General Collections

Collection Development Manual

Tulane University | Howard-Tilton Memorial Library

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Section 1. Collection Development for the General Collections

Overview

Howard-Tilton Memorial Library is Tulane's main library and a central component of Tulane University Libraries. Its general collections provide a large resource base for research across the humanities, social sciences, and science and engineering. These include physical resources housed at the main library and at a large off-site storage facility. They include materials purchased through the main library but housed at the Math Library in Gibson Hall. Most print-format books in the general collections circulate, i.e., they are available to authorized borrowers for check out. The general collections also include resources in non-print physical formats such as microforms as well as audio and audio-visual recordings.

Increasingly, general collections resources are acquired in digital formats accessible to authorized users through the campus network. These include large numbers of databases, online journals, and eBooks.

The purpose of this manual is to address common practices relevant to librarians with general subject assignments within the general collections—focusing broadly on books, serials, and digital resources. It does not cover all aspects of collection development and is intended more as a thorough outline or overview.

Along with the Howard-Tilton Memorial Library, Tulane University Libraries include a number of more specialized collections that are separate from its general collections and that have selection, acquisitions, and other collection development practices which may differ somewhat from the practices described in this manual for general collections. These include The Latin American Library (LAL) on the 4th floor of the Howard-Tilton building. The LAL covers a broad array of subject disciplines, in many languages, including English, for all of Latin America and the Caribbean, and houses a circulating collection as well as rare materials. The Tulane Libraries Special Collections (TUSC) division focuses on rare and unique materials and includes the Southeastern Architectural Archive, Hogan Jazz Archive, Louisiana Research Collection, and the University Archives in Jones Hall. Its Rare Books collection is located on the 6th floor at Howard-Tilton. The Rudolph Matas Health Sciences Library is based on the university's downtown campus.

Tulane University has separate libraries that are based within its professional schools and these include the Turchin Library at the Freeman School of Business and the Tulane Law Library at the Tulane School of Law. These libraries and the Newcomb Archives and Vorhoff Library Special Collections at the Newcomb Institute each have their own budgets and are organizationally separate from Tulane University Libraries, as is the independent Amistad Research Center.

Section 2. Organization

Librarians who have responsibilities for selecting materials for the general collections are called liaisons and generally, although not exclusively, reside in the library's Scholarly Engagement division. These responsibilities are assigned by subject and based on librarians' interests, academic background, and experience. Subject assignments are made by the Associate Dean of Libraries. There are usually about a dozen liaisons in all, commonly balancing their subject assignments with other roles.

See http://library.tulane.edu/about/collections/collections-contacts

Liaisons meet regularly in the Scholarly Engagement division and may periodically meet informally in small liaison coordinating groups corresponding to the broad disciplines in which their subjects are associated (Humanities, Science & Engineering, and Social Sciences) to discuss collaboration and promote the development of expertise and professional knowledge within these disciplines.

A large Collections Group meets more formally, each month, and its purpose is to communicate important campus or library news related to the library's collections, as well as to discuss ongoing collection development activities and special projects. This group includes all librarians with general collections responsibilities as well as department and unit heads from related areas in The Latin American Library, Access Services, Technical Services, and the Library Annex & Special Projects department based at the library offsite collections facility. The meeting is led by the Associate Dean of Libraries.

Many of the practices outlined in this manual are also applicable to the library's Tulane University Special Collections and Matas Library divisions. Staff with selection responsibilities in those divisions also actively attend and participate in the Collection Group meetings, and are encouraged to do so.

A Collections Management Group includes the Associate Dean of Libraries, the Director of the Library American Library, the Director of Technical Services, the Head of Acquisitions, and a liaison representative from the Scholarly Engagement Division. It meets weekly to discuss collection development, collection management, and budget matters related to the general collections. The library divisions of The Latin American Library and Technical Services each have active roles in building or supporting access to the general collections. The directors of these divisions work collaboratively with the Associate Dean of Libraries in support of these roles. The division of Technical Services provides the acquisitions, cataloging, processing, electronic resources management, stacks management, and other support services for the collections at large.

