

MISSISSIPPI VALLEY STATE UNIVERSITY



**JAMES H. WHITE LIBRARY**  
Collection Development and Management Policies and Procedures  
FY 2019 – 2023

Submitted by the James H. White Library Staff  
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Revised  
Spring 2022

**Mississippi Valley State University  
James H. White Library**

**Collection Development and Management Policies and Procedures**

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**Mississippi Valley State University  
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**Collection Development and Management Policies and Procedures**

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**Mississippi Valley State University  
James H. White Library**

**Collection Management and Development Policies and Procedures**

**I. General Policy Statement**

**A. Introduction**

The purpose of the James H. White Library collection management and development policy is to develop guidelines that will ensure the library's balance and quality collection in each teaching discipline. The collection development policy articulates and supports the university's goal of research, teaching and learning, and service. This policy is the primary document by which the James H. White Library's standards of collection development are communicated to the Mississippi Valley State University community.

**B. Profile of the University Community**

Mississippi Valley State University was created by the Mississippi Legislature as Mississippi Vocational College in 1946. The expressed purpose of the institution was to train African American teachers for rural and elementary schools and to provide vocational training. The first academic session started in 1950. Under its original name and purpose, the institution provided higher education opportunities for many first-generation college students.

The University is under the jurisdiction of the Board of Trustees of State Institutions of Higher Learning (IHL) which is composed of twelve members. Funds for the operation of the University come from general appropriations of the legislature, students' tuition and fees, federal grants and gifts.

In order to reflect the broadening scope and offerings of the institution, its name was changed to Mississippi Valley State College in 1964. Under this transition, the institution had a more general purpose in nature while retaining its commitment to provide special higher education opportunities.

In 1974, the name of the institution was changed to Mississippi Valley State University.

Mississippi Valley State University is located in Leflore County, one mile northeast of Itta Bena, adjacent to U. S. Highway 82. The institution is located on a 450 acre tract of land. The site for campus development consists of 200 acres.

Mississippi Valley State University is approximately five miles from Greenwood, which has a population of 18, 906 and approximately 50 miles from Greenville, which has a population of 45, 266. The University is approximately 100 miles north of Jackson, MS and 120 miles south of Memphis, TN. It is located in the heart of the Mississippi Delta where 34 percent (34%) of the state's African American population is located.

The library, named in honor of the university's founding father and first president, is centrally located on the 450-acre campus. The current location of James H. White Library, occupied in 1973, is a two level facility. The library has a current seating capacity of approximately 350 students. The collections are arranged utilizing the Library of Congress Classification System.

**The mission of the James Herbert White Library is to enhance access, collect, organize and maintain a print and non print collection that**

**supports the university's mission of research, teaching and learning, and service through the development of collections, access services and effective delivery of services. The library has as its goals the following:**

- To collect and provide access to print and non-print research materials**
- To provide instruction in the use of traditional library collections and new technological information resources through an innovative user access education program**
- To provide optimal efficient delivery of services**

**C. Mission Statement and Goals of the Collection Management and Development Program**

The James Herbert White Library's primary objectives are to provide quality service, management of information and to house the primary and secondary resources essential to the university's mission of teaching and to strive to provide an inviting, supportive learning and living environment.

The Collection Management and Development Program is intended to assist the various librarians in the selection of library materials for the collections and to serve as a guide to library resources for the faculty and other patrons. It supports the librarians in the decision-making process regarding routine acquisitions of monographs, serials, standing orders, electronic resources, gifts/exchanges assessments, and in establishing priorities to guide organization, deselection/replacement, and preservation decisions. In addition, the policy defines the scope of the existing collections and outlines recommendations for future development of

collections. The policy is intended to build better communication between teaching faculty and librarians with collection development responsibilities, enabling them to evaluate progress in meeting collection goals. It should provide basic information to prepare and allocate library materials funds.

