

COLLECTION DEVELOPMENT POLICY STATEMENT

LINUS A. SIMS MEMORIAL LIBRARY

Last Update: October 2023

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* (<https://www.ala.org/advocacy/intfreedom/librarybill>), *Freedom to Read Statement* (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement), and *Challenged Resources: An Interpretation of the Library Bill of Rights* (<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/challenged-resources>). 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 strategic plan of Southeastern Louisiana University's and the mission of Sims Memorial Library.

VISION 2025: SOUTHEASTERN LOUISIANA UNIVERSITY'S STRATEGIC PLAN

(https://www.southeastern.edu/admin/ir/planning/assets/vision_2025.pdf)

LIBRARY POLICIES AND MISSION

(<https://www.southeastern.edu/library/about/policies/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 and Serials Librarian, is responsible for the coordination of all monographic, serials, and databases collection development and selection activities. Library faculty, most 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 GOBI, the library's online bibliographic information database, in order to select books for 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 Documents FDLP Coordinator is responsible for collection development in areas of federal and state documents.

COLLECTION DEVELOPMENT COMMITTEE

Within the Library, a Collection Development Committee exists to set 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 positions that hold standing membership on this committee. These are:

- Library Director
- Head of Acquisitions
- Head of Reference

LIAISONS

Librarians 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 reading book reviews and selecting titles in GOBI. 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** (<https://www.ala.org/advocacy/intfreedom/librarybill>), its **Freedom To Read Statement** (www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement) and its statement on **Challenged Resources** (<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/challenged-resources>).

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 print collections will be made available to all patrons of the community served. Electronic access is available both on and off campus to Southeastern faculty, students, and staff; community members may access electronic resources in the library, but licensing restrictions prevent the access of these resources remotely. 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
- Ability to house and catalog items
- 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 FORMATS

Electronic Resources

Electronic resources can be defined as information resources available electronically 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:

- Digital Rights Management (DRM)
- unlimited or single simultaneous user(s)
- unlimited downloading and copy/paste
- licensing restrictions and vendor reliability
- perpetual ownership or subscription model
- functionality and ease of use of the platform
- availability of alternate formats
- content (quality of images and graphics, completeness, and version of record)
- space considerations
- cost

Ebooks

Scholarly books are usually available in both print and electronic format. There is a wide range of preference for print or ebook format by both faculty and students, and Sims Library collects in both formats. Considerations for purchasing ebooks include cost, Digital Rights Management (DRM), and intended usage. The library will purchase ebooks upon faculty request as course adoptions, if available with a license for an unlimited number of users, and if not cost prohibitive. The library will also purchase a title in an electronic format to support teaching and research, if specifically requested by a faculty member.

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, or to save on cost. Ebooks purchased as large collections and individual titles needed to support course adoptions may also be duplicated in existing print holdings.

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 interlibrary loan (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

In the past, academic libraries tended to limit purchases of textbooks, due to high cost and the need to update with revised editions. With increased costs for students and the wide availability of DRM free ebooks, academic libraries are increasingly participating in Affordable Learning programs across the nation. Sims Library participates in the Louisiana Library Network (LOUIS state library consortium) Affordable Learning initiatives, and takes advantage of funds provided by the Board of Regents to support curriculum driven acquisitions (CDA). Public universities and colleges in Louisiana are now required to submit lists of course adoptions to LOUIS (ACT 125), and LOUIS makes these titles available to academic libraries to support Affordable Learning for students. The university also manages a textbook rental service, which provides large cost savings to students in lieu of purchasing textbooks. Textbooks are also appropriate to purchase as firm orders, when these offer superior or unique coverage on information of a research topic.

Musical Scores

The library routinely purchases musical scores requested by faculty. These scores are bound, and may have several additional parts which can be cataloged and placed in pockets inside the covers, and shelved in the Main Stacks. The library, however, does not purchase full orchestral scores (or similar ensemble scores) which have large numbers of loose pieces for each instrument for the orchestra to use during performances, as we have no way to safely house or circulate them. Loose performance-part sets should instead be maintained by the individual ensemble directors in their department.

