

University of North Carolina at Asheville

D. Hiden Ramsey Library

Collection Management

Policies & Procedures

Revised: January 2002

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1 Library Mission

The primary mission of library and learning services is to support the teaching, research and public service missions of the University of North Carolina at Asheville. The library meets diverse academic needs by providing information in a variety of formats, individual consultation services in locating and using resources, and instruction in library use and research. It supports educational and instructional needs for media through Media Services. The library enhances the intellectual climate of the campus by offering independent avenues of inquiry, understanding, and cultural enrichment. The heart of the academic community, the library fosters an environment where new information technologies, as well as more traditional media, stimulate thought and reflection. The library offers services to a broad clientele: students, including UNCA undergraduates, those in UNCA's Special Academic Programs, the Asheville Graduate Center, and the North Carolina Center for Creative Retirement; UNCA faculty and staff; students and faculty of the Western North Carolina Library Network member institutions, the constituent institutions of the University of North Carolina; and other colleges in the region. Where practicable, the library provides selective services to meet the educational needs of the greater community. (Rev. spring 2000)

Goals

- 1.1 Acquire, maintain and enhance access to information resources in print and non-print formats relevant to the academic needs of library clientele.
- 1.2 Enhance access to library resources through the use of established systems of classification and indexing, and the application of new technologies.
- 1.3 Foster awareness of and access to library resources through group instruction in library use and research methods and individualized reference service.
- 1.4 Facilitate learning, research, and service through media services.
- 1.5 Maintain a strong professional, technical, and support staff who are dedicated to public service and to the achievement of the library mission through careful personnel selection, in-service training, provision of opportunities for professional growth, maintenance of a favorable working climate, and recognition of outstanding service.
- 1.6 Maintain and enhance the library as a place, recognizing that it is the University's defining building and the gathering place for those who would be liberally educated.

Revised: 8/31/01

2 The Academic Community

Under Development.

3 Responsibility for Collection Management

- 3.1 As for all of the activities of the University of North Carolina at Asheville, the ultimate responsibility for the library's collections rests with the Board of Trustees. The Board has delegated day-to-day operation of the institution to the Chancellor who, in turn, has delegated the operation of Academic Affairs to the Vice Chancellor for Academic Affairs (VCAA). The VCAA has further delegated responsibility for and authority over the library's collections, services, and operations to the University Librarian. The University Librarian delegates collection management and development decisions to subject bibliographers on the library faculty and the library's Collection Development Committee.
- 3.2 The library faculty functions as a Collection Development Committee chaired by the University Librarian. Each library faculty member, in their role as Subject Bibliographer, will act as a collection development liaison between the library and assigned teaching departments. The library liaison will work with the appropriate departmental library representatives in all collection management matters.
- 3.3 Responsibility and authority for the contents of the collection, including the decision to add materials and expend materials acquisition funds, resides with the University Librarian as delegated to subject bibliographers and the Collection Development Committee.

Initial Approval: 11/82

Revised: 8/31/01

4 Objectives of the Library's Collections

- 4.1 The collections of Ramsey Library, including those materials not physically owned or stored within the library building (e.g., digital products), are carefully selected to support the teaching, research and public service missions of the University of North Carolina at Asheville. Given the growing disparity between available resources and the ever-expanding quantity of information in tandem with spiraling costs, the library's collection management program must judiciously assign its limited materials budget to most effectively meet the prioritized needs of the academic community.
- 4.2 It is recognized that spending even 100% of the materials acquisitions budget on the library's top priority would not likely fulfill all needs. It is clear that we must address several priorities at the same time relying on the professional judgment of library bibliographers aided by the advice and recommendations of the teaching faculty to most effectively balancing the demands of competing priorities. That being understood, the following priorities will generally guide library purchases and fund allocations:
 - 4.2.1 Materials directly supporting undergraduate instruction.
 - 4.2.1.1 **Subject Collections to Support the Curriculum** -- Includes standard works, both current and retrospective, covering each of the teaching fields offered by the University. Expansion of academic departments, shifts in the focus of existing programs, or deletions of major degree fields will dictate changes in subject collection acquisitions. Teaching methods, honors, seminar work, and independent study should also be determining influences in the development of this core collection of resources. This also includes the basic materials

required by faculty to keep abreast of scholarship in their fields and those needed to maintain the quality of their teaching.

- 4.2.1.2 **Interdisciplinary and General Academic Books and Periodicals** -- Those materials that cut across academic disciplines, including titles that are important to faculty and post-secondary students in general, regardless of whether they are immediately germane to a specific course. Those materials that enhance the intellectual climate of the campus by offering independent avenues of inquiry, understanding, and cultural enrichment warrant special attention.
 - 4.2.1.3 **Reference Books** -- Subject and general reference books needed for consultation and bibliographic information.
 - 4.2.2 Materials supporting undergraduate research.
 - 4.2.3 Materials supporting graduate student research.
 - 4.2.4 Materials supporting faculty research.
 - 4.2.5 Materials supporting popular interest and recreational resources
 - 4.2.5.1 Includes books that illuminate some aspect of life, develop personal skills or are of interest to those who simply enjoy reading popular fiction. Purchase of books in this category, including paperback best sellers, shall not exceed 1% of the total annual acquisition budget spent for books. Whenever possible, these materials will be acquired in paperback format. Selection may reflect current reviews, inclusion in bestseller lists or selection by major book clubs.
 - 4.2.6 Materials supporting community interests.
-

5 Collection Development Budget (Account 5600)

- 5.1 The base budget for purchase of resources in the major subject areas was set in 1981. Since that time, the distribution of funds is reviewed annually and changes are made based on the justification of need made by the relevant academic departments and the library subject bibliographers within the limits set by the overall library resources budget. Funds for the purchase of library resources are reallocated as follows:
 - 5.1.1 Annually in the spring, the library's subject bibliographers consult with the academic department library representatives in their assigned subject areas to determine their perception of (a) the minimum funds needed for purchases in their subject area during the fiscal year beginning July 1, (b) the amount of funds they could judiciously spend in addition to the base request, and (c) changes in program, faculty or curricular emphasis that will affect and justify unusual changes in the existing allocation.

- 5.1.2 The Chair of the Collection Development Committee or his designate compiles this information in a format which compares it with past years expenditures by subject area. Statistics are compiled as needed to allocate Collection Development funds.
 - 5.1.3 Annually in April, the Collection Development Committee meets to discuss each departmental request and the response of the subject bibliographer in that area, to analyze expenditure patterns during the past year and to set allocations by subject area for the coming year.
 - 5.1.4 These allocations will be discussed with the Faculty Library Committee prior to the end of the academic year in May. While the University Librarian makes the final decision on budget allocations, differing viewpoints offered by the members of this committee will be seriously considered and recommended changes will be made as appropriate. Allocations by subject areas for the current fiscal year will be set no later than October 1.
- 5.2 Academic subject areas which over-spend their budget will cover that excess expenditure from the succeeding year's allocation.

Initial approval: 1982
Revised: 2/96

6 Selection

- 6.1 Librarians and the teaching faculty have long shared the development of the book , journal, non-print and electronic resource collection at Ramsey Library. Curricular diversification and limited financial resources necessitate that this coordinated effort continue and, in fact, be strengthened if we are to meet the resource needs of the existing academic departments as well as new program areas.
- 6.2 Evaluation Criteria¹
 - 6.2.1 General Considerations
 - Patron needs and wants
 - Collection priorities outlined in section 4
 - WNCLN holdings
 - Weaknesses within the collection
 - 6.2.2 Specific Criteria for Books
 - Content:
 - Recency
 - Authoritativeness
 - Freedom from bias
 - Reputation of author or publisher
 - Readability/presentation
 - Special features (e.g., index, bibliography, footnotes, maps, etc.)
 - Paper, typography, design

¹ Adapted from Richard J. Wood and Frank Hoffman, *Library Development Policies: A Reference and Writers' Handbook*. Scarecrow Press, 1996.

- Physical size
- Paperback vs. hardcover

6.2.3 Specific Criteria for Nonprint Media and Electronic Information

- Instruction value
- Entertainment value
- Preservation of facts and ideas
- Arrangement of the material
- Technical quality
- Distracting elements eliminated or minimized
- Timeliness

6.3 Consideration of Media Formats

- Effectiveness of communication
- Purposes and uses
- Convenience of use
- Equipment required
- Durability
- Price

Approved: 1/18/02

7 Deselection

- 7.1 The removal of outdated, duplicated, mutilated, or superseded materials is an essential component of maintaining a healthy, usable library collection. When executed properly, deselection presents the academic community with a collection that is up-to-date, with less chance of the uninformed encountering inappropriate materials, and evolving to meet the needs of a dynamic and changing curriculum.
- 7.2 Responsibility -- Each library bibliographer is responsible for deselection in her or his subject areas and normally includes consultation with teaching faculty in the affected discipline(s). Ideally, deselection should be a regular, scheduled process. However, given the current demands on the library's bibliographers it is more realistic to acknowledge that deselection will occur intermittently according to the professional judgment of the bibliographer.
- 7.3 Criteria for Deselection
- How important is the title?
 - Included in a general guide such as *Books for College Libraries*?
 - Listed in a standard subject bibliography?
 - Importance to departmental faculty?
 - Use
 - How recently was it circulated?
 - How frequently has it circulated?
 - What are the prospects for future circulation?
 - Are there multiple copies? Does use justify the number?