**D. Library's Official Stance on Intellectual Freedom, Censorship and Copyright Issues**

The James Herbert White Library subscribes to the position governing censorship and intellectual freedom adopted by the Council of the American Library Association and published in the association's *Library Bill of Rights*. The library also observes the copyright law of the United States (Title 17, United States Code) governing the making of photocopies or other reproductions of copyrighted material. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law. (See Section XII Intellectual Freedom and XIII Library Bill of Rights)

**II. Organization of the Collection Management and Development Program**

**A. Library Liaison Program**

The James Herbert White Library engages faculty to work collaboratively with librarians in strengthening the library collections. Librarians are assigned to each academic department as a liaison to provide services in collection development and user access education instruction. The library liaison program further serves as a link between the library and academic departments in articulating library needs of the department to the library. Liaisons are knowledgeable of their assigned subject areas as well as knowledgeable of evolving and emerging trends in librarianship. Each librarian is required to engage with faculty via phone,



letters, email or academic departmental meeting in order to ascertain the needs of their assigned departments (See appendix A for 2009-2010 liaison assignments)

The primary objectives of the Library Liaison Program are to:

- Enhance collection development of the print and non print library collections
- Assist in promoting and articulating the needs of the library to each academic department as well as articulating the library needs of each department to the library
- Enhance library services
- Foster a collaborative and cohesive relationship between the library and academic departments

## **B. Parameters of the Collection**

Subject areas will be chosen to support the curriculum. Other materials, such as recreational materials, will be collected after curriculum needs have been met. Formats purchased include printed materials and, to the extent that these materials do not supply the needs of the curriculum, non-print materials such as microforms, CDs, DVDs, and other needed formats, will be collected. Hardware to make appropriate use of the non-print materials will be provided by the library. More specifics on the collection by subject area are noted below.

### **Needs to be Met**

The collection is to be oriented toward educational purposes, at the general support level for the curriculum. Other appropriate purposes, such as recreation, may be represented at a minimum level. Most materials will be for circulation to the primary clientele except in special circumstances, e.g., reference materials, reserve materials, journals, and rare books and documents held in Archives (Institutional Repository).

### **Cooperation in Collection Development**

The library will seek to cooperate with other libraries including cooperation in the areas of collection development, reciprocal borrowing, interlibrary loan, joint purchasing, shared cataloging, and any other possible areas of cooperation. However, as these programs are developed, the needs of the primary clientele should be considered. Cooperative programs should be planned to lead to enhanced service to the primary clientele. Since the funding for this library comes primarily from state funding, including a preponderate amount from tuition, we must be able to justify all cooperative programs in terms of increased service to the primary user.

### **C. Priorities of the Collection**

Priority will be given to current educational materials in support of the curriculum at the basic and instructional/support levels. Leisure reading materials and other materials may be collected to the extent that they contribute to a well-educated, well-rounded person. An explanation of the collection levels is given below.

The James H. White Library collects materials on several levels:

**Level one**, the minimal level, is the level which attempts to build a highly selective collection in subject areas which, while they may not be represented in the curriculum, are appropriate in a library of an institution of higher education.

**Level two**, the basic level, is the level which supports lower level undergraduate study. It introduces and defines subjects offered at the 100 and 200 course levels. It includes works by major authors, basic works in the subject, and reference works. Subject dictionaries and encyclopedias, general surveys, and handbooks are types of materials collected at level two. Theatre

and Art, two departments that do not offer a full major, are examples of departments at the level two collection level.

**Level three**, the instructional/support level, is designed to meet the instructional needs for an undergraduate major. It offers a wide range of general works, collections of works of more important writers, and provides support for specific courses at the 300 and 400 course levels. Standard works, anthologies, major critical works and commentaries, classic works, and up-to-date general materials are types of materials collected at level three. Sociology, chemistry, and computer science are departments at the level three collection level.

**Level four**, thesis/advance level, supports research for theses and graduate level research initiatives. It covers major aspects of a discipline in greater depth and provides for instructional needs of students at this level. Types of materials collected at level four are graduate and professional-level current materials and retrospective materials in the field pertaining to degree programs. Good examples of these departments include Business, Bioinformatics, Social Work and Education.

#### **D. Standards for the Library and the Collection**

Standards have been developed which provide a means of comparing individual facilities, staffs, and materials with recommended minimum and maximum levels of adequacy. *Standards for College Libraries*, *Standards for Faculty Status for College and University Librarians*, and *Guidelines for Extended Campus Library Services* have been approved by the Association of College and Research Libraries. Accreditation self-studies often ask for a general measure of the collection along with specific questions related to materials for the program being evaluated. These guidelines are also used for internal planning and evaluation.

