

Oklahoma State University Policy and Procedures

LOCATIONS OF LIBRARY COLLECTIONS

2-0601
ACADEMIC AFFAIRS
December 1998

RATIONALE

1.01 It is University policy that books, periodicals, and other reference materials, in print and other formats, purchased with state funds be housed in the University Library or in one of its established branches. The primary mission of the Library is to provide collections and services to support OSU's instructional, research, and extension programs. It has been a long-standing policy to adhere as much as possible to the centralized library concept. Colleges, schools, departments, and individuals are discouraged from building separate collections at the expense of public funds.

The aim of this policy is to:

- a. Provide reading and research material uniformly accessible to everyone on campus for the hours the Library is open and staffed.
- b. Prevent costly duplication of acquisitions made with public funds.
- c. Enhance services and acquire additional library materials using funds saved by avoiding duplications and by efficiently utilizing staff.

INDIVIDUAL OR ONE-TIME PURCHASES

POLICY

2.01 It may be desirable in some cases for colleges, schools, or departments to purchase duplicates of certain kinds of material already in the Library to be placed in other locations to meet specific needs. Examples are given below:

- a. Handbook material - These are reference works which are used regularly or referred to frequently. Handbooks of statistics, manuals, charts, atlases, directories, certain guides or taxonomic works may be in this category.
- b. Expendable supplies - In some cases, books or pamphlets may be sold to students, as in the case of extension courses, or it may be necessary to cut magazines when illustrations are used for projection in class, made into posters, displays, etc.

c. Inadequate access - In some cases, faculty and students may be too far removed from the main library to use it to the best advantage at all times. Some limited, selected college, school, or departmental purchases of frequently used material would be desirable for the best interest of those involved. This should not be done on a scale sufficient to violate the intent of this policy.

2.02 Excluded from this policy are books, journals, and other reference materials, in print and other formats, purchased as line items in budgets allocated from non-state funds, i.e., grants and contract funds, OSU Foundation funds, auxiliary enterprises funds, etc.

PROCEDURE

3.01 Implementation of this policy shall be through the normal channels for approval of requisitions. The Director of Purchasing shall send information copies of all purchase orders from non-Library faculty, staff, and students, for books, periodicals, and other reference materials, in print and other formats to the Dean of Libraries for general review. By means of this procedure, any apparent violation of policy will be called to the attention of the administrative unit purchasing the material, its college, and the University Academic Affairs office by the Dean of Libraries.

ESTABLISHING SEPARATE COLLECTIONS OR BRANCH LIBRARIES

POLICY

4.01 While continuing to adhere to the centralized library concept, the University attempts to meet the changing needs of students, faculty, and staff. The desire to establish smaller collections separate from the main University Library may develop. The criteria and procedure to propose a separate collection appear below; however, it is understood that any such collection or branch library would fall under the administrative control of the Dean of Libraries. The hiring, training, and evaluation of staff would be controlled by the Dean of Libraries. Selection of library materials would remain the responsibility of the Library. All policies, regulations, restrictions, and responsibilities that apply to the main University Library would generally apply to a branch library, though for example, hours of operation may vary, and branch libraries would not necessarily be able to offer all of the services of the main library. All such variations must have the approval of the Dean of

Libraries. In this way the Library would exercise control with flexibility, contribute to the support of teaching, research, and extension by faculty, staff, and students, and endorse the formation of a branch library.

PROCEDURE

5.01 A proposal to establish a separate collection or branch library begins at the department, school, or college level. The completed application form for this proposal must demonstrate all of the following:

a. **Exclusive Use**: Demonstrate that the materials to be relocated are used almost exclusively by that college, school, or department and that no other constituent group on campus will be unduly inconvenienced by the relocation. This can also include demonstration of special need, e.g., that it is essential to accreditation of a department's degree program.

b. **Suitable Location**: Establish that the proposed site is a suitable location for the materials.

(1) **Floor Loading**: Show that the floor loading is adequate for library materials as determined by the Director of the Physical Plant.

(2) **Collection Growth**: Show that the space is sufficient for the current collection and for ten years of growth.

