young adult materials for the collection. A separately administered collection, housed in the Lab School, exists to meet these needs.

Foreign Language Materials

The Library primarily acquires English language materials. Titles in foreign languages are purchased if they are considered essential works or if they are used in the teaching of or research on a foreign language on campus.

Government Documents

Sims Library is a partial depository of both federal and state government documents. Items that do not automatically arrive from the various government agencies or documents considered useful to the Government Documents Department, are purchased through the regular acquisitions process with normal state funding. A GPO deposit account is maintained by the Serials Department to purchase documents to supplement the Library's collection. For a more detailed description of the government documents collection and the services available, please consult the Government Documents Department Collection Development Policy Statement in **Appendix B**.

Maps

Maps are not purchased due to the problems associated with the classification, processing and the care and housing of these materials. Depository maps are housed in the Reference Department. Atlases are purchased on a regular basis using the selection guidelines listed above.

Manuscripts and Rare Books

Manuscripts and rare books are normally not purchased by the Library, unless they fill a need that no other item can fulfill. These materials are sometimes purchased or acquired by the Center for Southeast Louisiana Studies (see BRANCH LIBRARY STATEMENT below).

The Library will consult the following ACRL Rare Books and Manuscripts Section *Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections* (www.ala.org/acrl/standards/selctransfer) to preserve and secure rare books already present in the general collection.

Media

The Library purchases materials in various media to support instruction, research, and entertainment at Southeastern. The SELECTION GUIDELINES apply to media purchases, in addition to the following considerations:

- cost and licensing restrictions
- quality of the production (artistic and technical)
- suitability of the format for library media technology and equipment

The library primarily collects the following media: CDs, DVDs, and Blu-ray. Streaming video and multimedia are currently only purchased as collections in online databases.

The library will occasionally purchase media in older formats (such as VHS), but only if the material is unavailable as a CD, DVD, or other current format. Obsolete formats are not collected.

The Library Media Department maintains the media collection and viewing equipment, much of which is available inside and outside of the library. It is the responsibility of the faculty member using library media materials in their teaching to comply with copyright and fair use restrictions.

DATABASE TRIALS

Database trials offer an excellent chance for faculty and librarians to review and evaluate online information resources prior to entering a subscription or making an actual one-time purchase. Trials provide an opportunity for librarians at Sims to become familiar and remain up to date with the most currently available electronic resources, and for faculty to determine if a resource meets their research and teaching needs.

A subscription or one-time database purchase, however, typically represents a significant financial commitment for the Library. As such, the Library will exercise discretion when setting up trials, and database trials will fall into two separate categories:

External Trials: External database trials will be made available to librarians, faculty, and students at Southeastern to review and use during the trial period. Librarians, faculty, and students will be given an opportunity to provide feedback and to evaluate the resource. The availability of funding will play a role in making the decision to set up an external trial.

Internal Trials: Internal database trials will be available only to Library staff, and will not be sent out or made accessible to faculty or students. These trials will be for professional development purposes, and will allow the librarians a chance to review information resources, regardless of the availability of current funding to acquire the resource.

Requesting Trials

External Trials: A trial can be requested by any Southeastern faculty member. A request can be sent to the appropriate subject liaison, or sent directly to the Library Director. Subject liaisons receiving a request for a database trial must submit the request to the Library Director. **The Library Director will make the final decision to approve or deny the request for a trial based on available funding and other considerations.**

Internal Trials: Librarians and library staff members may request a trial to review and evaluate new or existing information resources. Internal trials allow librarians and staff a chance to try products seen at library conferences or reviewed in other resources. **A request for an internal trial must also be sent to the Library Director, who will approve or deny the request.**

After a trial is approved, the Library Director will forward the request to the Head of Serials or Head of Acquisitions (depending on the format) to work with the publisher or vendor to initiate the trial. Subject librarians and other library staff may not set up trials independently.

Librarians are welcome to review and evaluate trials that have been arranged and sent out by LOUIS (or other consortia), but should not share trial information externally with students or faculty without prior consent of the Library Director.

In all cases, the Library Director makes the final decision to purchase or to subscribe to a trial resource

APPROVAL PLANS

In an effort to maintain a balanced collection and to receive essential titles, Sims Library will explore approval and slip plan options. Options may include setting up an approval plan to automatically receive titles (for example, award books, titles with regional interest, or in specific subject areas), and setting up slip notifications for firm orders in areas relevant to faculty research and instruction. Working with a library vendor offers a number of advantages for streamlining the acquisitions process, and firm order slip plans provide similar benefits to an approval plan. The use of an approval plan will also be determined by available funding.