### **III. Funding**

The library has one general operating budget for three separate materials: Books/Monographs, Serials, and Audio-visual materials. The Books/Monographs and Serials budgets are maintained in the acquisitions module of the library's integrated library system (Voyager). The Audio-visual materials are managed by the Head of Public Services. Allocations are made in accordance with the collection development policy priorities and academic departmental requests.

### **IV. Budget Structure and Allocating Policy**

#### **A. Acquisition Process and Strategy**

In compliance with the library's mission statement, faculty and librarians participate in a collaborative process to develop and strengthen the library collections. The scope of the curricula, research and reserve needs, and budgetary limitations determine what can actually be purchased. The Library gives high priority to acquiring materials which faculty request as recommend readings or resources in their course syllabi with the exception of required textbooks.

#### **B. Annual Budget**

The James Herbert White Library receives an annual operating budget from the university which includes travel; equipment; contractual; commodities, and capital outlay other. Serials absorb approximately 75% of the total library budget. The remaining 25% is spent on media, supplies, standing orders, and equipment. The Library has received from time to time special funding (Ayers Funding). The use of these funds obligates the library to expend these funds on University Ayers funded programs only. There are not other special sources of funding available to the library with the exception of possible grant funds which must only be spent in accordance to grant specifications.

C. **Allocation of Funds**

The Director of the Library allocates funds from the library's operating budget for materials by subject areas or academic discipline. All purchases exceeding \$150.00 dollars must receive approval from the Director before purchase. New titles needed for new programs must be considered within the general library operating budget as well as existing program funds. The funding for any new program should include adequate funding for library materials. The library has established acquisitions relationships with three book vendors; Midwest Library Services, Ambassador Books & Media, and Ingram Library Services. These vendors are the first vendors used when the library seeks to acquire materials for the collection, particularly during budgetary constraints. The library sends pro-forma invoices to Midwest Library Services and Ambassador each year. Subject Liaison Librarians then order titles from these vendors throughout the year until the invoice credit amount is exhausted. Ingram Library Services titles are invoiced upon shipment of order. This vendor is used primarily to fill the leisure reading materials requests. Funds for the purchase of library materials shall be allocated on the basis of general subject divisions. Such allocations shall be based on support for the University's curricular subject areas; the need to maintain a balanced collection of materials in all areas of human knowledge and user interest as demonstrated by circulation patterns, librarians' observations and development of newly created or upgraded programs for which adequate sources do not exist in the current collection. These allocations shall be viewed as guidelines rather than rigid formulae and will require continuous reviewing and revision to meet changing needs. The percentage of funds allocated to the various subject areas will be determined by the Library Director in consultation with liaison librarians based upon four defined levels: (1) minimal level, (2) the basic level, (3) the instructional/support level, and (4) thesis/advance study level.

## **V. Selection/De-Selection Policy Statement**

### **A. Selection**

The liaison librarians of the James Herbert White Library work in concert with the Director of the library, faculty and students to recommend books, electronic databases, serials and media for purchase that support and strengthen the library collections. The James Herbert White Library adheres to the following guidelines before purchasing print and non-print resources:

- Reputation of the publisher
- Authoritativeness of the author
- Paper versus library binding (suitability)
- Relevance to the collection
- Timeliness of the information content
- Lasting qualities and accessibility of the format
- Cost

### **B. Purchase Limitations**

#### **1. Number of Copies**

Multiple copies of the same book absorb shelf space, reduce the amount of funds available for ensuring a quality and balance collection, and reduce the number of collection titles. Two copies of a title will be purchased if the title is: a) needed at the Greenville or Greenwood Centers; b) an African American title needed in general circulation and/or special collections; and c) the title is needed in reserves.

#### **2. Interlibrary Loan**

Interlibrary loan is a reciprocal agreement between two libraries for the sharing of resources. The James Herbert White Library does not use interlibrary loan to avoid purchasing materials. The interlibrary loan staff will monitor the requests received. If a title is requested more than four (4) times in a year, an order request for that title is sent to Technical Services for purchase.

### **3. Textbooks**

The library will not purchase textbooks that are used as course texts.

Faculty members desiring the library to have a copy of their course text may do so by sending a complimentary copy for reserves or as part of the library's permanent collection.

