

# **LIBRARY COLLECTION POLICIES**

# **GIFT POLICY**

## **ODUM LIBRARY**

### **Valdosta State University**

Gifts are accepted, with the understanding that the Library may dispose of or add them to the collection at its discretion, and in the same manner as purchased materials. Gifts are given to the Collection Development Librarian who will make the decision to accept or decline the gift (s). The University Librarian will be notified of all gifts to Odum Library and will send formal acknowledgement of gifts to the donor for his or her donation.

As a general rule, gifts will be added to the Collection following the same selection criteria as similar purchased materials. The Library assumes no responsibility for appraisal of gifts, nor will the Library accept gifts under restricted conditions.

When a gift is accepted, it becomes the property of the Library, which will determine whether it is to be added to the Collection or discarded. Bookplates naming the donor are provided for gifts or if the donor wishes to remain anonymous, a nameless bookplate is placed inside of the book designating it as a gift. If a donor wishes to claim a charitable deduction for income tax purposes, the donor is responsible for providing a detailed inventory of the gifts. No member of the Library staff will provide an appraisal. If the donor wishes to make a tax claim, the donor must determine the fair market value.

If the gift is declined, it will be returned to the donor or a designated party or disposed of by the Collection Development Librarian when the decision to decline is made.

# **PRESERVATION POLICY ODUM LIBRARY VALDOSTA STATE UNIVERSITY**

The collections of the Library represent one of VSU's most valuable resources. Therefore, Odum Library is committed to ensuring long term access to its collections. Preservation strategies will include maintaining circulating and general research collections in useable condition, protecting and conserving special collections, archival, and rare materials, reformatting deteriorated materials through a variety of means, including microfilming, digitizing, and building awareness within the community of the fragility and irreplaceable nature of the collection and the care and handling practices for library materials. Our priority is to maximize the life expectancy and utility of the collections by providing for the present and future information needs of VSU.

# **REFERENCE COLLECTION POLICY STATEMENT ODUM LIBRARY VALDOSTA STATE UNIVERSITY**

The subject collection development policies address the selection levels of reference materials. The information provided in this section addresses general reference materials.

## **Atlas Cases**

Only very-large standard, authoritative and class required atlases will be shelved in the atlas cases.

*The Times Atlas of the World*  
*National Geographic Atlas of the World*  
*Rand McNally Commercial Atlas and Marketing Guide*  
*The World Atlas of Agriculture*

## **Other Atlases**

Only if an atlas is consistent with the subject needs of our reference collection will it be put into the collection. Subject appropriate classification will be applied.

## **Bibliographies**

National bibliographies are a library wide issue. OCLC and the National Union Catalog are presently available. Specialized bibliographies are generally located in the circulating collection. Bibliographies with extensive-coverage or wide-appeal will be located in the reference collection, along with guides to anthologies of often-requested materials (e.g. plays, short stories, criticism, et cetera). These materials should be classed by subject content, if possible.

## **Binding**

Any paperback material that is expected to have a useful life of more than one year should be bound.

## **College Catalogs**

College catalogs are collected on microfiche. The current and previous year will kept in the library. Older sets are sent to the Admissions Office.

**College Catalog Collection**, by Career Guidance Foundation (microfiche)

### **Corporate Annual Reports**

Students are best served by requesting company annual reports that they are interested in directly from the company and/or researching the company on the internet.

### **Duplicate Copies**

Duplicate copies should be added when anticipated demand will create excessive wear on the item.

***Occupational Outlook Handbook  
Peterson's Guide to Four-year Colleges***

### **Encyclopedias**

Five sets of encyclopedias will be housed in reference. They will be updated on a rotating basis, one each year. The older editions will be sent to the circulating stacks. Yearbooks for the last five years will be retained in the Reference Collection, older ones will be sent to the stacks.

***Academic American  
Encyclopedia Americana  
Britannica  
Collier's Encyclopedia  
World Book***

### **Other Encyclopedias**

Appropriate subject encyclopedias will be housed in the reference collection by subject class. Updates will be handled by the reference librarians. Foreign language encyclopedias are in the circulating collection.

### **English Language Dictionaries**

A wide variety of regular, etymological, slang, colloquial, and dialect dictionaries and thesauri are a part of the reference collection. Reference will retain one copy of older editions of unabridged dictionaries. Older editions of abridged dictionaries will be discarded. Each floor will house a stand containing one unabridged dictionary, one large print dictionary, five abridged dictionaries (updated periodically) and five thesauri. One unabridged dictionary will be housed at the Reference Desk.

## **Foreign Language Dictionaries**

Dictionaries of foreign languages will be collected if: (1.) The language is taught on this campus; (2.) It is a major language; and (3.) It is in heavy demand by foreign students. A number of recent editions will be maintained in the Reference Collection with older editions being sent to the circulating stacks.