Books received through an approval plan must meet the same SELECTION GUIDELINES as above. Selections are approved by the Library Director, with ongoing input from Library faculty and University faculty. It is up to the Library Director, in consultation with the Collection Development Committee, to determine whether we will accept or reject making use of an approval plan.

BRANCH LIBRARY STATEMENT

This Collection Development Policy Statement applies to all of Southeastern's branch campuses which have a library, as well as any future sites.

MULTIPLE COPIES

Under most circumstances, the Library purchases one copy of each monograph, serial or other material. Multiple copies may be purchased for a variety of reasons including anticipated use,

faculty requests for more than one copy, for a branch library, or to provide both electronic and print access to a title. The Library Director approves the purchase of duplicate materials.

EXPEDITING ORDERS

Faculty often request titles that they need “right away” or “by the start of the fall semester,” to be rush ordered or expedited. These items will be expedited at the discretion of the Acquisitions Librarian. All considerations listed in the SELECTION GUIDELINES section apply, plus the time frame given by the requestor. The Acquisitions Librarian may order the item in the normal fashion or hold if funds are not available. If the requestor wishes to be “notified” when the item is available, liaisons should have information clearly written on the order, itself.

Rush orders for serials and databases are not accepted.

BOOK AND MEDIA REQUESTS

Requests from Library liaisons should clearly show the name of the liaison or their initials; or the name of the liaison together with the name of the faculty member or other requestor; and the name of the appropriate academic department or acquisition fund code. The information on the request must be clear and in writing; and given directly to the Head of Acquisitions, either in person, in the mail box, or by written message through campus mail or by email. When items are selected from a catalog, the pages that requested items appear on should be clearly flagged.

SERIAL REQUESTS

Requests for new serials/continuing resources should be submitted to the Serials Librarian with a full description of the requested journal/database, the program(s)/course(s) it will support, the requestor’s name/contact information, and any other information that will support the recommendation to purchase. The Serials Librarian will investigate the resource, consult with the Collection Development Committee, and contact the vendor for pricing/licensing information as needed.

COPYRIGHT

Sims Memorial Library will follow copyright and licensing provisions for all electronic and print acquisitions in conformance with U.S. copyright law and university policies. Faculty and students with questions regarding the fair or appropriate use of copyrighted resources and materials from the Library should refer to *Copyrights at Southeastern Louisiana University: A Guide for Faculty, Staff, and Students* (www2.selu.edu/documents/policies/copyrights_southeastern.pdf).

The Association of Research Libraries (ARL) “Know Your Copyrights” (www.knowyourcopyrights.org/index.shtml) web site also includes highly useful information about copyright issues for faculty and teaching assistants.

DONATIONS

The Library gratefully accepts donations of gift books, journals, and multimedia items, but these must meet the criteria of the policy SELECTION GUIDELINES to be added to the Library’s collections. Gifts must be in good physical condition. Donated books and other items not selected for the collection will be sold at the annual book sale, with the proceeds benefiting the Library. Unsold items may be donated to other libraries or discarded. Donations of ongoing journals from personal or membership subscriptions are not accepted.

Tax Regulations and Appraisals for Donated Materials

The Library is unable to provide an appraisal of gift items, and it is the responsibility of the donor to follow IRS tax regulations for individual deductions of gifts to the library. **IRS regulations do not allow libraries to provide an appraisal of gifts for tax purposes.** Additionally, Federal Law requires an appraisal for donations valued at \$5000.00 or over. The individual donor is responsible for arranging and paying for appraisals. Appraisals must be made prior to the delivery of the donation, and may not be conducted after the books or gift materials have entered the building.

Gifts will be acknowledged with a letter from the Library Director, and will list the number of items donated to the Library. The Library is unable to provide or maintain a list of individual titles donated to the library, due to staff limitations.

Financial gifts to the Library are handled by Library Administration.

DE-SELECTION GUIDELINES

Weeding or de-selection of library materials is essential for the maintenance of an active, academically useful collection and for the best utilization of limited space. Library liaisons will coordinate the weeding of the Library’s collection in their liaison areas. Whenever possible and necessary, departmental faculty members will be invited to participate to assure that materials of historical or research interest are not inadvertently removed.