- Is there a later edition that supersedes this work?
 - If so, should the edition under examination be retained, withdrawn? Earlier editions?
- Is the book badly worn, damaged? If withdrawn, should it be, can it be replaced?

7.4 Methods

- 7.4.1 Direct Browsing – Perhaps the most effective way to handle deselection is for bibliographers and/or faculty to browse the stacks in their subject areas to identify books that meet deselection criteria. From immediate inspection, bibliographers can determine the intellectual content, publication dates, physical condition, and, since the library uses stamped date-due slips for circulating items, the number of times an item has circulated and the date of its most recent circulation. Books judged to be no longer of value could be pulled from the shelves immediately. This is, however, an extremely time-consuming process.
- 7.4.2 Reports-based – An alternative approach is for bibliographers to request Technical Services' customized reports on their subject collections. These reports can identify books within a particular classification range that are of a certain age, which have or have not met a specified circulation quota, and the total number of books in that classification or sub-classification. Classification ranges can be defined very narrowly so that very specific subject areas can be identified. Once reports are generated, bibliographers and/or faculty can decide which books to withdraw and which require further review. Student assistants may be involved, if available, in pulling books for the shelves for bibliographers to review, or in pulling books for withdrawal.

7.5 Procedures

- In addition to the criteria stated above, bibliographers should be mindful that teaching faculty might view deselection from a somewhat different perspective than librarians. Consultation is recommended in cases of any doubt.
- Volumes identified for withdrawal should be taken to Cataloging with clear instructions.

7.6 Disposal of Withdrawn Materials

- 7.6.1 Since 1984, Ramsey Library has been authorized to dispose of duplicate or discarded materials through library book sales, donation to off-campus non-profit organizations, or destruction. Jesse Murphrey, Director of State Surplus Property, endorsed this authorization in 1993. This was again approved by Jeff Nance, State Surplus Property Officer, 9/21/98. The above disposal methods do not extend to U.S. and N.C. documents where disposal is regulated by depository library agreements.

Approved: 1/18/02

8 Intellectual Freedom

- 8.1 Reflecting UNCA's embodiment of the finest liberal arts traditions, consistent with its mission and goals, and inspired by the principles of the American Library Association's *Library Bill of Rights*²,

² Adapted from American Library Association. Office of Intellectual Freedom. *Intellectual Freedom Manual*. 6th ed. Chicago: American Library Association, 2002, pp. 57-58.

Ramsey Library commits itself as a forum for information and ideas guided by the following basic properties:

- 8.1.1 Books and other library resources shall be provided for the interest, information, and enlightenment of all members of the UNCA community. Materials shall not be excluded because of the origin, background, or views of those contributing to their creations
- 8.1.2 Ramsey Library seeks to provide materials and information presenting all points of view on current and historical issues. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.
- 8.1.3 Ramsey Library will challenge censorship in fulfillment of its responsibility to provide information and enlightenment.

Approved: 1/25/02

9 Gifts

9.1 Introduction

- 9.1.1 Ramsey Library welcomes gifts of money, books, periodicals and other materials that contribute to the development of the library and the support of the University's academic programs. Materials received as gifts can be as important and valuable as items that are purchased, and the Library appreciates the generosity of all donors. The responsibility of Ramsey Library to the University's academic programs, the need to maintain bibliographic control over the collections, and the impact of gift materials on space and processing costs require that certain conditions be observed in accepting gifts.
- 9.1.2 Gifts in Kind -- It is the policy of Ramsey Library to accept gifts with the understanding that upon receipt they are owned by the Friends of the Library. After review by the Library, ownership of selected materials passes to the University and they become part of the Library which has the right to determine their retention, location, cataloging treatment and all other considerations related to their use or disposition. The Library retains the right to final disposition of all gift materials according to standard library procedures and the best interests of the library.

9.1.2.1 Guidelines

- 9.1.2.1.1 General Criteria. Gifts will be added to the collection when they meet the usual library standards of selection which include:
 - The needs of the collection and the academic programs
 - The non-availability of the materials from other convenient sources.
 - Available space
 - Maintenance requirements.

9.1.2.2 Location. Gifts will be integrated into the Library's collections in the logical sequence established by the Library of Congress Classification System, or as format may require, in the periodicals or non-print collections where they will be most readily accessible to users.

9.1.2.3 Appraisals. The library does not determine the monetary value of donated items. The Internal Revenue Service considers a recipient library to be an interested party and may disallow an evaluation made or paid for by the Library. Ramsey Library does not maintain the current dealer's catalogs required to determine evaluations. It adheres to the code of the American Library Association which states that "the appraisal of a gift to the library for tax purposes benefits from the tax deduction. Generally the cost of the appraisal should be borne by the donor." Upon request, the Library will suggest appropriate persons to be consulted for a professional appraisal.

9.1.2.4 Acknowledgment. The Library will provide a letter specifying the number of items given and the date of the donation. At the request of the donor, items will be distinguished by appropriate bookplates that recognize the donor.

9.1.3 Gifts of Money

9.1.3.1 Gifts of money are usually made through the Friends of Ramsey Library organization and may be made in memory of a particular person. Gifts may also be made to the University Development office, with a notation that such gifts should be dedicated to library purchases.

9.1.4 Procedure

9.1.4.1 Sources of Gifts to the library

- Unsolicited gifts brought to the library by the donor
- Unsolicited gifts that "appear" in the library, sometimes accompanied by a note.
- Potential donors who contact the library.
- Potential donors contacted by the library.

9.1.4.2 Accepting Gifts

9.1.4.2.1 Library staff should be gracious and tactful when discussing gifts of library materials with potential donors. They should also make sure that the donor understands that:

9.1.4.2.2 Ramsey Library will dispose of gift materials according to standard library procedures and the best interests of the library; *this may mean that the gift will be placed with booksale items* after review by the subject bibliographer. This statement means that Ramsey Library does not accept conditional ("strings attached") gifts, or items that are badly damaged or mold-infested. If necessary, refer the donor to the designated Gifts Coordinator or backup. It is the patron's responsibility to follow-up after referral.

9.1.4.2.3 Examples of situations requiring negotiation:

- Requests for pickup of materials

- Large donations that require special arrangements to deliver.
- Collections that may have special value, or that may require special bookplates.
- Special acknowledgment is needed for the gift.
- Donor requests that library give back items not needed for the library collections.

9.1.4.2.4 The library staff member who has first contact with the donor acknowledges the gift by filling out the 3-part Standard Gift Receipt Letter . Give one copy to the donor; the other copies stay with the gift.

9.1.4.2.5 The library staff member receiving the gift lists the number and type of materials on the Gift Receipt Letter. If it is inconvenient to count the items, tell the patron that we will mail the Receipt Letter after the items are counted.

9.1.4.2.6 The donor determines the value of donated materials. The library **cannot** assess gifts.

9.1.4.3 Receiving Gifts

- Notify Receiving that a gift has been accepted; take the gift down to the Receiving office near the loading dock. The two remaining copies of the Gift Receipt Letter should be in or attached to the gift.
- Receiving keeps one copy of the Gift Receipt Letter and sends the other to the Administrative Office.
- If the materials were not counted initially, count them and mail the original of the Receipt Letter to the donor. If a special letter is required, notify the Gift Coordinator (if s/he was not involved in receiving the gift) who will send a personal acknowledgment.
- Receiving sorts the gifts by broad subject area and puts them on shelves for Bibliographer review.
- Bibliographers need not be concerned with duplication; Acquisitions will check each item for duplication.
- Bibliographers should review their gift shelves monthly, and separate booksale items from those to check for duplication and addition to the collection.

9.1.4.4 Processing Gifts -- Gifts are integrated into the cataloging workflow as any other materials. If a book is discovered to be damaged, defective, or moldy, it may be discarded. If a newer edition of the book exists and the older edition is not needed, the gift may be discarded. The subject bibliographer can decide whether the old edition is needed.

10 Reference

10.1 The purpose of this policy is to provide guidelines for the selection, maintenance, and evaluation of the reference collection. This policy will aid the library's professional staff in the collection development process and inform the public about the principles upon which selections are made.