Theses and Dissertations

Historically, the library collected two print copies of each thesis/dissertation written by a Southeastern student as part of a master or doctoral level degree program. The library no longer collects print theses and dissertations. Since 2010, graduate level theses and dissertations have been submitted electronically to ProQuest for inclusion in the Dissertations & Theses Global Database. Records for these Southeastern University theses and dissertations are included in the library catalog. Currently, the Sims Library creates metadata records for electronic senior theses. Starting in the Fall 2023 semester, the Graduate School will submit theses and dissertations for inclusion in the Louisiana Digital Library, in addition to ProQuest.

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 for federal government documents. Items that do not automatically arrive from the various government agencies or documents considered useful to the Reference Department, are purchased through the regular acquisitions process with normal state funding. For a more detailed description of the government documents collection and the services available, please consult **Appendix B: Government Documents: Collection Development Policy**.

Maps

Maps are not purchased due to the problems associated with the classification, processing and the care and housing of these materials. The Government Printing Office (GPO) has largely transitioned to digital formats, and no longer sends print maps to the library. A small collection of print depository maps received in the past are housed in the acquisitions area.

Manuscripts and Rare Books

The Library does not purchase manuscripts or rare books for the collection, or maintain a special collections room. If rare or valuable books acquired in the past are discovered in the general collection, these items may be relocated to a more secure, non-circulating area. The Library may consult the following ACRL Rare Books and Manuscripts Section *Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections* (<https://www.ala.org/acrl/standards/selctransfer>) to preserve and secure rare books already present in the general collection.

The Center for Southeast Louisiana Studies maintains a collection of rare books and manuscripts, and although located in the library, the Center is administered by a separate director.

Media

The Library purchases or subscribes to media to support instruction, research, and entertainment at Southeastern. The Selection Guidelines apply to media acquisitions, 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 acquires streaming media collections, as opposed to CDs or DVDS. DVDs may be purchased on occasion, if a request is made by a student to individually view a film that is not in one of the streaming video collections. The Library will lease videos requested by faculty to

use for class instruction from either Kanopy or Swank Digital Campus. The Library provides access to several streaming media services, including Films on Demand, Academic Video Online, and the Naxos Music Library. Obsolete media formats are not collected.

DATABASE TRIALS

The Library does not routinely participate in trials for new databases, due to current funding restrictions. If a trial for a new electronic resource is requested by a faculty member, the library may initiate it at the discretion of the Library Director. Library liaisons contacted by vendors with offers for new services or products should refer the vendor to the Head of Serials or Acquisitions.

The Procedure for Requesting Journals, Databases, and other Renewable Resources (Appendix C) should be followed if faculty would like to request a new database after an initial evaluation.

APPROVAL AND SLIP PLANS

Sims Library participates in an automatic slip plan through GOBI Library Solutions from EBSCO. GOBI is an online bibliographic database containing millions of records for scholarly monographs. Library liaisons receive electronic slip notifications in their subject areas, profiling newly published titles from a group of core academic publishers. In addition to slips, librarians may use curated collection development lists in GOBI to select titles to recommend for firm order purchases. GOBI also contains full text book reviews to aid in collection development. The Acquisitions Department places orders through GOBI to order print and ebook titles, and also places orders through Amazon, Alibris and other vendors, depending on price and availability.

Library approval plans, as opposed to slip plans, result in the automatic purchase (in print or electronic format) of newly published titles for a subject, and may not require librarians to review these titles. Sims Library does not currently participate in an approval plan, and the librarians selectively place slip and other title orders to build the collection. Faculty members and students may also request books to purchase for the collection.

MULTIPLE COPIES

Under most circumstances, the Library purchases one copy of each monograph, serial or other material. More than a single copy of a book may be purchased for special programs, such as the annual Common Read. Print and electronic books may be duplicated, if a course adoption is needed to share with multiple students. Ebook subscriptions typically include titles that are also available in the print collection, which provides expanded access to scholarly books.