- French
- Japanese
- Spanish
- German
- Russian

## **Indices and Abstracts**

A variety of general periodical, newspaper, and appropriate subject specific indices and abstracts will be maintained. The most useful will be located in the index area next to the Reference Collection. It is not necessary to maintain a subscription to a paper version, if a suitable electronic version is available.

## **Maps**

The Holtzendorf Collection is the only collection of maps in the Reference area.

## **Ready Reference**

The primary purpose of the ready reference collection is to assist the librarian in answering short-answer questions. All decisions about placing materials on ready reference must be balanced against the patron's right to free access. It has a secondary purpose to control access, but the Reserve Desk is preferred for this purpose.

## **Telephone Books**

Odum Library maintains a collection of current telephone books for the South Georgia and North Florida region and major U.S. cities.

# **REPLACEMENT POLICY ODUM LIBRARY VALDOSTA STATE UNIVERSITY**

## **Materials Reported Lost, Stolen, and/or paid Lost or Missing**

Materials reported lost and/or paid lost or missing are given to the Collection Development Librarian for the decision on replacement. Consideration will be given to:

- If the title is still in print.
- If a later edition has been published.
- If other titles on the same subject may be more appropriate.

Orders for replacements are given to the Acquisitions Librarian. Statistics are kept on the number of replacement orders.

## **Damaged Materials**

Damaged materials are evaluated for repair or rebinding by the Senior Library Technical Assistant (LTA) in Acquisitions. If the materials are damaged beyond repair or rebinding, the above replacement policy is followed.

# **SPECIAL COLLECTIONS**

## **COLLECTION DEVELOPMENT POLICY STATEMENT**

### **I. PURPOSE AND PROGRAM DESCRIPTION**

#### **A. Library Collection Development Objective**

The primary collecting emphasis of Odum Library's Special Collections is information about South Georgia. South Georgia is the region defined by the Georgia Library Consortia on January 22, 1982, as the boundaries lying south of a line running from west to east from the Alabama border along the northern borders of the following counties: Clay, Randolph, Webster, Schely, Sumter, Dooly, Pulaski, Bleckley, Dodge, Telfair, Jeff Davis, Appling, Wayne, Long, and Liberty; and thence running north along the eastern border of Chatham and Effingham counties and east along the northern border of Effingham County, ending at the South Carolina line.

The first copy of all South Georgia materials will be shelved in the closed stack area designated as the **Special Collection**. The second copy of any South Georgia material may be shelved in the General Collection or in Special Collections and will circulate according to regular policies. Two copies of all South Georgia material will be purchased, when available. The Special Collection is primarily a non-circulating collection with the major exceptions being theses and dissertations.

Other areas of collecting include materials dealing with the earliest history of the State, from originals to reprints. Older materials not related to Georgia, but not quite deserving of the designation "rare," which are deemed to have need of the protection afforded by Special Collections location and policies are also included on the basis of item by item decisions.

#### **B. Description of User Groups Supported**

The user groups supported include undergraduate students, graduate students, faculty, and anyone outside of the University conducting research on a topic relating to South Georgia.

#### **C. New and Expanding Areas of Interest**

Georgia-related works of regional presses such as Snake Nation, Beehive press and others that cover South Georgia will be collected in their entirety, where funds are available. Selected works on border counties of

North Florida are an area of new collecting interest as this area culturally and geographically mirrors South Georgia.

D. Areas of Established Specialization

Areas of established specialization for Odum Libraries Special Collections include county histories, Civil War History, South Georgia, Georgia Political History, Native Americans, and History of Race and Slavery in Georgia, and Georgia Educational History. Other specializations include Valdosta State University publications, including theses and dissertations.

II. TREATMENT OF SUBJECT DEPTH

A. Treatment of Subject Depth

The primary emphasis will be on any and all materials treating some aspect of South Georgia. These materials will be housed in Special Collections (SP COL) on a non-circulating basis. A second copy in Special Collections may circulate. Major exceptions to this guideline are materials dealing with the state's earliest history. They will also be housed in SP COL, usually on a non-circulating basis. Materials on developments in North Georgia and adjacent states which influenced South Georgia should be collected, but would be better housed in the general collection.

To support the Special Collections, the library will collect materials in the following subject areas at the Comprehensive and Research Levels:

SUBJECT DIVISIONS	COLLECTING LEVEL
Valdosta, GA	5
Georgia--History.	4-5 (Comprehensive for South Georgia; Research Level for Georgia Generally)
Georgia--History--Civil War, 1861-1865.	4
Georgia--History--Sources.	4

B. Specific Delimitations

**General:** All decisions concerning the inclusion of materials in Special Collections should consider three factors:

1. Reasonable representation of the geographic area
2. Access by library users

3. Relative scarcity of materials, or likely future scarcity of information

Materials that are ambiguous or exceptions to the policies for SP COL will be reviewed by the Archivist, who may consult with a member of the Reference Department, the Collection Development Librarian, and a member of the Cataloging or Acquisitions. As needed, these “consultants” can form an advisory committee for Special Collections Development.