The exception to textbook purchase includes the following:

- The textbook has earned the reputation as “classic”, or
- The textbook is the only or best source of information on a particular topic. For example: business or law books.

### **4. Out-of-Print**

The library will purchase books that are out-of-print. However, the cost increases for books that are no longer in-print. The James Herbert White Library uses two vendors: Midwest and T.R. McTeer to locate out-of-print resources.

### **C. Serials**

Current and bound periodicals absorb a considerable amount of space. Therefore, preference is given to serials that are accessible full-text through electronic databases. A periodical is considered for purchase as a current subscription (print) only if, 1) the periodical is not available in electronic format; 2) special need of the student or department; and 3) instability of publishers agreement with electronic vendors. EBSCOhost is the vendor for serials and some of the library's electronic full text serials. The library adheres to the renewal and new additions policy as stipulated in the EBSCOhost contract. Faculty members requesting a new journal title submit the request to the serials librarian. A journal request that is full text through electronic databases that the library has access to is given first preference. Faculty request for new additions should be made before June 15 of each year for the subscription to start July 1, of the same year.

### **D. Selection Tools**

The James Herbert White Library uses the following selection tools:

- Choice
- Scholarly Journals

- Publisher Catalogs
- American Libraries
- Library Journal

#### **E. Learning Resources Center (LRC)**

The Learning Resources Center provides instructional support for faculty and students. LRC houses selected software and hardware for the University. The holdings include audio tapes, disc recordings (phono), film loops, maps, films, filmstrips, kits, pictures, slides, transparencies, compact discs (CD's) and video cassettes on a wide range of subjects. The hardware holdings include 16mm, 8mm, overhead, opaque and slide projectors, cassette recorders, record players, 35MM camera, video camera, video cassette recorder/players, monitors and desk type microphone speaker, laptop computers, digital camera, laminator, digital camcorder, Compaq multimedia LCD projectors, overhead projectors, and televisions. LRC materials are purchased as funds are available. Departmental needs will be used to determine and prioritize purchasing. Weeded materials are offered to academic departments and university students before discarding or removal from the inventory. All audio-visual materials purchased for the LRC will be housed in the LRC on the main campus. The LRC is open during normal library hours of operation. The music collection holdings include phonograph records, compact discs and cassettes, semi-classical, jazz and pop music, documentaries, and recordings of poetry and literature.

#### **F. Institutional Repository**

Archival documents of university publication and records of historical and research importance, photographs, and memorabilia of, by and about the University are kept in the Institutional Repository of the Library. All publications, newsletters, newspapers, magazines or booklets distributed in the name of the University will be considered for acquisitions. The collection should include, but is not limited to the following types of resources:

1. University catalogs, bulletins, commencement programs



2. Yearbooks, campus newspapers, student newspapers, and other serial publications produced by members of the university community
3. Accreditation reports, departmental self studies and supporting documentation
4. Annual budgets and audit reports
5. Audio-visual materials documenting the development of the university
6. Maps and blue prints documenting physical growth and development
7. Photographs chronicling the student life, academia and university activities
8. Faculty and staff publications
9. Publications of the Board of Trustees of Higher Learning related to the University
10. Publications of all departments, divisions, programs, administrative units and associated organizations of the university

#### **G. Electronic Resources**

The Library maintains a dynamic electronic resources collection with both full-text and bibliographic content. These include aggregated databases, electronic journals, and electronic book sources. Electronic resources are selected following the same criteria used in the selection and acquisition of materials and resources in other formats. Efforts are made to select and maintain electronic collections that support the curricular, instructional, and research interests of the students, faculty, and staff of the University. Balance of the entire collection is of primary importance and should be maintained among all subject areas and formats, taking into consideration the information and research needs of the students, faculty, and staff.

#### **VI. Employee Responsibility**

The subject liaison librarians and library faculty shall be responsible for collecting in-depth materials and resources for the collections to support graduate and undergraduate programs of study in the various colleges or divisions represented

at the University, namely, Arts and Sciences, Professional Studies/Education, Undergraduates Studies, Graduate Studies, Honors Program, and Continuing Education. The liaisons shall focus on building collections in the following department:

Applied Technology  
Business Administration  
Communications  
Criminal Justice  
English/Foreign Languages  
Fine Arts  
Health, Physical Education and Recreation  
Mathematics and Computer Information Sciences  
Natural Sciences and Environmental Health  
Social Sciences  
Social Work  
Teacher Education

The liaison librarians shall have the responsibility of collecting on four defined levels: (1) minimal level, (2) the basic level, (3) the instructional/support level, and (4) thesis/advance study level.