If the condition of an item suggests removal but the content cannot be replaced, consideration is given to rebinding and repair. Some materials may also be retained for their historic significance regardless of condition.

Criteria for evaluation for possible removal from the collection will include the following:

1. Age of titles in relation to subject matter (Out of date).
2. Duplication (multiple copies which are no longer needed).
3. Physical condition.
4. Use (past circulation record showing lack of circulation or use).
5. Authoritativeness.
6. Curricular value.
7. Superseded editions.
8. Missing or lost status in the circulation record.

The Library Director is responsible for making the final decision as to whether a title should be withdrawn from the collections, and may consult with other affected library departments and academic departments. However, at the Library Director's discretion, final withdrawal decisions may be delegated to the Head of Acquisitions or other appropriate library department head.

An attempt will be made in some instances to replace a withdrawn title if the work is determined to meet the SELECTION GUIDELINES listed above and/or the FORMAT guidelines, as well.

APPENDIX A: GUIDELINES AND INFORMATION FOR LIAISONS

The Library Liaisons share responsibility for developing the libraries' collections. Through the liaison program, they coordinate their efforts to ensure that the Libraries collect to meet the needs of the university as a whole, and the individual departments. All librarians, including the Library Director, serve as liaisons to several academic departments or collections. The responsibilities of the liaisons are delineated below:

Collection Building

Library Liaisons select and initiate orders for materials for the Library's collections. They identify resources in all formats that are appropriate to support existing research and academic programs. Consultation and communication with teaching faculty about their present, and future, curricular and research needs are part of this process.

Review and Evaluation of Library Resources

Library Liaisons oversee and evaluate existing collections. As with selection, this requires that they keep current with the changing needs of their assigned academic units. Liaisons assist with the preparation of library support documentation for accreditation, proposed programs, and other evaluative purposes.

Liaisons are also responsible for reviewing collections to identify materials to be withdrawn from the collection.

Liaisons may be asked to review lost and stolen titles, as well as damaged and brittle materials, and make recommendations for their replacement or withdrawal from the collection.

Fiscal Management

Liaisons oversee the portion of the acquisitions budget that relates to their assigned subject areas, managing spending within deadlines and fiscal limits as well as dealing with the requirements of special allocations.

Communication and Liaison Responsibilities

Liaisons make and maintain contacts with faculty of the academic departments or programs for which they are responsible. They work with the faculty to understand the goals of their assigned departments and to ensure that the Library fulfills the information needs of both the faculty and students in each program. This involves consultation with faculty about adding and/or canceling library resources as well as informing faculty about any new services and resources that have been acquired.

User Education and Instruction

Library Liaisons help students and faculty learn to use the Library's collections and services. They can participate in user education, in one-on-one consultation with students, and as guest lecturers in the classroom. For their assigned subjects, liaisons author and maintain Libguides to research and information resources.

**APPENDIX B: GOVERNMENT DOCUMENTS DEPARTMENT: COLLECTION
DEVELOPMENT POLICY**

SOUTHEASTERN LOUISIANA UNIVERSITY

SIMS MEMORIAL LIBRARY

GOVERNMENT DOCUMENTS DEPARTMENT

COLLECTION DEVELOPMENT POLICY

July 2012

HISTORY OF THE GOVERNMENT DOCUMENTS DEPARTMENT

The Government Documents Department of the Linus A. Sims Memorial Library became a selective depository for Louisiana state publications in 1962. In 1966, through the sponsorship of Congressman James H. Morrison, it was designated as a selective Federal Depository Library serving the Sixth United States Congressional District. As a result of redistricting done after the 1990 Census, the Library began serving the First Congressional District.

Due to redistricting after the 2010 Census, the First District is now composed of all or part of the following parishes: Tangipahoa, Washington, St. Tammany, East Jefferson, Lafourche, Terrebonne, St. Bernard, and Plaquemines. This area is predominantly rural, but includes the cities of Hammond, Bogalusa, Slidell, Metairie, Kenner, and Houma. Sims Memorial Library is the only Depository in the First District. Louisiana State University's Middleton Library is the closest Regional Depository, being approximately 45 miles away. However, Sims Library is provided with Regional Depository services by the Prescott Memorial Library at Louisiana Tech University, in Ruston.

As a selective depository, the Government Documents Department receives approximately 40% of the materials distributed through the Federal Depository Library Program and 10% of those issued through the Louisiana state program.