Section 3. Standards and Ethical Principles

Standards

Howard-Tilton Memorial Library maintains its collections in accordance with the standards and membership criteria of the Association of Research Libraries (ARL), Association of College and Research Libraries (ACRL), and the Association of Southeastern Research Libraries (ASERL). The library's collections must also meet criteria defined by the Southern Association of Colleges and Schools and numerous other accrediting agencies to which the university's degree granting programs are subject.

Intellectual Freedom and Censorship

The library recognizes that free access to ideas and freedom of expression are fundamental to the educational process. Consequently, the library purchases materials that represent a wide variety of viewpoints. The library does not withdraw, at the request of any individual or group, material the library has selected.

Confidentiality and Privacy

The ALA Code of Ethics states that "librarians must protect each user's right to privacy with respect to information sought, received, and materials consulted, borrowed, or acquired." The library also adheres to the ALA Policy on Confidentiality of Library Records and Confidentiality of Library Users. See https://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality

Copyright
The library complies with the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the "Fair Use" section of the Copyright Law (17 U.S.C. 107) which permits and protects the rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

Values
Those involved in collection development at Howard-Tilton Memorial Library support the following values, broadly endorsed within the library profession, and they actively seek to incorporate these values into their work.

- *Ethics* as represented by the American Library Association (ALA) Code of Ethics
- *Diverse Collections* as represented by the ALA's Diverse Collections: An Interpretation of the Library Bill of Rights and the library's own Diversity, Equity, Inclusion, and Accessibility Policy, through which liaison librarians take care to acquire materials created by or representative of marginalized and underrepresented groups as well as materials important to the study of New Orleans and its surrounding region
- *Accessible Collections* as represented by the ALA's Services to People with Disabilities: An Interpretation of the Library Bill of Rights and again by the library's own Diversity, Equity, Inclusion, and Accessibility Policy
- *Open Access*, *Open Education*, and *Open Data* as represented through positions framed by SPARC (the Scholarly Publishing and Academic Resources Coalition)

For an example, the library's *Guidelines for Withdrawing Materials from the General Collections* leads with this statement: "Special attention is given to avoid withdrawing materials created by or representative of marginalized and underrepresented groups, as well as content relevant to the study of New Orleans and its surrounding region. The library seeks to maintain diverse collections as described by the American Library Association's Diverse Collections: An Interpretation of the Library Bill of Rights."

Section 4. Liaison Program

While the library is primarily responsible for building and maintaining its collections it seeks to do so in collaborative communication with the faculty. It accomplishes this through a Liaison Program in which each academic department directly supported by Howard-Tilton Memorial Library is assigned a liaison librarian who is ultimately responsible for the selection of library materials that support the curriculum offered by the department and its associated programs. These responsibilities are referred to within the library as subject assignments.

Academic Department Library Contacts
By tradition, the liaison librarian has within some academic departments a corresponding faculty contact or "book chair." These department library contacts are generally full-time teaching faculty and may be appointed by academic department chairs under long-standing tradition. Increasingly, however, the department chair has filled this role of primary library contact. In either case, department library contacts are encouraged to advocate for and communicate department needs for library resources and services; assist the liaison librarian in gathering practical information about department faculty research interests and teaching; and, share information with other faculty members about new library resources, new library services, or changes in scholarly communication

Latin Americanist faculty residing within individual academic departments are encouraged to contact the Latin American Library liaisons directly about the services and resources provided through The Latin American Library.

Liaison Responsibilities

The following is an outline of liaison responsibilities at Howard-Tilton Memorial Library. The core of these came from a series of meetings among Howard-Tilton liaison librarians held on this topic in 2013. Additional responsibilities associated with scholarly engagement were added in 2019.

Faculty Engagement

Liaisons serve as the library's liaison to assigned academic departments and facilitate ongoing communication about resource needs and service expectations. In this role they:

- Meet with department library contacts or appropriate academic department faculty members to discuss library resources and activities including faculty research and teaching
- Attend department activities as appropriate such as seminars, colloquia, or invited events
- Share library news with departments via email or other distributed means
- Seek opportunities to collaborate with faculty on departmental initiatives such as co-sponsored events (exhibits, lectures, etc.)
- Annually review collection policies in collaboration with appropriate academic department faculty, updating policies when needed
- Contact new faculty and new graduate students as appropriate; participate in orientation activities
- Facilitate broader use of library resources and services by linking faculty to library expertise in areas such as:
    - Library instruction, research assistance, and digital scholarship
    - Special collections
    - Institutional repositories and data management
    - Copyright, ILL, preservation, open access publishing, metadata standards/creation, and similar library topics
- Participate in the library's Instruction Program; provide and promote workshops and instructional support
- Work with User Services and Library IT, technical services units, or relevant task groups to improve discovery tools and web pages