EXPEDITING ORDERS

Sims Library makes every effort to acquire items expeditiously. A rush order can usually be obtained from Amazon Prime within two or three days, and rush items are processed ahead of other items. Ebook orders can usually be filled immediately or within 24 hours. If an item is needed after

fiscal year deadlines have passed, ILL is an option until new funds become available to order the item.

SERIAL OR DATABASE REQUESTS

Requests for new serials or databases with annual subscription costs should follow the procedure established by the library for requesting continuing resources (**Appendix C: Procedure for Requesting Journals, Databases, and other Renewable Resources**).

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 the Southeastern Louisiana University Copyright Policy (https://www.southeastern.edu/resources/policies/policy_detail/copyright.html).

The Association of Research Libraries (ARL) “Know Your Copyrights” (<https://www.arl.org/know-your-copyrights/>) web site also includes highly useful information about copyright issues for faculty and teaching assistants.

DONATIONS

The library gratefully accepts donations of books in good condition to be sold in the annual book sale, with the proceeds benefiting the library. Gift books will not be added to the library collection, except under prearranged circumstances. The library may not accept certain gifts, due to space considerations or the types of material being offered for donation. Journals, LPs, tapes, and other obsolete multimedia are not added, or certain books that may not sell in the sale. Prospective donors should call the library to determine if a donation can be accepted, and to arrange for a delivery time.

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.

Tax Regulations and Appraisals for Donated Materials

The library is unable to provide or pay for 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. Additionally, Federal Law requires an appraisal for donations valued at \$5000.00 or over. 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.

Financial gifts to the library are handled by Library Administration.

WEEDING GUIDELINES

Weeding or deaccession of library materials is essential for the maintenance of an active, academically useful collection and for the best utilization of limited space. Deaccession projects will be planned in consultation with the Library Director.

Criteria for evaluation for possible removal from the collection may 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. Historical value.
7. Curricular value.
8. Superseded editions.

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

APPENDIX A: GUIDELINES AND INFORMATION FOR LIAISONS

Library liaisons are each assigned by the Library Director to one or more academic departments at the university. The primary role of the liaison is to communicate with faculty in academic departments, and to develop the libraries' collection in their subject areas.

Collection Development

Library liaisons query their faculty for book requests to support their teaching and research needs at least twice a year. Liaisons also use GOBI Library Solutions from EBSCO to purchase slip and other book titles in their subject areas for the collection. GOBI contains a suite of collection development tools, including curated subject lists appropriate for selection and full text book reviews.

Review and Evaluation of Library Resources

Liaisons evaluate existing collections, and keep current with the changing needs of their assigned academic units. Liaisons may also 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 during deaccession projects.

Fiscal Management

Liaisons are responsible for spending the portion of the book acquisitions budget allocated to their assigned subject areas, and meeting spending deadlines.

Communication and Liaison Responsibilities

In addition to soliciting book and audiovisual requests, liaisons promote newly acquired electronic resources to the faculty. They send out welcome messages, library newsletters and reports, and communicate information regarding library workshops or programs. Liaisons are expected to regularly update faculty email lists, and to personally meet with faculty when help is requested. Liaisons are encouraged to collaborate with faculty on projects and possibly publications.

User Education and Instruction

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 for research and information resources.

APPENDIX B: GOVERNMENT DOCUMENTS: COLLECTION DEVELOPMENT POLICY

SOUTHEASTERN LOUISIANA UNIVERSITY

SIMS MEMORIAL LIBRARY

GOVERNMENT DOCUMENTS

COLLECTION DEVELOPMENT POLICY

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 U.S. 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 Libraries 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.

Sims Library no longer maintains a separate Government Documents Department, and instead assigns a Government Documents FDLP Coordinator to manage the depository program. The library no longer participates in the Louisiana Public Documents Depository Program, as in the past. As a selective depository, Sims Library receives approximately 40% of the materials distributed through the Federal Depository Library Program.