The Department plays several roles and is affected by the goals of many institutions and programs: the Federal Depository Library Program, the Louisiana Public Documents Depository Program, Southeastern Louisiana University, and Sims Memorial Library. The following sections explain the purposes and goals of each of these programs and institutions, and state the overall purpose of the Department in light of the others. Following that, the collection development policy adopted to achieve those departmental goals is outlined.

This policy is a dynamic one, and will be changed when necessary to reflect evolving goals and informational needs.

U.S. GOVERNMENT PUBLICATION DEFINED

According to Title 44, Chapter, 19, Section 1901 of the *United States Code*:

"'Government Publication' as used in this chapter, means informational matter which is published as an individual document at Government expense, or as required by law."

THE FEDERAL DEPOSITORY LIBRARY PROGRAM

This program is outlined in Title 44 of the *United States Code* and is administered by the United States Government Printing Office (GPO).

Statement of Purpose

“GPO provides Federal depository libraries with free access to official U.S. Government information in all formats. In return these libraries agree to provide free access to that information, as well as professional assistance in finding and using that information, to any member of the public.” (*Federal Depository Library Handbook*, U.S. Government Printing Office, Chapter 3, Section 3.2, p. 3.)

LOUISIANA PUBLIC DOCUMENT DEFINED

According to Title 25, Section 121.1 of the *Louisiana Revised Statutes*:

"'Public document' means informational matter, for public distribution regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded."

THE LOUISIANA PUBLIC DOCUMENT DEPOSITORY SYSTEM

This program is outlined in Title 25 of the *Louisiana Revised Statutes* and is administered by the State Library.

Statement of Purpose

"The primary purpose of the Depository Program is to provide the people of Louisiana with access to state publications. Access to public documents is considered to be a basic right of citizenship in Louisiana. To ensure maximum access, depository libraries are strategically located around the state. No citizen of Louisiana is more than a one-hour drive from a state documents depository library." (*Louisiana State Documents Depository Manual*, edited by Ferol Foos, 2002, p. 6)

SOUTHEASTERN LOUISIANA UNIVERSITY

University Role, Mission, and Scope Statement

“The mission of Southeastern Louisiana University is to lead the educational, economic and cultural development of the southeast region of the state known as the Northshore. The University’s educational programs are based on vital and evolving curricula that address emerging regional, national, and international

priorities. Southeastern provides credit and non-credit educational experiences that emphasize challenging, relevant course content and innovative, effective delivery systems. Global perspectives are broadened through programs that offer the opportunity to work and study abroad. Together, Southeastern and the community provide a broad array of cultural activities that complete the total educational experience.

The University promotes student success and retention as well as intellectual and personal growth through a variety of academic, social, vocational, and wellness programs. Southeastern embraces active partnerships that benefit faculty, students and the region it serves. Collaborative efforts are varied and dynamic; range from local to global; and encompass education, business, industry, and the public sector. Of particular interest are partnerships that directly or indirectly contribute to economic renewal and diversification.

Southeastern is categorized as a SREB Four-Year 4 institution, as a Carnegie Master's College and University I, and as a COC/SACS Level IV institution. Southeastern will offer a wide range of baccalaureate programs and be committed to graduate education through the master's degree, offering graduate programs to meet regional/state needs. Southeastern will limit associate degree offerings to 2+2 programs, conduct research appropriate to academic programs offered and necessary for program accreditation, and implement, at a minimum, Selective III admissions criteria. Southeastern is located in Region II.”

(www.selu.edu/admin/provost/documents/role_mission_scope.pdf), March 2001)

SIMS MEMORIAL LIBRARY

Mission Statement

The mission of the Linus A. Sims Memorial Library is to provide materials, services and instruction that support the University community and to promote information literacy and lifelong learning within the region.

To this end, Sims Memorial Library shall:

provide access to appropriate resources through acquisition and subscriptions, through membership in academic library consortia, and through other information retrieval and delivery systems;

educate and encourage users to retrieve and utilize information independently, wisely, and efficiently;

partner with the region's libraries and parish school systems to prepare students for the higher education environment; and

provide informational and cultural resources for the people of southeast Louisiana. (July 2004)

GOVERNMENT DOCUMENTS DEPARTMENT

Statement of Purpose

It is the purpose of the Government Documents Department to provide access to, and to promote the usage of, the government information required by the students, faculty, and staff of Southeastern Louisiana University, the residents of the city of Hammond, and all inhabitants of Louisiana=s First United States Congressional District.