10.2 The Reference Collection

10.2.1 Purpose

10.2.1.1 The primary purpose of the reference collection is to serve the information needs of the University's academic community. Reference materials are first selected to support and enhance the University's curriculum. Reference materials that support curricula-related faculty and undergraduate student research are also selected.

10.2.1.2 A secondary purpose is to acquire materials that meet the general information needs of UNCA students, faculty and staff. Some examples of this type of material includes information about careers, employment, recreation and travel.

10.2.2 Location of Reference Materials -- Reference materials, including most abstracts and indexes, are kept in the Reference Area. Selected ready reference items are shelved near the reference desk for any one of the following reasons:

- Librarians use the material frequently to answer brief factual reference questions.
- The material is used often by a great number of library patrons.
- The material is of a timely/topical/or seasonal nature.
- The material serves as a key tool to the reference collection.

10.2.3 Circulation of Materials -- Reference materials usually do not circulate. However, special permission may be given to circulate materials on ABC Express, to faculty for limited use, or to students for use in classroom demonstrations.

10.2.4 Selection Criteria for Individual Titles -- Assuming that a work fulfills the purposes of the reference collection as outlined above, decisions to purchase reference items are based on the following considerations:

- recommendations of reviews;
 - authors' and publishers' reputations;
 - recency;
 - scope;
 - level of content for intended use;
 - organization;
 - physical format;
 - the inclusion of bibliographies and indexes;
 - and price.
- Selection of Electronic Reference Sources -- Selection of electronic resources is based on criteria listed for individual titles as well as criteria listed in the collection development policy for electronic resources.

10.2.5 Language, Format, Duplication -- Generally, only English language reference books are selected. Foreign language materials are selected on a limited basis, usually at the request of faculty or to fulfill a specific need (e.g. foreign language dictionaries).

10.2.6 Selection and Retention Guidelines by Type

10.2.6.1 Almanacs and Yearbooks

10.2.6.1.1 Selection -- *World Almanac* and *Information Please* are on annual standing order. Subject specific almanacs and yearbooks are selected by subject bibliographers.

10.2.6.1.2 Retention -- Usually the last five years of almanacs and yearbooks are kept in reference; earlier copies are transferred to the general collection. The most recent copy of the *World Almanac* is shelved in the ready reference collection.

10.2.6.2 Atlases

10.2.6.2.1 Selection -- A comprehensive, current collection of national and world atlases is maintained. Regional and thematic atlases are also selected.

10.2.6.2.2 Retention -- Generally, only the most recent edition is kept in reference. Oversized geographic atlases are shelved on the atlas stand while others are shelved in general reference. Most general geographic atlases over five years old are discarded. Earlier editions which have historical significance are maintained in reference.

10.2.6.3 Bibliographies

10.2.6.3.1 Selection -- Priority is given to selecting bibliographies that provide authoritative, broad, and current coverage of major writers and subjects. Special effort is also made to collect bibliographies of current or topical interest.

10.2.6.3.2 Retention -- Most bibliographies remain in reference for retrospective research. Superseded editions are discarded. Individual author bibliographies are shelved in the general collection with the authors' other works. Authors' checklists and concordances to authors' works are shelved in reference.

10.2.6.4 Biography

10.2.6.4.1 Selection -- Comprehensive, retrospective and current works concerning universal, national and professional biography are collected.

10.2.6.4.2 Retention -- As long as there is shelving space, annual biographical dictionaries indexed in the *Biography and Genealogy Master Index* will be retained in reference. Most of these are dated 1978-. Earlier editions are shelved in the general collection.

10.2.6.5 Concordances

10.2.6.5.1 Selection -- Concordances are recommended by subject bibliographers.

10.2.6.5.2 Retention -- Concordances judged too specialized for reference are shelved in the general collection.

10.2.6.6Dictionaries

- 10.2.6.6.1 Selection -- Both general and special English language dictionaries are selected. Foreign language dictionaries are purchased to support the foreign language curriculum and to meet the needs of international students. Subject dictionaries are also selected.
- 10.2.6.6.2 Retention -- Earlier editions and duplicate copies of abridged dictionaries are transferred to the general collection.

10.2.6.7Directories

- 10.2.6.7.1 Selection -- Directories pertinent for our collection are selected.
- 10.2.6.7.2 Retention -- Generally, only the current year or the most recent edition is retained.

10.2.6.8Encyclopedias

- 10.2.6.8.1 Selection -- General encyclopedias are purchased on a rotating basis, making certain that all editions are the latest available at the time of purchase. Subject encyclopedias are also selected.
- 10.2.6.8.2 Retention -- The latest edition of an encyclopedia is shelved in reference and the next latest edition shelved in the general collection. Other editions are discarded.

10.2.6.9Handbooks and Manuals

- 10.2.6.9.1 Selection -- Appropriate handbooks and manuals are selected.
- 10.2.6.9.2 Retention -- Retention policy varies depending upon subject. Subject bibliographers and the reference coordinator make recommendations for each title.

10.2.6.10 Indexes and Abstracts

- 10.2.6.10.1 Selection -- Indexing and abstracting services that meet the objectives of the collection, provide access to the library's holdings, and provide bibliographic information necessary for interlibrary loan are selected. Indexes and abstracting services are selected in both print and electronic format.
- 10.2.6.10.2 Retention -- Printed indexes and abstracts are usually shelved in the Periodicals Indexes Area. However, a number of titles are classified and shelved in the Bound Periodical area. The library catalog provides the most current location information for specific titles. Electronic indexes and abstracts are accessible in locations deemed most appropriate for the title (e.g., on OPAC terminals, on the LAN, or on stand-alone workstations). Electronic resources are evaluated for retention using criteria in the Electronic Resources Collection Development Policy.

10.2.6.11 Legal Materia

1

- 10.2.6.11.1 Selection -- Primary and secondary legal materials are selected to support undergraduate programs and to meet the general needs of the academic community.

Primary sources include the North Carolina and United States public laws and regulation codes, and selected North Carolina and federal court case compilations. Secondary sources are purchased to provide background information and to aid in locating significant primary law material. Extensive law sets or loose-leaf services are only purchased when their use justifies the cost of the set, or when strongly recommended by departmental faculty.

10.2.6.11.2 Retention -- Generally, the latest edition of a secondary source is retained in reference. The superseded edition may be transferred to the general collection or discarded, depending on the title. Superseded editions of primary law sources are discarded.

10.2.6.12 Medical Materials

10.2.6.12.1 Selection -- Standard medical reference works, such as dictionaries, directories, and selected standard medical texts are selected for the reference collection.

10.2.6.12.2 Retention -- Superseded editions of medical reference books are discarded.

10.2.6.13 Statistical Sources

10.2.6.13.1 Selection -- A collection of statistical sources is maintained to support the varied needs of the curriculum. Several statistical yearbooks are received on standing order. Many specialized statistical series are retained in the government documents collection.

10.2.6.13.2 Retention -- Most statistical sources are retained. Retention location varies depending on the title. Usually, the most recent ten years of statistical yearbooks are retained in reference with earlier editions transferred to the general collection. Superseded statistical compilations published by North Carolina or federal agencies are returned to the government publications collection.

10.2.6.14 Travel Books

10.2.6.14.1 Selection -- *Mobil Travel Guides* and several *Fodor* guides are on reference standing order. Other travel guides are selectively purchased.

10.2.6.14.2 Retention -- The most current edition is kept in reference. The previous edition is transferred to the general collection.

10.3 Reference Collection Administration and Procedure

10.3.1 Administration

The Reference Coordinator is responsible for the development and maintenance of the collection as outlined by the *Reference Collection Development Policy*. Reference librarians in consultation with the Coordinator formulate policy and make recommendations for reference resources and services.

Reference selection is a responsibility of the UNCA Library faculty with input from other members of the academic community. The library faculty, who are all subject bibliographers, select and evaluate reference materials for their specific areas. The Collection Development Committee reviews for approval all standing order requests and requests for all titles costing more than \$350.00. The Committee also approves titles purchased with departmental funds and placed in reference if the cost exceeds \$150.00.

10.3.2 Procedures

10.3.2.1 Library faculty initiate requests within their collection development areas; other requests are forwarded as recommendations to the Reference Coordinator or to the appropriate subject bibliographer.

10.3.2.2 General and interdisciplinary reference works are typically approved by the Reference Coordinator and charged to the general reference fund. Titles considered to be limited to one subject or requested for the specific use of students and/or faculty in a department are charged to that subject's fund allocation. Subject bibliographers must approve all requests charged to their fund allocations.

10.3.2.3 Choice Cards and Approval Plan Slips

10.3.2.3.1 Acquisitions personnel forward *Choice* review cards and approval slips to the Reference Coordinator who in turn circulates them to library faculty. Subject bibliographers may select titles for purchase with subject funds by indicating the appropriate fund code and initialing the card, or they may simply initial the card and forward it to the Reference Coordinator for purchase with general reference funds.