**Formats collected:** There are no limitations on the types of material collected. If the treatment of the subject matter is juvenile or textbook material the following applies:

1. Juvenile materials will not be a part of the collection.
2. Textbooks at the high school level or above may be considered.

Any format of material relating to South Georgia will be acquired, although most material acquired will be in the form of books. The following guidelines cover the majority of materials considered for the Special Collection:

3. Georgia Geological Survey Materials  
Should be in the general collection.
4. Official County Histories

If feasible, two copies should be purchased, one non-circulating copy for SP COL and one circulating copy for the general collection. If there is only one copy, it should be in SP COL, non-circulating.

5. Valdosta State University Theses and Dissertations

These items should be housed in SP COL, but should circulate. A second, non circulating copy is always housed in the Archives Collections.

6. UDC Gifts

These gifts are presented with the understanding that they are to be housed in SP COL, and should never circulate. If the gift duplicates an item already in SP COL, the first copy may be transferred to the general collection, but still may not circulate.

7. Monographs about Georgia

Pamphlet material and other unpublished items should be considered for Archives before being considered for SP COL. The library should acquire both scholarly and popular materials about the entire state of Georgia, but non-circulating status in SP COLL should be limited to South Georgia. For those items placed in SP COL there should, where feasible, be second, circulating copies in the general collection or in Special Collections.

8. Serials about Georgia

Periodicals should be placed with the library's other periodicals. Monographic series should be treated in accord with the policy on monographs.

9. Literary works by Georgia Authors

If a work by a Georgia author is deemed worthy of purchase, two copies should be acquired, one for SP COL and one for the general collection.

10. Works about Georgia Authors

If a work about a Georgia author is deemed worthy of purchase, two copies should be acquired, one for SP COL and one for the general collection.

Works of other kinds by Georgia authors, including Valdosta State University Faculty

Generally, works of other kinds by Georgia authors, including VSU faculty should be included in SP COL only if they meet the geographic criteria of treating some aspect of South Georgia, although exceptions may be made.

11. Church Histories

Histories of churches from South Georgia should be housed in SP COL as non-circulating items. Material about churches in other areas should be judged for inclusion in the general collection on their literary and historical merits.

12. Old/Valuable/Limited Editions

These items should be examined to determine whether **RARE** might be a more appropriate designation. Special Collections may

occasionally be an appropriate home for older materials deemed especially vulnerable though not officially rare. Some less valuable older materials may be located in the general collection.

**Imprint dates collected:** Both current and retrospective purchases will be made. Reprints will be purchased when original editions are prohibitively expensive or unavailable for either the first or second copy.

**Chronological focus:** While there will be no chronological limits, emphasis will be on 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup> centuries.

**Languages collected:** English will be the primary language of the collection. Works in Spanish and French will be considered if they are not available in translations.

**Places of publication:** We will prioritize materials published in South Georgia and then Georgia. However we will consider materials published anywhere as long as it meets our collection criteria.

# **WEEDING POLICY**

## **STATEMENT OF PURPOSE**

Odum Library attempts to provide easy access to its materials. Our collections are selected with care and are maintained with similar consideration. Weeding, or the removal of materials from the collection, is an integral and ongoing aspect of collection management. It is the responsibility of the Librarians to monitor and weed the collection. The following general criteria are used for weeding.

- Material in poor physical condition
- Outdated material
- Material superseded by newer or revised editions
- Unnecessary duplicate materials

Factors which influence the selection of library materials also apply to the weeding of the collection.

## **GENERAL CRITERIA**

### 1. Usage/Age Criteria

- Frequency of Use or Potential Use
- In-house Use
- Interlibrary Loan Requests
- Age
- Content is out of Date and is No Longer Accurate or Informative

### 2. Value/Quality Criteria

- Subject Matter
- Historical Importance
- Cost
- Availability of Other Materials in the Field
- Physical Appearance/Condition Relative to Other Factors of Importance
- Individual Monograph Titles are Judged of Value/Quality by Appearance on Standard Lists or By Opinion of a Specialist or Group of Specialists.

### 3. Deteriorating Materials Criteria

- Worn or Damaged
- Aged or Dirty
- Superseded or Newer Editions Purchased
- Duplicated

### **Reference Collection Weeding**

Reference collection weeding does not mean that all weeded items are discarded; but rather many will be relocated to the circulating collection.

### **Audiovisual Collection Weeding**

Audiovisual collection weeding is based on the evolving curriculum needs and the aging of materials and equipment.

### **Journal Collection Weeding**

Decisions to weed journal titles may be taken when:

- There are only a few volumes or issues of a title.
- The journal publication has been discontinued.
- The journal no longer shows value to the institution's mission.

### **Regent's Academic Committee on Libraries**

Cooperative collection development for the University System of Georgia encourages the preservation and retention of materials that are unique; therefore, weeded titles may be:

- Checked against the University System of Georgia Library Holdings
- Offered to the University of Georgia Libraries when no other library in the University System of Georgia owns a copy.