**Level one**, the minimal level, is the level which attempts to build a highly selective collection in subject areas which, while they may not be represented in the curriculum, are appropriate in a library of an institution of higher education.

**Level two**, the basic level, is the level which supports lower level undergraduate study. It introduces and defines subjects offered at the 100 and 200 course levels. It includes works by major authors, basic works in the subject, and reference works. Subject dictionaries and encyclopedias, general surveys, and handbooks are types of materials collected at level two. Theatre and Art, two departments that do not offer a full major, are examples of departments at the level two collection level.

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critical works and commentaries, classic works, and up-to-date general materials are types of materials collected at level three. Sociology, chemistry, and computer science are departments at the level three collection level.

**Level four**, thesis level, supports research for theses and graduate level research initiatives. It covers major aspects of a discipline in greater depth and provides for instructional needs of students at this level. Types of materials collected at level four are graduate and professional-level current materials and retrospective materials in the field pertaining to degree programs. Good examples of these departments include Business, Bioinformatics, Social Work and Education.

**Library of Congress Classification**

The Library of Congress (LC) Classification subjects listed below will show the level on which the liaison librarians must collect in accordance with the programs of study course offerings (Appendix A) in the divisions which lead to degrees granted by the University as well as general informational and recreational readings of faculty, staff and students.

LC Subject Heading	Level	Degree/Concentration
A – General Works	1	
B – Philosophy, Psychology, and Religion	2	Related to Education/Educational Psychology
C – Auxiliary Sciences of History	2	Related of History Program
D – History: General and Eastern Hemisphere	2	Related of History Program
E – History: America in General and U. S. In General	2	Related of History Program
F – History: U. S. Local History, Canada and Latin America	2	Related of History Program

G – Geography, Anthropology and Recreation	2	Related to Social Science and Health, Physical Education and Recreation programs
H – Social Sciences including Economics and Sociology	4	Related to graduate programs for social work, criminal justice and business administration
J – Political Science	2	Related to political science program
K – Law	4	Related to graduate criminal justice program
L – Education	4	Related to graduate programs in education
M – Music	2	Related to music program
N – Fine Arts	2	Related to art program
P – Languages and Literatures and Cinema	2	Related to English and communications
Q – Science and Mathematics	4	Related to environmental health and Bioinformatics graduate programs; computer science, mathematics and related sciences
R – Medicine and Health	3	Related to environmental health and Bioinformatics graduate program
S – Agriculture	1	
T – Technology, including Photography	2	Computer science, art
U – Military Science	1	

V – Naval Science	1	
Z – Bibliography and Library Science	2	

## VII. Gift Policy

The James Herbert White Library maintains an active gift program. Materials received as gifts will be evaluated by the same criteria as materials purchased. The library retains the right to dispose of gifts at any time and in a manner deemed appropriate. Technical Services supervises gift acceptance and weeds duplicate titles. The following guidelines are used when accepting gifts:

1. Acceptance of gifts does not necessarily mean they will become part of the library collection.
2. Monetary gifts require special arrangement with the University Provost and the Office of Advancement.
3. Gifts of rare items will be preserved, using appropriate storage, environment and security.
4. Gift donors will provide a detailed list of all materials donated.
5. Director of the library will provide each donor with a letter of thanks and appreciation.
6. The library will only accept gifts with an arrangement that items not selected for inclusion in the collection will be disposed of at the library's discretion or returned to the donor.
7. The library will not accept books in bad condition, i.e., broken spines, brittle or missing pages, water, rodent, or pet damaged.
8. Internal Revenue Service prohibits the library from placing a monetary value on any material donated to the library, therefore only a letter of acknowledgment indicating the number of items donated to the library will be sent to the donor.
9. The Director of the library has the final authority on the acceptance or rejection of gifts.