Research Consultation

Liaisons provide in-depth, specialized research consultations for faculty, students, or visiting researchers. In this role, they:

- Provide consultations for subject or other specialized areas of expertise (e.g. data services, open access, citation management). Consultations may include:
    - Assistance or instruction in finding and evaluating information
    - Assistance or instruction in accessing library resources and services
    - Answer questions in person and through e-mail or phone
    - Document research consultations provided

Materials Selection and Collection Management

Liaisons develop and manage collections in relevant formats and languages to support research and teaching. In this role, they:

- Select materials in relevant formats and languages to serve the research, teaching and learning needs of the Tulane University academic community
- Regularly employ key selection tools such as new title notices in GOBI and other sources
- Monitor approval profiles, submit firm orders, and review gifts following standard procedures in a timely manner
- Review new electronic resources for purchase from subject-specific funds or for recommendation as a major library purchase
- Analyze collection characteristics, collection data, and user demographics to better serve users
- Collaborate with other subject specialists to build coordinated collections

Fund Management
Liaisons responsibly manage assigned university-ledger, gift, and endowed funds. In this role, they:

- Monitor fund accounts, and identify and report fiscal discrepancies to the Associate Dean of Libraries and the Director of Technical Services
- Spend assigned funds judiciously and within budgeted allocations and specified time frames

Scholarly Communication
Liaisons communicate to faculty, graduate students and others information about developments in publishing and scholarly communication. In this role, they:

- Monitor patterns of research and emerging issues in scholarly communication
- Maintain awareness of current applications of copyright and how to responsibly use resources in an academic setting
- When appropriate, explain Open Access (OA), Open Educational Resources (OER), and Open Data alternatives and promote use of these among faculty and graduate students
- Field inquiries about data management requirements for grant funded research; solicit inquiries where appropriate
- Communicate emerging trends in disciplinary modes of scholarship with library colleagues
- Where applicable, recruit institutional scholarly output and other content for inclusion in the libraries' digital initiatives

Scholarly Engagement Within the Library
Scholarly Engagement is a set of shared activities within Howard-Tilton Memorial Library that expand upon its traditional roles in developing and managing collections to focus creatively on outreach and engagement with library users, especially with regard to scholarly activity and research, and in ways that cross divisions, departments, and Tulane campuses. The library has established a Scholarly Engagement Group meant to focus on outreach and engagement with library users in key areas related to scholarly activity, research, and student learning. As part of this group, liaisons:

- Actively participate in the Scholarly Engagement discussions
- Actively participate in the group's teams such as those presently related to digital scholarship, library instruction, and research support & data management
- Generally seek to work collaboratively across divisions, departments, and Tulane campuses

Technical Services
Liaisons work collaboratively with librarians and staff in the library's Technical Services Division to ensure accurate and efficient organization of and access to scholarly resources. In this role, they:

- Submit acquisitions orders in a regular and timely way, adhering to deadlines
- Provide sufficient bibliographic and other important information with acquisitions orders

- Report problem links or other access issues to the library's ERL-L listserv
- Explore potential new databases or other new digital products considered for purchase as appropriate
- Participate in preservation activities
- Act as liaison between users and Technical Services units to ensure access to library materials

Preservation and Conservation
Liaisons support preservation of Howard-Tilton collections. In this role, they:

- Maintain awareness of current issues regarding the long-term preservation of collections in physical and digital formats
- Undertake occasional weeding of items needing withdrawal from the collections and make decisions about the repair or replacement of items in cooperation with Conservation and other staff in the Technical Services Division.
- Respond in a timely manner to requests for retention decisions about brittle or damaged books

Fundraising | Stewardship
Liaisons responsibly manage assigned special (endowed or gift) funds and, where called upon, assist with university donor relations. In this role, they:

- Spend gift or endowed funds carefully within fund restrictions and in a routine and timely manner
- Assist with preparation of stewardship reports detailing the use and value of existing gift or endowed funds to donors or their representatives
- Participate in development and fundraising efforts and cultivate relationships with established and potential donors as appropriate

Section 5. Alma ILS

Tulane University Libraries uses Ex Libris Alma as its integrated library system (ILS) software for managing the acquisition, cataloging, and use of all kinds of resources, including physical and electronic books, physical and electronic periodicals, and other digital resources. Primo VE is the user interface or discovery layer for data managed through the ILS. It is a version of the Primo software that is aimed at optimizing the management of Primo by utilizing the Alma platform. Primo VE also serves as a discovery interface for the Central Discovery Index (CDI) from Ex Libris that is a searchable database of citations collected from e-resources including journal articles, e-books, legal documents and more. These records are harvested from commercial publishers and aggregators, and from open-access repositories. All these ILS components are cloud-based.

Section 6. Budget

Budget Process
A proposed collections budget for each fiscal year is prepared in the early fall by the Associate Dean of Libraries in consultation with the Collections Management Group. A draft proposed budget is discussed with the broader the Collections Group and is eventually forwarded to the Dean of Libraries and Academic Information Resources who, with adjustments, generally submits this as part of a full requested library budget to the Office of the Provost, normally prior to the end of each calendar year. The university finalizes the budget with approval by its Board of Trustees in May.

Allocation Process
Allocations depend on the outcome of each annual budget cycle. Final allocations are made in June as part of the annual fiscal year roll over and the resulting need to set specific fund amounts at the beginning of each fiscal year in Alma. Allocations for general collections funds (those in the University Ledger) are made by the Associate Dean of Libraries in consultation with the Collections Management Group and follow the pattern outlined in the budget proposal for the allocation year. Significant changes are made in consultation with the larger Collections Group. A separate ledger is maintained for The Latin American Library because of the unique character of its funds and LAL allocations are set by the Director of The Latin American Library. All steps in the allocation process follow the calendar agreed upon annually for the fiscal year roll over.

Section 7. General Fund Structure: Department and Programs

Tulane University offers undergraduate and graduate courses through departments and programs (which are sometimes named centers or institutes). While departments have their own faculty and offer large numbers of courses on their own, the structure of programs varies widely. Most programs are interdisciplinary and cross-departmental, drawing participating faculty and their courses from a variety of departments. A few programs, however, offer relatively large numbers of courses independently.

Therefore, the library has developed an allocation model that addresses Tulane's academic organization by using a formula that matches most funds to the departments in which most faculty and courses reside. This model covers curriculum needs while avoiding the duplication in fund allocation that would result in simply establishing funds for each interdisciplinary program.

Programs with more than five courses independently listed in the course catalog will, like departments, may be considered for their own funds and collection policies. (Not counted are courses such as introductory level courses, independent study courses, special topics courses, and thesis seminars.) Otherwise, programs are covered by the library's regular support for departments and monitored by librarians assigned to the departments most closely associated with them. For more information see http://library.tulane.edu/about/collections/policies.

Section 8. Fund Types

University Funds
Representing the largest portion of the collections budget, these are the general collections funds allocated annually from money given to the library by the university in the annual budget cycle. University funds are identified with the fund code Univ 220215 and are referred to in Alma as the "2 ledger." These allocations cannot be "rolled over" at the end of the fiscal year and therefore must be spent. Unspent or uncommitted amounts left in these funds at the close of each annual spending period are collected by the Associate Dean of Libraries and used for large-expense purchases identified in consultation with the Collections Management Group.

Income Funds
Income funds, generally identified with fund codes beginning with the number 6 in Alma's "4s&6s" ledger, are usually single donations that are gone once they are spent. These funds are allowed to roll over into successive fiscal years, although they should be spent in a timely fashion.

Endowed Funds
Endowed funds are generally set up as "4s" in Alma's "4s&6s" ledger and represent interest income from large donated funds, often but not always restricted for a specific collection purpose. These funds are allowed to roll over into successive fiscal years although, as with income funds, it is important that they are actively used.