10.3.3 Collection Maintenance -- Reference materials are examined, both as they are used and during regular collection review periods, for condition, usefulness and currentness. At the same time, gaps in the collection are noted and appropriate items are ordered.

May 1997 (Revised)

11 Special Collections

I. Statement of Purpose

A. Purpose

The purpose of the Special Collections Unit of D. Hiden Ramsey Library is to preserve those materials whose uniqueness, rarity or cost would make replacement difficult, impossible or financially prohibitive. Toward this end, the Unit collects and provides restricted and environmentally safe storage for several categories of information, namely:

- **Archives of the University**
- **Books (rare, unusual, and valuable)**
- **Manuscripts, photographs and audio tapes documenting local history and culture**
- **Relevant realia, memorabilia, and ephemera**
- **Closed Collections (at risk books)**

- **MLA Theses**
- **Products of research derived from material in Special Collections**
- **CUR Archives (Council on Undergraduate Research)**

B. Clientele

Special Collections supports the educational objectives of the University of North Carolina at Asheville and the broad mission and program objectives of the D. Hiden Ramsey Library. (See Policy and Procedures manual, Rev. 1998 or Appendix I. A.1) The Special Collections seeks to serve a broad clientele, with special emphasis on the academic community of the University and particular concern for the population of the larger city-county-regional area.

II. Collection Development/Acquisitions

A. Selection

1. Selector's Responsibility

The primary responsibility for identifying and for proposing the purchase of special collections resources lies with the Coordinator of Special Collections, the Library Assistant, the University Librarian, the Bibliographers with subject responsibilities and other relevant administrative personnel. Responsibility for identifying core materials for the Special Collections and support materials such as indexes, bibliographies, cataloging tools, technical manuals, etc. when under \$150.00, lies with the Coordinator of Special Collections. Decisions for purchase of materials over \$150.00 will be coordinated with the Library Faculty Committee.

2. Selection Criteria

Selection of Special Collection materials is often a complex and difficult process. Many collections are built from materials received as single gifts or from materials donated as a collection. A policy and procedures guide to the acceptance of gifts for Ramsey Library is in the Appendix of this policy statement (**Appendix III. C.1.**) Generally, the selection is dependent on the special nature of the materials with regard to the following:

- relationship to areas of collection interest and strength
- historical uniqueness
- value, and quality of item
- security needs
- fragility of the format

3. Selectors

Selection of materials to be added to the collection are made primarily by the Coordinator of Special Collections with input from the Special Collections Assistant, library faculty members and from members of the larger academic community at UNCA.

B. University Archives

Materials in the collection come to the division from the various administrative units on campus. In acquiring and retaining these materials, the division follows the guidelines set out in the *College and University Records Retention and Disposition Schedule* published by North Carolina Division of Archives and History at the Department of Cultural Resources, Raleigh. (**See Appendix III. B. 1, for Introduction, the Preface and Table of Contents of the Disposition Schedule, 1991**), The *Disposition*

Schedule is consistent with the guidelines established by the North Carolina State Public Records Law, North Carolina General Statutes, Chapter 132, Public Records, 1995. **(See Appendix III. B. 2. for full copy of the statute).**

The following services are available to the university community:

- Storage of records which qualify under the *Records Retention and Disposition Schedule* guidelines provided to Administration and academic departments
- Consultation services regarding records management and disaster salvage practices
- Reference service for records and archival materials and photocopying for a fee
- Recommendations regarding disposal of obsolete and inactive records
- Permanent storage and maintenance for historical records, documents, correspondence, realia, etc.. Records accessioned by the University Archive become the property of the Archives and may be retained or destroyed at the discretion of the Coordinator of Special Collections
- Micrographic service when deemed advisable by the Coordinator of Special Collections

In addition to the above guidelines the policies and procedures for storage of archival records at UNCA are as follows:

- Search committee records for **faculty personnel searches** will be boxed and sealed by the search committee chair and sent to the University Archives area of Special Collections.

----- The records will include all working papers of the committee such as the standard questions asked of candidates, written evaluations of all the candidates and all candidate documents as well as a copy of the advertising and a search committee membership list.

----- The boxes should be clearly labeled by date and name of search committee and sealed with tape.

The University Archives is responsible for maintaining the integrity of the sealed boxes for a minimum of three years. During this period, the only personnel authorized to access those records are the chair of the search committee and the University Librarian. After three years, the committee chair and the University Librarian will be consulted prior to disposing of the records. (Approved by Mel Blowers, University Librarian 9/11/96) **(See Appendix III.B.3).**

C. Manuscripts/Photographs/Audio Tapes

Materials in this collection are generally acquired as gifts from individual and corporate donors. Photographic materials are collected in all formats (prints, cellulose negatives, glass plate negatives, etc.).The Special Collections attempts to collect those materials that feature the Western North Carolina region, particularly those that document:

- Local and regional history
- Lives of locally prominent persons
- Lives of different types or categories of persons for the purpose of illustration, e.g. country doctors, rabbis, etc.
- History of locally important as well as representative institutions, e.g. churches, industries, etc.
- Photographs of urban Appalachian environments
- Bodies of work of well-known local photographers

D. Monographs

The following categories are collected:

1. Books that have particular relevance for local history and culture, e.g.
 - Signed first editions of works by local authors, artists and photographers
 - Published works by UNCA graduates and faculty
 - All books on all aspects of life in Asheville, North Carolina
 - Historical and other works dealing with the local area and its culture
 - Historical and other works that relate directly to UNCA and its predecessor institutions
2. Products of research, e.g.
 - MLA theses
 - Dissertations and theses that have been developed using the resources of the collection, e.g. *Memoirs of Reuben Robertson, Sr.* edited by Allen Roudebush.
 - Senior Theses from the Literature and History departments which are collected annually.
3. Books that support the established collections, e.g.:
 - World War I primary source materials, particularly personal narratives
 - Colonial and Revolutionary War materials (both primary and secondary), particularly those materials relating to the Scots and Scotch-Irish influence and the westward expansion of the early nation.
 - Scottish history including Scotch-Irish immigration and materials relating to the Jacobite rebellion
 - Appalachian history and culture, focusing particularly on the western North Carolina and eastern Tennessee region
 - North Carolina history and culture
4. Selected artist's books and small press books of remarkable form and/or content.
5. Works on paper by local artists.
6. Books of such a nature that they are at risk of theft or mutilation, referred to as Closed Collections materials e.g. (see Closed Collections, below). These materials may be loaned at the discretion of the Special Collections staff.
7. Books of such monetary value that they would be impossible to replace.
8. Books requiring special handling due to fragility, condition or format.
9. Books which, due to their value as a group, need to be kept together. (Note: In some cases, books which are part of such a group but which have no other particular need to be housed in Special Collections may be inventoried into the collection but physically placed in the circulating collection. This allows special gift collections to be tracked without having to physically maintain the entire group in Special Collections.)
10. Books of special value which relate to the institution's curriculum.

Note: More than any other division, Special Collections relies on gifts , both voluntary and solicited, as a means of collection building. In addition to gifts, the division also purchases materials out of a small line-item in the library’s materials budget. On the recommendation of Library Faculty, items purchased out of other library accounts are also added to Special Collections when they fall into one of the above mentioned categories, particularly Nos. 6, 7, and 8.

E. Relevant realia, memorabilia, and ephemera

General guidelines for collection:

- Materials should be relevant to the existing collection.
- Materials should have unique and lasting value for the collection.
- General physical condition of the materials should be good.

F. Products of research resulting from use of Special Collections materials

Materials collected must have been developed using the resources of the Special Collections and must exhibit evidence of scholarly effort. Dissertations and theses which relied upon Collection resources and works such as the *Memoirs of Reuben Robertson, Sr.*, edited by Allen Roudebush, MLA Theses, and Senior Theses from the Literature and History departments, are examples.

G. Closed Collections

Books and other material formats which are at risk of theft or of mutilation may be placed in Special Collections and may be loaned at the discretion of the Special Collections staff. For example this material may include items vulnerable to mutilation and theft and which may be difficult or expensive to replace.

H. CUR Archives (Council on Undergraduate Research)

Established to maintain a permanent public record of the activities of the Council of Undergraduate Research, this archive will receive materials similar to the original donation. This collection will be maintained in the original order in which the materials were given. The materials consist of the following categories:

- CUR founding documents including constitution and bylaws
- Documents (including correspondence) related to the changes in the scope and mission of CUR
- CUR publications, including CUR Quarterlies, CUR Notes, and Directories
- CUR National Conference documents and descriptions of other major CUR activities (April Dialogue; Institutes; funded projects)
- Minutes of CUR Council Meetings and Executive Committee Meetings
- Labeled photographs related to CUR activities

As specified by the **CUR Agreement** (12/9/97) to create a CUR Archive at UNCA:

“The Archival Material does not include routine financial and accounting records. The archives will be maintained and managed under the rules of the Special Collections section. Access will be open to any qualified scholarly user. The material will physically remain within the library. UNCA will be responsible for developing finding aids for the material, and will provide for physical storage materials to house the Archives. CUR will advertise among its associates and members the existence of the Archives. Donations received by either UNCA or CUR for this purpose will be disclosed and accounted for to the other party. CUR’s expenses in maintaining the Archives will be related to the preparation and shipment of new material to the Archives;

UNCA's expenses will relate to housing and user services, including preparation of finding aids for the collection."