### **Reserves Policy and Procedure**

- Materials to be placed on reserve will be processed between 8:00 a.m. and 5:00 p.m., Monday through Friday.
- Materials placed on reserve will be available no later than one (1) day after receipt
- The library is NOT responsible for damage to or loss of personal copies placed on reserve
- Materials to be placed on reserve should be brought to the circulation desk on the second floor
- A reserve form of materials placed on MUST be completed by the instructor or the person placing the materials on reserve
- Instructors are encouraged to check the collection to see if the library owns the book or journal and place those copies on reserve
- Photocopies must be legible
- Materials placed on reserve MUST be picked up at the end of each semester, otherwise they will be returned via campus mail

### **VIII. Weeding**

Weeding or the removal of materials from the collection is an integral and ongoing aspect of collection management at the James H. White Library. The process keeps the library with a vibrant, relevant and useful collection of resources. It identifies damaged items, out-of-date materials, and unneeded multiple copies. It also makes space for newer materials, thus making the collection more visible and accessible. For the reasons stated, the collection should be weeded every seven years, at a minimum, although certain areas may require a review more frequently.

The professional librarians will make the recommendation as to what resources should be placed in storage and which should be withdrawn from the collection. However, the Library Director will make the final decision after seeking faculty input. Once the final decision has been made, to discarded materials from the

collection, they will be sent to the Cataloging Department for proper online withdrawal procedures.

The types of materials to be considered for weeding include the following:

**A Books \***

- Books that have not circulated in the past five years.
- Books that are out-of-date.
- Superseded editions, unless an earlier edition has historical value.
- Excess number of duplicate copies of the same title.
- Books damaged beyond repair.
- Books no longer relevant to the curriculum.

\* Most of the guidelines used to weed the book collection will also be used to weed other collections.

**B. Periodicals**

Because periodicals are subscribed to on a yearly basis, they are weeded from the collection during the Spring when the library receives the subscription list from the vendor. The Library Council and the Director reviews the list for the upcoming year. The criteria used to withdraw or in this case cancel a periodical is based on most of the same guidelines for withdrawing monographs. However, the following factors are also considered.

- Title is available online.
- Other periodicals subscribed to can be used.
- Cost.

**C. Audiovisuals**

- Not usable because of damages or excessive use.
- Obsolete format.

**D. Government Documents**

Mississippi State documents are discarded according to the rules established by the Mississippi Library Commission. Any state document

purchased with library funds or donated are treated the same as all other monographs.

## **IX. Binding, Mending and Discarding**

Decisions will be made by librarians continually on how to handle worn titles regardless of format; whether to mend, bind or withdraw them. The decision will be based on the condition of the title, the number of duplicate copies in the collection, accessibility of the title for reorder, and the cost of mending versus the cost of replacement and need. The following guidelines will be followed by the librarians in making decisions.

### **A. Worn and Damaged Books**

1. Withdraw titles under the guidelines in the weeding policy
2. Replacement with a new copy is preferable to rebinding if costs are comparable. In cases where rebinding will not repair the title to a form appropriate for standard library use, the title should be replaced. Worn books with narrow margins should also be replaced with a new copy.
3. Binding is preferable to mending if a title is expected to have long term usefulness and if an excessive amount of mending is required.
4. Mending will be done only when the need is noticed early.
5. Most cataloged paperbound titles will be bound or laminated before circulation to withstand heavy library use.
6. In some cases, a unique title of importance must be retained regardless of condition. Special handling will be given such a title.

### **B. Worn and Damaged Non-Book Materials**

#### Audiovisual

Films, recordings, tapes, videos, and other non-print formats

1. Physical conditions. Films, recordings tapes, and other non print formats are discarded if they are marred by scratches, and through excessive use, are not useable. Replacement copies are considered.
2. Obsolete formats



### **C. Replacement of Discarded Materials**

The James Herbert White Library will not automatically replace materials discarded from the collection. The decisions to replace an item will be based on the following guidelines:

1. Fit with current Collection Development Policy
2. Demand for the specific titles to support the curriculum
3. Number of copies of the same held or related materials
4. Availability of new and better materials on the subject

### **D. Missing or Lost Items**

1. Titles in the James Herbert white collection reported missing will be promptly replaced if needed for teaching or research and available.
2. Literary works and recognized titles in all subject areas should be considered for replacement.
3. Missing serial volumes should be replaced in hardcover, microform, or electronic format depending on suitability and availability
4. Missing pages of any book or serial issue will be replaced by typed-in photocopies.