(3) **User Environment**: Show that there is an appropriate user environment, including proper lighting, adequate heating, ventilation and air conditioning, and adequate space for photocopiers, furniture, and computer equipment; that an electronic security system could be accommodated; that adequate electrical wiring is available; and that all Federal and State regulations, including Americans with Disabilities Act regulations, can be met.

c. **Staffing Plan**: Present a detailed staffing plan with permanent dedicated funds. The minimum would consist of a full-time professional librarian with 1500 hours of part-time assistance per year. Additional staff would allow for more services and longer hours of operation.

d. Budget: Present an adequate, continuous budget for the proposal and for future

funding needs. This includes all costs incurred in establishing, furnishing, and equipping the facility, all moving expenses, and all annual operating and salary expenses (full-time and part-time). Such annual budgeted funds would be placed into a separate budget line within the main University Library's budget.

e. **Impact on University Community**: List positive and negative aspects of the impact of this proposal to relocate library materials on the university community.

5.02 Each proposal must first receive written approval from the Dean of the college.

5.03 The proposal is then sent to the Dean of Libraries who will forward it to the University Library Advisory Committee, where it will be reviewed and evaluated for completeness and, in particular, its budget and staffing plan will be analyzed for adequacy.

5.04 If the ULAC confirms the completeness of the proposal, it will be returned to the Dean of Libraries with the recommendation to forward it to campus groups for their evaluations. An incomplete proposal will be returned to the Dean of Libraries with the recommendation to return the incomplete proposal to the college, school, or department making the proposal.

5.05 The Dean of Libraries will forward copies of the written proposal for a separate collection or branch library, along with the Locations of Library Collections policy (2-0601), to the appropriate campus groups including: Deans' Council, Faculty Council, Staff Advisory Council, Student Government Association, Graduate Student Association, University Space Committee, and others as appropriate. This shall include posting the proposal along with the Locations of Library Collections policy (2-0601) on the Library Web site for review by students, staff, and faculty. The Dean of Libraries will invite their written input to be sent to the ULAC by a specified date.

5.06 The ULAC will evaluate the proposal and comments received from the university community. The committee may request those making a proposal to respond to questions, to elaborate on aspects of the proposal, and / or to consider modifications to the proposal. The ULAC will determine whether, in its opinion, the benefits are sufficient to create a separate collection or a branch library.

5.07 Upon completion of its review, the ULAC will report its findings and recommendations, including comments from campus groups, to the Dean of Libraries and to the Executive Vice President.

5.08 The Dean of Libraries will evaluate the proposal, comments received from the university community, and the report from the ULAC. The Dean may request those making a proposal to respond to questions, to elaborate on aspects of the proposal, and / or to consider modifications to the proposal. The Dean will determine whether, in his / her opinion, the benefits are sufficient to create a separate collection or a branch library and forward his recommendation to the Executive Vice President.

5.09 The Executive Vice President will determine whether to recommend approval or rejection of the proposal to the University Executive Committee. If the Executive Vice President does not approve the proposal, it is returned to the University Library Advisory Committee which will inform the college, school, or department making the proposal of the rejection.

5.10 If the Executive Vice President approves the proposal, a written agreement between the Dean of Libraries and the college making the proposal will be drawn up covering relevant issues of governance, funding, staffing, etc. Part of the agreement will specify a probationary period of two years. During the probationary period, if circumstances adversely influence the agreed-upon arrangements or if funding becomes inadequate, the Dean of Libraries can require the return of all materials to the main University Library at the full expense of the college making the proposal. After the probationary period, the college may terminate its agreement upon written notification to the Dean of Libraries two years prior to the effective date. This is to allow adequate time to find suitable space to bring the collections back into the main University Library or other branch. Expenses incurred in dismantling a separate collection or a branch will be covered by the college.

5.11 The Executive Vice President will present the written agreement between the Deans involved to the University Executive Committee for final approval.

5.12 The University views the establishments of a separate collection or branch library as having great significance to the University at large and that decisions concerning their establishment require careful, deliberate action.

Revisions Approved: University Library Advisory Committee April 10, 1996
Deans Council, February 13, 1997
Revised: December 1998 *Application Form*

ESTABLISHING SEPARATE COLLECTIONS OR BRANCH LIBRARIES

Below are extracts from the policy to assist development of a complete proposal - they are not intended to replace the policy. For details consult the full policy: Locations of Library Collections, OSU Policy, Academic Affairs, 2-0601.