III. Special Collections Gift Policy

A. Donation of Library Resources

The Special Collections division welcomes gifts to the collections. Gifts are often invaluable sources for primary research and for helping to strengthen the Collection's holdings. Many of our most important collections have come through generous donations of library resources by individuals and families. The Kelly Lynn Harrison collection and the Ball Collection of photographs are but two of the important acquisitions which have greatly enhanced the collections and which came as gifts.

B. Financial Contributions

The Special Collections also welcomes and appreciates financial contributions. The development of a modest endowment will ensure the continued maintenance and development of the collections. Offers of financial contribution should be directed to the University Librarian.

C. Conditions of Acceptance

General materials become the property of the University library upon receipt of the materials. At that time the library retains the right to determine the disposition of the materials. Materials deemed not suitable for inclusion in the Special Collections may be considered for inclusion in the General Collections. Those items which are duplicates or which are in poor condition, or out of the scope of the collections, may be sold and the money used to purchase materials the library needs. **(For a complete description of the Ramsey Library Gift Policy and Procedures see Appendix III C. 1 or the *Collection Development Policy and Procedures* manual, section 6.1, 6.2)**

D. Tax Deductions

Often patrons will request that their gifts be evaluated for the fair market value of the item so they may qualify for a deduction for income tax purposes. The responsibility for establishing the fair market value of the donated item lies entirely with the donor. They may be referred to the IRS Department of Treasury publication, "Determining the Value of Donated Property," Publication 561, in the IRS Forms and Publications series, if questions arise regarding the items value. **(See Appendix III. D. 1).** Or, they may be referred to local book dealers who specialize in valuation. **(For addresses of appraisers in the western North Carolina area see Appendix III. D. 2.)**

While the following does not constitute advice, the general guidelines regarding tax deductions are

- Gift(s) valued at \$500 or more in one calendar year must file an IRS Form 8283
- Gift(s) in excess of \$5,000 must have an appraiser complete the appropriate section of IRS Form 8283.
- Appraisals will cost the donor. Costs may qualify as a miscellaneous tax deduction.
- Substantial gifts may require the assistance of an attorney or tax advisor.

E. Pickup and Delivery of Donated Material

Every effort needs to be made to determine the value and scope of the proposed donation before committing to pick-up and delivery of the material. Donors may deliver boxes of materials to the loading dock of the library during working hours (8:00 - 5:00 Monday -Friday). Individual items may be taken directly to the Special Collections division or to the office of the Coordinator of Special Collections located in Reference. If pick-up and delivery is agreed to, arrangements should be coordinated with the Special Collections staff.

IV. Transfer of Materials Policy

Materials, which over time have become unique or rare or may have acquired some particular historical value or some special cultural significance, or may need preservation due to poor physical condition, may be transferred from the general collections to Special Collections. Materials to be transferred must conform to the following general guidelines:

A. Consistency

Must be consistent with the nature and the strengths of the Special Collections and fit the selection criteria for Special Collections.

General criteria may cite:

- age of the item
- intrinsic characteristics and qualities of the item
- condition of the item
- what we know from other sources of the item

(See Appendix IV.A. 1, RBMS Ad Hoc Committee for Developing Transfer Guidelines, "Guidelines on the selection of general collection materials for transfer to special collections," C&RL News July/August 1985)

B. Criteria

Criteria for rarity must be listed, reviewed, and approved by the Library Faculty, if it falls outside the general realms of intellectual value, consistent with collection scope, or artifactual value, if it falls outside collection scope regardless of format.

Criteria which may need general agreement include:

- fine and signed bindings
- early publishers bindings
- extra-illustrated volumes
- books with significant provenance
- books with decorated end papers
- fine printings
- printing on vellum or highly unusual paper
- volumes or portfolios containing unbound plates
- book with valuable maps or plates
- broadsides, posters and printed ephemera
- material requiring security (erotica, etc.)

C. Processing

1. Single copies selected for transfer from the general collection must be reviewed and approved by Library Faculty for transfer. Duplicate copies transferred from General Collections to Special Collections do not require Library Faculty approval.

2. Physical processing and relocation procedures must be established with the Cataloging unit.
3. The bibliographic record must alert the patron to the status of the material so it will be able to be located during the transfer process.

D. Conservation/Preservation

Any required conservation treatment should be undertaken prior to transfer to Special Collections

V. Cooperative Collection Development

At present no cooperative collection agreements exist among the WNCLN special collections. Currently each library in the network collects according to its specific user's need. All the WNCLN libraries show a strong interest in collecting Appalachian materials and ASU has built a significant Appalachian collection. Duplication in the area of Appalachian studies is common. The potential for trade, gift, or sale of items, particularly duplicates of materials of common interest (such as Appalachian materials), has yet to be explored. Cooperative purchase of very expensive items holds great promise for all the libraries in the network and needs directed study.

Cooperative collection development discussion will continue with the other WNCLN libraries in a effort to enhance the opportunities for more cooperative efforts.

VI. De-selection

Materials in Special Collections will be reviewed periodically (approximately a 5-year cycle) by the primary selector to determine their continuing value. It will be the prerogative of the Coordinator to de-select those materials deemed no longer appropriate to the guidelines of the Special Collections Collection Development Policy. Materials will be returned to the general collections when appropriate. De-selection of materials for the purpose of resale shall be made with the full consent of the University Librarian and/or Library Faculty.

Revised 04/16/98 - Helen Wykle, Coordinator Special Collections

12 Media

12.1 Policy

Ramsey Library and its parent institution, UNC Asheville, are experiencing rapid expansion in the use of audiovisual technology for teaching, self-instruction and personal interest. As the field of audiovisual technology is in a period of considerable growth and change, any collection development policy concerning this area needs to be open to periodic review and revision.

The library's new Media Center, which will incorporate the present Learning Resource Center, will be occupied in 1990. Until that date, the Media Services Librarian will be coordinating manager of the present Learning Resource Center as well as the library's ongoing media programs. (Henceforth, "Media Center" = LRC [Learning Resource Center] and library media.)

While the regional and campus clientele have been described in the general policy statement, it is important to identify departments and programs within the campus community which already engage in above average use of audiovisual materials. These academic departments are" Foreign

Language, Communications, Drama, Music, Humanities, Health Promotion and Computer Science. Several departments (Foreign Language, Communications, Computer Science) have their own audiovisual equipment for instructional purposes and therefore, will rely on the present Learning Resource Center and proposed Media Center for support services only. Campus programs, such as Elderhostel and the Center for Creative Retirement are expected to benefit from audiovisual facilities, also. Special needs of the Handicapped (hearing, seeing, mobility impaired) are being addressed through audiovisual materials (such as visual tech and a talking calculator) as Ramsey Library responds to its student body, faculty and staff, and Asheville's currently significant and increasing retirement population.

Present audiovisual facilities at Ramsey Library are inadequate to meet these growing demands. Plans for the new library include a Media Center which will house all audiovisual material purchased with library funds, in addition to the present Learning Resource Center collection (hardware and software). Mobile VCR units are located in each academic building, thereby allowing for group viewing of video tapes and films in traditional classrooms, as well as in the group viewing rooms in the Learning Resource Center. The Media Center will provide group viewing rooms and production facilities, in addition to numerous individual mediated carrels.

Overall management of the Media Center will be the responsibility of the Media Librarian who will report to the Public Services Librarian. The day-to-day operations of the Center will be supervised by the current Director of the LRC.

Collection Development procedures for audiovisual material will follow the same guidelines as for print materials, with academic department representatives coordinating with the library's subject bibliographers.

1. Selection tools for audiovisual materials will include:
 - a. Catalogs from producers, distributors and publishers.
 - b. Video previews whenever possible.
 - c. Published reviews such as those provided by Choice and Library Journal.
2. Approval for expenditures required by:
 - a. Collection Development committee for individual items exceeding \$150.00³
 - b. University's Library Committee for audiovisual materials exceeding 50% of a designated subject area budget.
3. Selection of resource for recreational and leisure purposed shall be based on the interest of the campus community rather than the regional community, whose needs are better served by the public library.
4. All audiovisual material should be cataloged according to AACR2 in the Library of Congress classification system, and should be accessed by format as well. At present, library material is so cataloged with full records, but audio cassettes are not classified. Audiovisual material in the Learning Resource Center is not cataloged into the library holdings.
5. Circulation policies for audiovisual materials are as follows:
 - a. Audio cassettes: 3 weeks.
 - b. Video: overnight or weekend, faculty only.
 - c. Microcomputer software: 2 hours on reserve.
 - d. Transparencies, slides, filmstrips: overnight or weekend.
 - e. Phono discs: in library use only.
 - f. Items a through e: do not circulate on interlibrary loan.