Selection Responsibility

The Government Documents Department Head will be responsible for the selection of both federal and Louisiana state government documents. She will consult with her colleagues in the Documents Department, with the staff of other public service points in the Library, with University faculty, and with other appropriate persons as necessary in the making of selection decisions.

GENERAL PRINCIPLES OF COLLECTION DEVELOPMENT

All guidelines established in the latest edition of the *Sims Memorial Library Collection Development Policy* will be followed by the Government Documents Department when applicable. In any areas of conflict with those guidelines, this departmental policy will take precedence over the general Library policy.

A zero-based review of item selections will be done each year to coincide with the selection update cycle scheduled by GPO. Each active item number will be examined and a decision will be made about the necessity of receiving information distributed under that number. Item number additions and deletions will be made as necessary.

COLLECTION DEVELOPMENT POLICY

Within the context of the five previous statements of purpose or objectives and the above statement of general principles, and taking into consideration the curriculum offered by the

University and topics of local general interest, it shall be the policy of the Government Documents Department to collect in the following areas as indicated:

Areas of Major Subject Emphasis:

- Business
- Demographics/Statistics
- Education
- Health
- Criminal Justice
- Current Legislation

Areas of Minor Subject Emphasis:

- Agriculture/Botany
- Labor
- Music and the Arts
- Environment
- Energy

Types of U.S. Government Publications Selected:

Annual Reports - Selected for major government agencies and for minor agencies for which few or no other publications are selected.

General Publications - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Regulations, Rules, Instructions - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Handbooks, Manuals, Guides - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Bibliographies and Lists of Publications – Generally not selected.

Journals, Periodicals, or Serials - (e.g. *Morbidity and Mortality Weekly Report*, *AgExporter*, *Schizophrenia Bulletin*) - Selected for agencies publishing items dealing with the above areas of subject emphasis and within areas of general interest. Preference is given to titles indexed by the *ProQuest Government Periodicals Index*.

Statistical Publications - Selected for agencies publishing items dealing with the above areas of subject emphasis and within areas of general interest.

Maps - Selection is limited to a few series of general interest maps for Louisiana, Mississippi, and the United States as a whole.

Course Catalogs - When offered, these are selected only for West Point, the U.S. Air Force Academy, Annapolis, and the U.S. Naval Academy.

Research Reports - Selected for agencies publishing items dealing with the above areas of subject emphasis.

Forms – Not selected.

Posters – Not selected.

Other Depository Publications - Selected within the above areas of subject emphasis and within areas of general interest. Additionally, the Government Documents Department Head will scan all shipping lists for important titles which were not received on deposit and order those which are appropriate and available. The Library maintains a deposit account with the Government Printing Office which may be used for the purchase of such titles.

Non-Depository Publications - Purchased as necessary to support and supplement the depository collection.

Gift Publications - Items dealing with the above areas of subject emphasis are retained, and if possible integrated into the depository collection. Items of value that cannot be integrated into the depository collection are offered to the Head of Cataloging to be added to the general circulating collection of the Library. Other gifts will be offered on exchange or discarded.

FORMATS SELECTED

All publications should be selected in a format appropriate for the content and usage of the publication. Electronic-only items are generally preferred.

LOUISIANA STATE DOCUMENTS COLLECTION DEVELOPMENT

The Department currently receives about 10% of the materials offered through the depository program. Changes to the selection profile should be made in accordance with the above policy for federal documents and the overall Library policy.

HOUSING OF GOVERNMENT DOCUMENTS

Prior to 2009 the majority of the government documents collection was housed on the third floor of the Library in the Morrison Room. In January 2009 the Documents Department was displaced due to the addition of a Math Lab to the Library. Materials are now housed as follows:

* 1st Floor – Documents reference materials in the Reference Room. Documents staff in room 133 and the Serials Department.

* 2nd Floor – AV materials classified in LC and interfiled with other materials in the Media Department. Data CDs/DVDs classified in SuDoc/LaDoc and also shelved in Media. Microfiche and microfilm shelved in the Serials Department. Many current periodicals interfiled with other current periodicals in Serials.

*3rd Floor – Bound serials classified in LC and interfiled.

*4th Floor – Print materials classified in SuDoc/LaDoc and shelved at the end of the Dewey-classified section.

Selected documents are also housed, temporarily or permanently, in the Reference Room, the Cataloging Department, and the general collection. Decisions as to where items may best be utilized are made by the Government Documents Department Head, in consultation with the appropriate members of the Library Faculty, on a title by title basis.