The Government Documents Collection Development Policy is based upon the Federal Depository Library Program, the Plan for Federal Depository Libraries in Louisiana, and the overall mission and needs of Southeastern Louisiana University, and Sims Memorial Library.

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.)

THE PLAN FOR FEDERAL DEPOSITORY LIBRARIES IN LOUISIANA

Statement of Purpose

To ensure that residents of Louisiana have adequate access to federal government information, the Plan for Federal Depository Libraries in Louisiana outlines common goals and objectives for all federal depository libraries in the state.

GOVERNMENT DOCUMENTS DEPOSITORY PROGRAM

Statement of Purpose

It is the purpose of the Sims Library 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 FDLP Coordinator will be responsible for the selection of federal government documents. The FDLP Coordinator will consult with the Library Director and appropriate library department heads, with university faculty, and with other appropriate persons as necessary in the making of selection and other decisions regarding the documents program.

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 FDLP Coordinator 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 statements of purpose or objectives and taking into consideration the curriculum offered by the university and topics of local general interest, it shall be the collection development policy to collect in the following areas as indicated:

Areas of Major Subject Emphasis:

- Business
- Demographics/Statistics
- Education
- Energy
- Health

- Criminal Justice
- Current Legislation

Areas of Minor Subject Emphasis:

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

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 FDLP Coordinator will review all shipping lists to verify that electronic documents are being received.

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

The electronic versions of Government Documents are considered the primary version and preferred item selection. Print selections will be based on the *Legal Requirements & Program Regulations of the Federal Depository Library Program* and the *Louisiana Federal Depository Plan*.

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.

* 2nd Floor – Audiovisual materials classified in Library of Congress (LC) and interfiled with other materials in the Reference Department. Data CDs/DVDs classified in SuDoc/LaDoc and also shelved in the Reference Department. Microfiche and microfilm shelved in the Serials Department.

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

*4th Floor – Print materials classified in Superintendent of Documents (SuDoc) 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 FDLP Coordinator, 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* (<https://guides.lib.lsu.edu/govdocs/LFDLC>) 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.

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.

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 existing print titles may be replaced by 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 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.

SIMSS MEMORIAL LIBRARY GOVERNMENT DOCUMENTS

ACCESS AND SERVICE POLICIES

ACCESS TO THE PHYSICAL DEPOSITORY COLLECTIONS

The Sims Memorial Library is a depository for federal and 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.)

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 with guest access.

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.

APPENDIX C: PROCEDURE FOR REQUESTING JOURNALS, DATABASES, AND OTHER RENEWABLE RESOURCES

To help ensure alignment of faculty requests with departmental/college needs, and after discussion with the deans and department heads, the library has created a new procedure for faculty

requests for journals, databases, and other renewable resources. These requests should be sent to Janie Branham, Head of Serials, at jbranham@selu.edu.

1. Faculty requests for an item involving a continuing expenditure (e.g., journal, database) should be sent to the appropriate academic department head with a rationale for the request.
2. If the department head supports the request, a recommendation for purchase, including the rationale, will be forwarded to the Head of Serials. A determination will be made if the title is already available in the Library in any format. If it is not, vendors will be contacted for pricing and subscription options.
3. The department head will be contacted with the findings to determine if the purchase is feasible. At that point if the department head decides to proceed with the recommendation, he or she will notify the dean and Head of Serials via email of the intent to include the item(s) on the department's next Critical Needs List and will notify the faculty member of this decision.
4. The Head of Serials will send each department head a list of their department's journal/database requests when the Provost distributes the Critical Needs List template. Both the Library and the department will include the item(s) on their Critical Needs List. Only the Library needs to include the cost, since the funding would go through the Library's budget.

The library understands that the critical needs procedure may not be the best approach in all instances, but will work with individual departments to explore all avenues to meet their needs. In all cases, materials for new programs or courses should be requested as early as possible.

This procedure does not pertain to requests for book and video purchases. These requests should continue to go through the department's library liaison.