³ Increased from \$100, 10/16/98

It is not yet clear how the Western North Carolina Library Network (Belk Library at Boone, Hunter Library at Cullowhee, and Ramsey Library at Asheville) will treat the circulation of audiovisual materials among its members. At present, audiovisual collections are controlled by different procedures in each institution.

6. Ramsey Library abides by all regulations of relevant sections in the Copyright Revision Act of 1976. All audiovisual material (software, hardware and copiers) should bear labels notifying users of copyright provisions related to the particular item in use.
7. Suitable user aids and procedure manuals should be conveniently and strategically placed throughout the present library and the proposed Media Center.

12.2 Collection Scope by Format

Audio Cassettes:	Music, spoken
Audio Discs:	Adding to collection in instructional, not recreational areas.
Games:	Print and manipulative formats in Curriculum Materials Center; predominant audio and visual games in Media Center, thus acquisition decisions vary.
Microcomputer Software:	Compatibility with existing hardware should be prime consideration.
Multi-Media Kits:	If kit includes media component requiring use of audiovisual hardware, then shelved in Media Center.
Music Scores and Sheet Music:	Emphasis on music theory and music history (not performance). Need to acquire collected sets.
Slides and Filmstrips:	Curricular needs.
Transparencies:	Commercially produced; housed in Media Center. Campus produced in the Graphics Department for use in Academic Departments, where housed.
Video Tapes and Video Cassettes:	VHS, Umatic, 16 mm (16 mm no longer being collected).
Slides:	Ramsey Library is not prepared at this time to handle this format. Will reconsider acquisitions of this nature when Media Center is located in the library ⁴ .

12.3 Video Cassettes

Purchase

⁴ 9/12/90

Departments are permitted to purchase audio visual software with allocated Library funds under the guidance of the Library staff. Under no circumstances, however, may such purchases exceed 50% of the department's library budget for a given year without the Library Committee's approval.

The Library Collection Development Committee requires video cassettes listing for \$100.00 or more be handled in one of two ways: (1) prior to purchase, the video must have been previewed by the requesting faculty member or (2) the request for purchase must be accompanied by a review evaluating the video's quality. The requesting department will be responsible for obtaining the preview copy and, if purchase is recommended, for hand-carrying the video cassette to the library. If approved for purchase, the invoice will be forwarded to the acquisitions department.

Circulation

Video cassettes circulate overnight or for weekends to faculty only.

Video cassettes and equipment

Video players are to be used for viewing only library-owned videotapes, tapes placed on reserve by professors or personal tapes related to class assignments. The library will not knowingly accept any tape into its reserve or permanent collection that has been obtained in violation of copyright law⁵.

Addendum

All requests above \$150.00⁶ should be submitted on the standard AV request form⁷.

Addendum

Any pamphlet or brochure for video title should be attached to the request form for cataloging purposes⁸.

Addendum

There will be no back-up made for video cassette titles which can be ordered without presentation to the Committee. The decision on whether or not to make back-up of those titles which must come to the Committee for approval will be made at the time the title is approved for purchase⁹.

12.4 Educational Software

Purchase:

All software requests should be circulated through the Library Collection Development Committee.

Requestors should preview software or send published review with the request. Librarians will assist with the location of reviews.

⁵ Approved, 4/87

⁶ Increased from \$100, 10/16/98

⁷ Approved, 5/87

⁸ Approved, 11/8

⁹ Approved, 4/88

Copy-protected software will not be purchased unless special purchasing agreements are made for acquiring backup copies at a nominal fee.

Backup copies must be purchased with each program. When possible, and if reasonable priced, the Committee should consider purchasing software in lab packs.

Circulation:

Educational software will be cataloged to the Microlab location – a noncirculating collection.

Software will circulate to faculty for one week.

Approved: 5 May 1988

13 Electronic Resources

Statement of Purpose

Ramsey Library collects electronic resources to support the educational and instructional needs of the UNCA students, faculty, and staff. For the purpose of library collection development, “electronic resources” are defined as resources that require computer access. Current examples of electronic resources may include, but are not limited to: numeric data files, bibliographic files, textual files, or graphic/multimedia files stored on CD-ROM or computer diskette or accessible via online services.

Selection Criteria

Priorities: Electronic resources are selected as much as possible in the same way as other library resources with consideration to subject, scope, and format. The priority for selection follows this order:

1. reference and bibliographic resources that support the overall university curriculum.
2. Resources that support the instructional objectives of a specific discipline.

The library should do what it can, within its means, to make access and use of electronic materials efficient and productive for the user. Productivity software (e.g. spreadsheet, database, or word processing applications) will be purchased only if such software is necessary to retrieve and manipulate information stored in an electronic resource that is purchased by the library. The library does not purchase entertainment software with collection development funds.

Evaluation: Methods of evaluation may include comparisons to similar products, demonstrations, literature reviews, and peer consultation. Criteria to consider when evaluating may include:

- authority of contributors
- timeliness and accuracy
- quality and uniqueness of information
- target audience

depth of coverage
interface that encourages effective use
technology requirements
price
vendor reputation
customer support
advantage over comparable print resource

Selection Procedure

Faculty, students, and staff who wish to recommend that the library purchase a particular electronic resource are invited to complete the Educational Software Request Form that provides information about the resource, its projected use, and necessary equipment. The request must be approved by the academic department chair, the department library representative, and the library subject bibliographer. The library subject bibliographer and the requester will collaborate in developing a preliminary evaluation based on the methods and criteria listed in the previous sections. All requests for electronic materials exceeding \$100 are presented to the Ramsey Library Faculty Collection Development Committee for approval. This committee may either approve the purchase, reject the purchase, or return the request to the department.

Patron Access and Use

Electronic resources are cataloged as part of the library collection and may either circulate or be used in the library as appropriate. Faculty who request an electronic resource may recommend that the item does or does not circulate. The library will not purchase electronic materials for permanent location in academic departments. The library will comply with the provisions of the copyright law governing electronic resources.

Review of Electronic Resources

The procedure for reviewing and decided the continuation or withdrawal of electronic resources is based on the following criteria:

1. circulation statistics generated from the automated library system and from other data collection methods
2. availability of a better product based on evaluation methods and criteria listed in this policy statement
3. current product becomes obsolete or damaged.

Approved, 4/11/96

14 Government Publications

Please see the topic "[Government Information](http://bullpup.lib.unca.edu/library/govdocs/govdocs.html)" on Ramsey Library's web site (<http://bullpup.lib.unca.edu/library/govdocs/govdocs.html>) for current policies and services.

Revised: 14 November 2001

15 Procedure for Ordering Library Materials

It is not necessary to complete book order cards in cases where you are able to submit a publisher's catalog or other printed material. This will eliminate the clerical task of completing thousands of book order cards annually. You should, however, be no less judicious in your selections, *nor should you send bibliographies with the note, "Order everything."* You, or you departmental secretary, should check library holdings before ordering from retrospective bibliographies. Any department with VAX access now has access to the library catalog.

It is very important that the requestor's name be legible on all book order request cards sent to acquisitions. Please try to spell out (in printed hand) the name of the requestor when cards come to you from the faculty with only initials indicated or the name appears illegibly. You should have an easier time deciphering these requests than acquisitions staff, who are not familiar with faculty in the various departments.

New procedure when ordering from
Catalog or lists

PROCEDURE: [1] clearly indicate (perhaps by bracketing) the title you are requesting, [2] authorize with your name (surname will not to which it should be charged (see list of fund Abbreviations attached), [4] if you select a number of titles from a catalog, please indicate, on the cover, the page number(s) where order requests are to be found.

"CHOICE" cards

We will continue to send you the CHOICE reviews on 3"x 5" cards. On these, be sure to continue noting (a) priority, (b) your last name, and also (c) abbreviation of fund to which it should be charged on top left corner of card.

In cases where neither CHOICE cards nor PUBLISHERS CIRCULARS are available, you will need to continue to complete order cards. In these cases, also designate fund abbreviation in upper left corner.

Journal/Video Requests

Requests for new journal subscriptions or for video materials will continue to be made on the appropriate forms.