CIRCULATION OF GOVERNMENT DOCUMENTS

The policies for circulation of government documents are detailed in a separate Circulation Policies document.

INTERLIBRARY LOAN

Interlibrary loan service is provided to the students, faculty, and staff of Southeastern Louisiana University.

WEEDING FEDERAL DOCUMENTS

The Library participates in the *Louisiana Federal Depository Plan* (www.lib.lsu.edu/govdocs/laplan2.html) which is promulgated by the Louisiana Federal Depository Library Council.

Discarding of federal documents weeded from the collection should be done in accordance with the *Plan*, and with the guidelines stated in the latest edition of *Legal Requirements & Program Regulations of the Federal Depository Library Program* (www.fdlp.gov/administration/fdlp-legal-requirements) (GPO).

Records for online-only titles should be "weeded" regularly according to the same guidelines used for weeding the physical collections.

LOUISIANA STATE DOCUMENTS

The Library participates in the *Louisiana State Documents Depository Program Plan* (www.state.lib.la.us/empowerlibrary/STATE%20DOCUMENTS%20PLAN%202005-final4-06.pdf), which is promulgated by the Louisiana Advisory Council for the State Documents Depository Program. Louisiana state documents should be weeded and discarded according to the guidelines stated in the latest edition of the *Louisiana State Documents Depository Manual*.

Records for online-only titles should be "weeded" regularly according to the same guidelines used for weeding the physical collections.

SECOND COPIES

Second copies of heavily used items, such as the *Statistical Abstract*, should be purchased as needed. One copy of such items should be bound as an archival copy when appropriate. The Library maintains a deposit account with the Government Printing Office which may be used for the purchase of these items.

BINDING AND REPLACEMENTS

Heavily used items, and/or items which will be retained in the collection indefinitely should be bound regularly at the discretion of the Government Documents Department Head. Such items include the *Statistical Abstract* and the *World Factbook*. A list of titles which are routinely bound will be maintained and updated regularly.

Some print titles may be replaced by microfilm or online editions as appropriate.

If the only copy of an important title becomes damaged or disappears, an attempt may be made to obtain a replacement copy. (If the title is available online, and if the online edition is a reasonable substitute for the physical copy, no replacement will be purchased.) If a copy of the title is available for purchase from GPO, it will be ordered and charged to the Library's deposit account. If the title is not available from GPO, state and national exchange lists will be examined to see if a copy is being offered. If the publication is of a reasonable length, a photocopy may be requested from the Regional or another depository.

LINUS A. SIMS MEMORIAL LIBRARY
GOVERNMENT DOCUMENTS DEPARTMENT

ACCESS AND SERVICE POLICIES

Last Updated: June 2011

ACCESS TO THE PHYSICAL DEPOSITORY COLLECTIONS

The Linus A. Sims Memorial Library is a depository for both federal and Louisiana state government publications. As such, the Library is required by law to provide free public access to materials in the depository collections. (Title 44, section 1911 of the *United States Code* requires Federal Depository Libraries to make documents “available for the free use of the general public.” Title 25, section 124.1 of the *Louisiana Revised Statutes* requires State Depository Libraries to “make public documents accessible to the public, and to render free service in their use.”)

Depository items received by the Library are housed in areas throughout the building. Any member of the public may access the materials during the hours that the Library is open. In accordance with Library policy, persons under the age of thirteen must be accompanied by an adult in order to utilize depository materials.

Some materials are designated as circulating and may be checked out by any person with a valid Southeastern ID, by anyone who has purchased a borrower’s card, or by validated LALINC borrowers.

Only current Southeastern faculty and staff may check out maps.

INTERNET

Many government publications are now available only online. Computers throughout the building offer free public access to the Internet. Due to a printing control system, Southeastern students are required to log in with their W# and password and guests are required to log in as “Guest.”

Any member of the public may search the Internet on these computers during the hours that the Library is open. In accordance with Library policy, persons under the age of thirteen must be accompanied by an adult in order to search the Internet.

COPYING/PRINTING – VIEWING/LISTENING

There is no fee for using documents, but there is a fee for copying. Photocopiers are available on most floors to make copies from print materials. Machines are available for viewing and copying microfiche and microfilm. Appropriate equipment is available to view, listen to, or search items in electronic formats.

Students are not required to pay an extra fee for printing from Library computers but guests must pay a fee of ten cents per page. Guests can purchase a print card from the Circulation Desk on the Library’s first floor.