POLICY

4.01 While continuing to adhere to the centralized library concept, the University attempts to meet the changing needs of students, faculty, and staff. The desire to establish smaller collections separate from the main University Library may develop. The criteria and procedure to propose a separate collection appear below; however, it is understood that any such collection or branch library would fall under the administrative control of the Dean of Libraries. The hiring, training, and evaluation of staff would be controlled by the Dean of Libraries. Selection of library materials would remain the responsibility of the Library. All policies, regulations, restrictions, and responsibilities that apply to the main University Library would generally apply to a branch library, though for example, hours of operation may vary, and branch libraries would not necessarily be able to offer all of the services

of the main library. All such variations must have the approval of the Dean of Libraries. In this way the Library would exercise control with flexibility, contribute to the support of teaching, research, and extension by faculty, staff, and students, and endorse the formation of a branch library.

6.01 The University views the establishment of a separate collection or branch library as having great significance to the University at large and that decisions concerning their establishment require careful, deliberate action.

TO ESTABLISH A SEPARATE COLLECTION OR BRANCH LIBRARY

Proposers of separate collections must document each section (a-e) on a separate page (append additional pages as needed).

5.01 A proposal to establish a separate collection or branch library begins at the department, school, or college level. The completed application form for this proposal must demonstrate all of the following:

a. **Exclusive Use**: Demonstrate that the **materials to be relocated are used almost exclusively by that college, school, or department** and that no other constituent group on campus will be unduly inconvenienced by the relocation. This can also include demonstration of special need, e.g., that it is essential to accreditation of a department's degree program.

b. **Suitable Location**: Establish that the proposed site is a suitable location for the materials.

(1) **Floor Loading**: Show that the **floor loading is adequate for library materials** as determined by the Director of the Physical Plant.

(2) **Collection Growth**: Show that the **space is sufficient** for the current collection and for ten years of **growth**.

(3) **User Environment**: Show that there is an **appropriate user environment**, including proper lighting, adequate heating, ventilation and air conditioning, and adequate space for photocopiers, furniture, and computer equipment; that an electronic security system could be accommodated; that adequate electrical wiring is available; and that all Federal and State

regulations, including Americans with Disabilities Act regulations, can be met.

- c. **Staffing Plan:** Present a detailed **staffing plan with permanent dedicated funds**. The minimum would consist of a full-time professional librarian with 1500 hours of part-time assistance per year. Additional staff would allow for more services and longer hours of operation.
- d. **Budget:** Present an adequate, **continuous budget** for the proposal and for future funding needs. This includes all costs incurred in establishing, furnishing, and equipping the facility, all moving expenses, and all annual operating and salary expenses (full-time and part-time). Such annual budgeted funds would be placed into a separate budget line within the main University Library's budget.
- e. **Impact on University Community:** List **positive and negative aspects of the impact** of this proposal to relocate library materials on the university community.

Check List:

This check list, with the attached copy of the Locations of Library Collections policy, must accompany each proposal as its cover page.

- 1. College, School, or Department develops proposal.
- 2. **College Dean** receives proposal. Received: date: _____
Approved: Not Approved: signature: _____ date: _____
- 3. **Dean of Libraries** receives proposal. Received: date: _____
signature: _____ date: _____
- 4. **ULAC** reviews proposal for completeness: complete ___ not complete ___
signature: _____ date: _____
- 5. **Dean of Libraries** receives reviewed *complete* proposal from ULAC.

signature: _____ date: _____

6. **Campus Group** receives reviewed *complete* proposal from Dean of Libraries.

signature: _____ date: _____

Name of Campus Group: _____

7. **ULAC** receives and evaluates reviews from campus groups.

signature: _____ date: _____

8. **ULAC** reports findings and makes recommendations to Dean of Libraries and Executive Vice President

Approved: Not Approved: signature: _____ date: _____

9. **Dean of Libraries** receives report from ULAC. Received: date: _____

Approved: Not Approved: signature: _____ date: _____

10. **Executive Vice President** receives report from ULAC. Received: date: _____

Approved: Not Approved: signature: date: _____

11. **University Executive Committee** receives report from Executive Vice President.

Received: date: _____

Approved: Not Approved: signature: _____ date: _____

Procedure Flow Chart