Departmental Fund Codes

DEPARTMENT

CODE

Art

ART

Atmospheric Sciences

AS

Biology	BIO
Chemistry	CHEM
Communications	COMM
Computer Science	CS
Drama	DRAMA
Economics	ECON
Education	EDUC
Engineering	ENG
Foreign Languages	
French	FL/F
German	FL/G
Italian	FL/I
Other Foreign Lang.	FL/O
Spanish	FL/S
Health & Fitness	H/Fit
History/Other than US	H/O
History/US	H/US
Literature	LIT
Management	MAN
Mathematics	MATH
Masters in Liberal Arts	MLA
Music	MUS
Philosophy	PHIL
Physics	PHY
Political Science	PS
Psychology	PSY
Religion	REL
Sociology	SOC

Addenda to Book Ordering Procedures

2/19/91: **Reference Materials**

Reference Coordinator will be responsible for coordinating reference requests. Representatives should initiate requests only within their academic areas; other requests should be forwarded to Reference Coordinator. Requests for titles costing more than \$350.00 should be brought to the Collection Development Committee even if several indicate approval by their initials.

9/5/90: **Book Cost Approval**

Cost for book purchases requiring Committee approval was raised from \$150 to \$300. Video policy remains unchanged.

1/25/90: **Paperbacks**

The library prefers to acquire the paperback edition of book titles when available. However, when the cost of hardcover is very close to that of paperback, the hardcover edition will be purchased.

10/26/89: **Prepay Orders**

The Acquisitions Department will not order out of sales catalogs which require prepayment unless from an established vendor.

8/2/89: Approval

Each item brought before the Committee and approved will then be stamped with a “Committee Approved” stamp, dated and initialed by the bibliographer.

2/9/89: Verification for Duplication

Neither academic nor library faculty members are responsible for checking library materials requests against library holding. This responsibility rests with the Library’s acquisitions department.

10/27/88: Printout

Technical Services will send printout of titles ordered/cataloged by the library to library subject representatives for return to original requestors.

10/8/87: Lost Materials

Faculty members who have lost library materials are personally responsible for replacement fees and cannot use their department’s budget allocation to cover these replacement fees.

Addenda to Journal Ordering Policies/Procedures

2/1/90: 2-year Trial Subscriptions

Journal orders will be ordered in May and start dates for the new orders will be determined at that time. All new journal orders will be on a two-year trial basis. Bibliographers will review journals after a two-year subscription for deletion and retention.

11/9/89: Journal Requests

Committee agreed to consider future journal requests in a “batch” mode, 4 times a year (perhaps April, July, September and January – times which would facilitate the ordering process)... It would be possible to include appropriate serials staff at these meetings, as well as the chair of the faculty Library Committee.

7/6/89: Journal Binding

Journals will not be sent out for binding during the last six weeks of each semester (April-May 15; November – December 15).

Updates Procedures (8/91)

We have been considering a return to the longstanding (for the library more efficient) pattern which requires that all book orders be submitted on a standard order card. As you know, the practice during the past two years has been to accept marked publisher’s catalogs. We know direct catalog ordering eases your work load, however, and will continue this practice during the fall semester to determine whether some of the problems associated with this procedure can be corrected.

Please note the following when ordering from marked catalogs:

1. **Clearly identify [perhaps by bracketing] the item you are requesting.** Too often it is not clear which specific title is marked for ordering.
2. **Please indicate on the cover, the pages on which orders can be found.**
3. **Do not send lists (handwritten or typed).** Use order cards if you are not sending a publisher's catalog.
4. **Catalogs should be submitted for priority #1 ordered only.** Priority #2 ordered should be submitted on order cards which can be filed.
5. **Do not charge items found on a single publisher's catalog to more than one library fund.** If some items are to be charged to a second fund, use order cards to make those requests.

Ramsey Library routinely receives a discount of 20% or more on most book ordered through regular book jobbers. Therefore, all sale catalogs with discounts of 20% or less (unless it is a sale of titles soon to go out of print) will be ordered through our jobbers rather than rush ordered directly from the publisher to meet the sales catalog deadline.

If you wish to order a regular book (not a sale item) requiring rush attention, please complete a separate order card for each title and mark it **“RUSH”** priority. Do not submit a catalog with items marked rush. Requests not on individual order cards will be overlooked in processing rush items.

Please sign your name on all requests (surname will suffice, initials will not) and indicate the fund to which the items should be charged. (See reverse for list of fund abbreviations.) Not the fund allocation on the top left corner of each CHOICE or card request.

Remember: New Periodical requests or video request for videos costing \$100.00 or more are to be submitted on designated request forms. (Sample included in Faculty Guide)

16 Popular Book Collection Policy

Policy

The purpose of the Popular Book Collection (UNCA POP READ) is to provide for the recreational reading needs of students, faculty, and staff. This collection will stimulate, entertain, or present titles that will elicit the sheer joy of reading.

Titles may include books that are timely, topical, trendy, on current major bestseller lists, or that have been favorably reviewed by the *New York Times*. Books for this collection may also be chosen based on winning prominent literary awards. The collection will be well-rounded and represent different viewpoints.

Books for the Popular Book Collection may come from L/PI (Personal Interest) orders as well as other subject area funds. The titles will be taken from recent acquisitions and all will be returned to the General Collection within one year. This collection will be small (no more than 200 titles) and eclectic.

Procedure

In order to maintain currency in UNCA POP READ the library will:

1. Run a monthly list to identify POP READ titles on this shelf over one year.
2. Cull older books and send to Cataloging for relocation edit.
3. Check in the General Collection for items missing on POP READ shelf.
4. Notify Circulation Desk of newly indicated missing titles.

Appendix A: Resolution Establishing the Western North Carolina Library Network

Whereas, The D. Hiden Ramsey Library, UNC-Asheville, is a charter member of a successful library network (Western North Carolina Library Network) with collections linked by a mutual online catalog (LS2000) and materials accessible through a regular delivery service (ABC Express);

Whereas, The inflated cost of library materials has continued to rise at up to several times the general rate of inflation and has drastically depleted the buying power of a materials budget which has had no inflationary adjustments since 1986;

Whereas, The expansion and strengthening of UNCA's academic programs and the growth of faculty and undergraduate research are creating demands for a diversity and depth of library resources which cannot be met locally with existing budgets.

Whereas, A cooperatively developed collection would provide greater depth for study and research, and avoid excessive duplication;

Whereas, Development of the Ramsey Library collection requires active faculty participation and support, be it therefore

Resolved, That Ramsey Library has the support of the Library and Learning Resources Committee of the Faculty to actively pursue a cooperative collection development plan within the Western North Carolina Library Network.

Signed by the Members of the 1990-91 Library and Learning Resources Committee of the Faculty:

William A. Sabo
Huo-Jin Huang
Michael D. Sutton
Rudy Moorrees
Peggy B. (Parner

Date: 11/90 MEB

Appendix B: WNCLN Cooperative Collection Development Agreement for Monographs

Whereas, the libraries of Appalachian State University, the University of North Carolina at Asheville, and Western Carolina University have forged a successful partnership, the Western North Carolina Library Network, with collections linked by a mutual online library system and with each institution's library resources accessible through a regular delivery service;

Whereas, libraries must meet the needs of users in an age characterized by rapid expansion in the volume of information, by changes in its accessibility, and by multidisciplinary thrusts in teaching and research;

Whereas, the expansion and strengthening of academic programs and research activities are creating demands for a diversity and depth of library resources which cannot be met locally with existing budgets;

Whereas, increasing costs of library materials as well as their storage and retrieval, coupled with the incorporation of new information formats into most collections and the use of technology to deliver information quickly, have caused librarians and administrators to rethink the need for ownership of resources.

Whereas, cooperatively developed monograph collections will deliver more information from a wider variety of sources and will provide more effective resource allocation as well as reduce duplication of non-core materials;

Therefore, this agreement commits the WNCLN libraries, with the active participation of their teaching faculties, to the practice of building and maintaining complementary and, whenever practicable, non-duplicative scholarly monograph collections. Sharing the resources of the autonomous institutions will develop readily accessible joint holdings of greater depth and comprehensiveness for the member institutions.

Achievement of the purpose of this agreement requires adherence to the following:

1. Collection Development Plan:

A collection development plan will include statistical reports based on LC classification giving data on number of volumes, age of collection, and circulation; shared conspectus documents developed by each institution showing existing collection levels and collecting goals; and established means of communication for subject bibliographers to share information and discuss issues relating to the collections.

The plan will become operational with the approval of the faculty library committees and the academic offices of each institution.

2. Purchase of new titles:

First priority will be given to collecting core materials which meet the needs of local constituencies and are of immediate interest to users. An important secondary consideration will be the extent to which this acquisition enhances total Network resources.

Emphasis will be on reducing duplication of non-core materials – especially low-use materials – and maintaining rapid delivery of these materials. Duplicate titles within the Network will be ordered when access via ABC Express is perceived by the affected departments and the library to be an unsatisfactory alternative to local ownership.