### **X. Collection Development Policy Revision**

As academic programs grow and change and the number and formats of information resources proliferate, the Director and the Cataloger/Acquisitions Librarian will periodically initiate a review and a revision of this document to ensure that the resources meet the needs of the students and faculty. It is also the responsibility of the Director to refuse to make purchases which are not in alignment with library policies and established priorities.

## **XI. Intellectual Freedom**

### **Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights**

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the *Library Bill of Rights* form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.

6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999  
Adopted July 12, 2000, by the ALA Council.

## **XII. ALA Bill of Rights**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

### XIII. Appendix A

#### University Degree Programs

Degree Program	Type of Degree (s)			
	Associate's	Bachelor's	Master's	Specialist
Accounting		B.S.		
Applied Technology (Applied Management Technology)		B.S.		
Applied Technology (Automatic Identification Technology)		B.S.		
Applied Technology (Architectural Construction Management)		B.S.		
Applied Technology (Computer Aided Drafting & Designs)		B.S.		
Applied Technology (Electronic Technology)		B.S.		
Arts in Teaching			M.A.T.	
Biology		B.S.		
Business Administration		B.S.	M.B.A.	
Bioinformatics			M.S.	
Chemistry		B.S.		
Communication (Broadcasting)		B.A.		
Communication (Journalism)		B.A.		
Communication (Public Relations)		B.A.		
Communication (Speech)		B.A.		
Computer Science		B.S.		
Criminal Justice		B.S.	M.S.	
Early Childhood Education		B.S.		
Elementary Education		B.S.		
English (Literature)		B. A.		

English (Creative Writing)		B.A.		
English Education		B.A.		
Environmental Health		B.S.	M.S.	
General Art		B.A.		
Health, Physical Education & Recreation (teaching)		B.S.		
Health, Physical Education & Recreation (non-teaching)		B.S.		
History		B.S.		
Information Science		B.S.		
Instrumental Music Education		B.A.		
Keyboard Music Education		B.A.		
Mathematics		B.S.		
Mathematics Education		B.S.		
Music Composition		B.A.		
Music Performance		B.A.		
Office Administration		B.S.		
Political Science		B.S.		
Political Science (Interdisciplinary Concentration in International Relations)		B.A.		
Public Administration		B.S.		
Public Administration (Pre-Law)		B.S.		
ROTC				
Rural Public Policy & Planning			M.A.	
Science Education		B.A.		
Social Work		B.S.	M.S.	
Social Science Education		B.S.		
Sociology		B.A.		
Special Education			M.S.	
Teacher Education			M.S.	

Two Dimensional Design		B.A.		
Visual Communication		B.A.		
Vocal Music Education		B.A.		

#### **XIV. Appendix B - Liaison Assignments**

The Library Liaison Program at MVSU is designed to engage the faculty and librarians in a collaborative venue to strengthen the library's services and collections. Librarians are assigned to each academic department as a liaison to serve as a link between the library and the academic departments in articulating the needs of the department of the library. James Herbert White librarians are knowledgeable of the subject areas for which they are assigned as well as evolving and emerging trends in librarianship.

The primary objectives of the Library Liaison Program are to:

- Enhance collection development of the print and non print collections;
- Assist in promoting and articulating the needs of the library and each academic department;
- Enhance library services; and
- Foster a collaborative and cohesive relationship between the library and the academic department

The liaison assignments are as follows:

Mantra Henderson                    254-3495 or 3494            mlhenderson@mvsu.edu

- Department of Mathematics, Computer and Information Sciences
- Department of Continuing Education
- Department of Education
- Department of English/Foreign Languages

Violene Williams            254-3497 or 3496            viwill@mvsu.edu

- Department of Health, Physical Education & Recreation
- Department of Fine Arts
- Department of Business

Amarjot Purewal            254-3498            apurewal@mvsu.edu

- Department of Bioinformatics
- Department of Industrial Technology
- Department of Natural Sciences and Environmental Health

Eddiemae Young            254-3498            ewyoung@mvsu.edu

- Department of Social Sciences
- Department of Criminal Justice
- Department of Communications
- Department of Social Work