3. Deselection:

Each library will inform and route information to the others about monographs in good condition and of current or historical value that are being removed from the collection. These will be transferred to another Network library upon request of that library.

4. Changes in programs:

The addition, deletion, or change in focus of academic programs at any institution will be examined by the WNCLN Collection Development Committee for its impact on cooperative collecting agreements. These agreements will be modified as necessary.

5. Process for changing cooperative agreements:

Recommended changes in cooperative agreements will be distributed to the Network for comment. After revision from the results of these distributions, the revised agreement will be submitted to the Network Advisory Committee, which will forward its recommendations to the WNCLN Board. Upon Board approval, the agreement will be submitted to the faculty library committees and the academic offices at each institution for final approval.

6. Cooperative collection development procedures:

Procedures will be developed as needed with the cooperation of departmental faculty on each campus. Approved by the WNCLN Collection Development Committee, December 3, 1996.

Appendix C: WNCLN Cooperative Collection Development Agreement for Journals

Whereas, the libraries of Appalachian State University, the University of North Carolina at Asheville, and Western Carolina University have forged a successful partnership, the Western North Carolina Library Network, with collections linked by a mutual online library system and with each institution's library resources accessible through a regular delivery service;

Whereas, the cost of journals has continued to rise faster than the general rate of inflation;

Whereas, the expansion and strengthening of academic programs and research activities are creating demands for a diversity and depth of library resources which cannot be met locally with existing budgets;

Whereas, cooperatively developed journal collections will deliver more information from a wider variety of sources and will provide more effective resource allocation as well as reduce duplication of non-core materials;

Therefore, this agreement commits the WNCLN libraries, with the active participation of their teaching faculties, to the practice of building and maintaining complementary and, whenever practicable, non-duplicative scholarly journal collections. Sharing the resources of the autonomous institutions will develop readily accessible joint holdings of greater depth and comprehensiveness for the member institutions.

Achievement of the purpose of this agreement requires adherence to the following:

1. Collection Development Plan:

A collection development plan will include statistical reports based on LC classification giving data on number of volumes, age of collection, and circulation; shared conspectus documents developed by each institution showing existing collection levels and collecting goals; and established means of communication for subject bibliographers to share information and discuss issues relating to the collections. The plan will become operational with the approval of the faculty library committees and the academic offices of each institution.

2. Purchase of new subscriptions:

The decision to add a new subscription will be made primarily to meet the needs of the ordering institution. An important secondary consideration will be the extent to which this acquisition enhances total Network resources. The need for local ownership should be carefully considered by the proposing department and library when a new subscription would duplicate a title already held in the Network.

3. Duplicate subscription cancellations:

Duplicate journal subscriptions within the Network will be reviewed for cancellation by affected academic departments if access via ABC Express is perceived by the affected departments and the library to be a satisfactory alternative to local ownership.

4. Sole subscriptions:

In cases where an institution has agreed to be the sole Network source of a particular title but subsequently cancels the Network's only current subscription, that institution's non-duplicative backfiles of the title (in whatever format available) may, if mutually agreeable, be physically moved to another Network institution if the latter begins a current subscription to that title and requests these backfiles.

5. Process for changing cooperative agreements:

Recommended changes in cooperative agreements will be distributed to the Network for comment. After revision from the results of these distributions, the revised agreement will be submitted to the Network Advisory Committee, which will forward its recommendations to the WNCLN Board. Upon Board approval, the agreement will be submitted to the faculty library committees and the academic offices at each institution for final approval.

6. Cooperative collection development procedures:

Each library will be informed of and will review for planning purposes all intended new journal subscriptions and cancellations by the member libraries prior to actual implementation of decisions. Further procedures will be developed as needed with the cooperation of departmental faculty on each campus.

Appendix D: A * B * C EXPRESS SERVICE GUIDELINES

I. CIRCULATING ITEMS

- A) 3 weeks with 3-week renewals (unless item is on hold)
 - 1) Books
 - 2) State and Federal Documents (paper and microforms)
 - 3) Monographic Microforms
- B) From one delivery to next, library use only, no renewals
 - 1) ASU Restricted Documents
 - 2) Serials (Current, Bound and Microforms)
 - 3) Current Newspapers (excluding most recent week)
 - 4) WCU Map Collection (WCU/MAPS)
 - 5) Reference Materials
 - Requests must be approved by
 - a) Reference librarian at borrowing school
 - b) Reference librarian at lending school
- C) One-week for faculty only
 - 1) Films and Videos
 - ASU/BLK/IMC/FLM
 - UNCA/VIDEO CASS
 - WCU/CMC/16MMFM and WCU/CMC/MEDIA 16 and WCU/CMC/MEDIAVC

II. MATERIALS THAT WILL NOT CIRCULATE ON A*B*C

- A) Most recent week of newspapers and popular journals
- B) Recorded music in the Music Library
- C) Law Reporters
- D) Archival Materials
 - ASU/ARC
 - UNCA/ARCHIVES
 - WCU/ARCHIVES
- E) Special Collections
 - ASU/BLK/SPC and ASU/BLK/IMC/SPC
 - UNCA/SPEC COLL
 - WCU/SPEC COLL
- F) Closed Collections
 - ASU/APP/CLO
 - UNCA/CLOSED
- G) A-V Materials
 - ASU/APP/REC
 - UNCA/AUDIO CD and UNCA/AUDIO DISC
 - WCU/CMC/CD and WCU/CMC/MEDIA
- H) Reserve Materials
 - ASU/BLK/RES and ASU/MUS/RES
 - UNCA/RESERVES
 - WCU/RESERVE and WCU/CMC/RESERVES
- I) ASU Browsing Collection
 - ASU/BLK/BRO
- J) ASU Vault
 - ASU/BLK/STK/VLT
- K) UNCA Botanical Gardens
 - UNCA/GARDENS
- L) Films and Videos
 - ASU/BLK/IMC/FLM
 - UNCA/VIDEO CASS

III. PROCEDURES

- A) Service to library patrons only (Each library may determine further restrictions)
- B) Requests must be VERIFIED by borrowing library
 - 1) Serials
 - a) Verify that lending school owns volume
 - b) Specify format of volume
 - c) Specify special location, i.e., Music Lib.
 - 2) **Videos**
 - a) Verify location and call number
 - b) Make sure that item is not already checked out
 - c) Eliminate requests for non-circulating items
 - 3) **Reference Materials**
 - a) **Verify location and call number**
 - b) **Must be approved by Reference Librarians at both sending and receiving libraries.**
- C) Requests will be FAXed
 - 1) No later than 3 p.m. on Tuesdays and Thursdays
 - 2) No later than 5 p.m. on Sundays
 - 3) **Forms in faxed batches should be numbered sequentially**
- D) Renewals **for books**
 - 1) Unlimited # of 3-week renewals unless hold on item
 - 2) Borrowing school will renew book on ILL
 - 3) Fines on material must be paid before renewing
- E) A library may request material that it owns if
 - 1) Material is checked out
 - 2) Material is missing or damaged
 - 3) Material is at bindery
- F) Holds
 - 1) No holds on another library's book
 - 2) No holds on our own books for another library
- G) Fines
 - 1) Borrowing library will collect and keep any fines
 - 2) 20 cents per day for all materials and all patrons to a maximum fine of \$10.00
 - 3) **Four-day grace period before fine is charged. Fine charged on fifth day is \$1.00**
 - 4) **Fines apply to all patron types – no exceptions**
- H) Lost Materials
 - 1) **Money for lost materials will be collected and kept by the borrowing library.**
 - 2) **Borrowing library will notify lending library of status of lost material so lending library has the option to replace at its own expense.**

[Bills for lost materials will be presented at bi-yearly Task Force meetings] **to be deleted**

 - 3) Lending school will charge a replacement price plus a \$10.00 processing fee for each lost book.
- I) Cancellation of Deliveries
 - 1) There will be no van service on a day that any of the three schools is closed unless the two schools that are open agree on a delivery between themselves.
 - 2) During semester breaks the three schools will agree on days that van service should be cancelled.
- [J) Materials will not be delivered to a location different from the origin of the request.] **to be deleted**
- K) An eligible patron can initiate a request at any network library [(to be picked up and returned at that library)] **to be deleted.**

L) Borrowed materials may not be placed on faculty reserve.

IV. STATISTICS (to be sent to **designated person** [Network Coordinator] **to be deleted**)

A) Monthly

1) **Number of book requests, filled and unfilled**

2) **Number of journal requests, filled and unfilled**

3) **Number of video request, filled and unfilled**

4) **Number of requests received but not reviewed by requestor**

[1) no. of requests for books and books supplied

3) No. of requests for periodicals and periodicals supplied

B) Every six months

Titles of periodicals requested.] **to be deleted**

C) Pink request forms will be saved for one year

(Revised 3-14-1997)