Stewardship Reports
Tulane's Development Office annually asks the library for Stewardship Reports on how endowed funds from donors who could be considered active are used. Liaisons should comply promptly by supplying information on fund expenditures and title lists when requested and should consider stewardship an important part of their collection development role.

Tracking and Spending Funds
Funds are tracked through the Alma Acquisitions Module. Each fund summary in Alma lists the following:

- Allocated Balance – a fund's total allocation or beginning amount
- Expended Balance – the total amount of a fund's expenditures
- Cash Balance – the allocated balance minus any expenditures
- Encumbered Balance – the total amount of a fund's encumbrances or commitments
- Available Balance – the actual amount left to spend or the allocated balance minus both the encumbered and the expended balances

In Alma, the Transactions tab on the Summary Details page for each fund includes information about amounts transferred in and out of each fund.

Serials do not have their own individual subject allocations like book funds. Instead, within a broad Serials Summary Allocation there are general allocated funds for Digital Serials and Serials, the latter of which represents mostly print format serials.

The university operates on a July 1 to June 30 fiscal year. For liaisons the spending year begins with notice that the fiscal year roll over has been completed and allocations for the new fiscal year have been entered into Alma. This normally occurs around the third week of July. The spending year normally ends with a deadline for final orders to be submitted in early May. This allows time for final orders to be received and payment completed before the fiscal year close.

At the end of the year, all university-allocated (220215) funds should be fully spent or committed and liaisons may submit orders totaling about $100 over the remaining balance in their book funds to account for any discounts applied at the time of actual payment. All remaining balances are eventually gathered together and used for large-expense, end-of-year purchases.

Orders from book funds are expected to be submitted evenly throughout the spending year. This ensures timely attention to new titles and avoids a pile-up of orders at the end of the year. Toward this purpose, liaisons are also held to a mid-year spending deadline that asks for 60 percent of their book funds to be spent by the first Wednesday in February.

Section 9. Selection Tools

Suggest a Purchase Form
The library web site features a Suggest a Purchase form. The form's text notes that the library welcomes purchase recommendations from library users and that recommendations made using the form will be routed to the appropriate liaison. It states that recommendations will be considered, but weighed against other collection priorities. It also refers users to the Collection Contacts page for information about how to contact individual liaisons directly. Liaisons receive these Suggest a Purchase recommendations as email messages manually routed to them by the Associate Dean of Libraries.

GOBI and New Title Notices
The GOBI new title database is the library's most commonly used source for identifying new book titles and is a web-based database listing materials available through EBSCO GOBI Library Solutions, which is the library's primary supplier for North American and British books. Several of the library's foreign book vendors such as Harrassowitz and Amalivre offer similar online services with bibliographic information online. Checking for titles in GOBI and other online book vendor systems has the benefit of showing which titles have already been shipped and which are pending shipment to the library. Links to GOBI and these other resources are available on the library's Collections Group research guide. See http://libguides.tulane.edu/collections.

Publisher Catalogs and Flyers
Printed catalogs and flyers arrive by mail to the library in bulk and are sorted into a bin in the Acquisitions Department for liaisons to peruse. More effectively, liaisons often contact important publishers to have these materials mailed addressed to them in their offices.

Reviews
The library subscribes to a wide range of publications that include reviews of newly available resources and liaisons should become familiar with the standard sources for reviews in the disciplines they cover.

Portico
The cooperative library partnership Portico was built as a sustainable digital archive to serve the academic community and to enable publishers and libraries to feel secure as they transitioned to greater reliance on digital content. It plays an important role in the library's decisions to switch access from print subscriptions to online only access. Liaisons can search for prospective titles in Portico when making decisions about the purchase of important digital content of long-term value. See https://www.portico.org/

Ulrichsweb: Global Serials Directory
This tool provides detailed, comprehensive information about serials published throughout the world. Importantly, for liaisons it provides information about whether and in what sources a particularly serial may be indexed. This can be an important factor in weighing requests for new serials. For example, a journal available only in print format but without its content indexed by any readily available bibliographic tool online may be of very limited utility for general library users. See Ulrichsweb: Global Serials Directory

Interlibrary Loan Requests.
The library's Interlibrary Loan (ILL) office in the Access Services Department supplies the Collection Group with annual summaries of ILL requests that allow liaisons to see titles of items not owned that students and faculty are requesting. Liaisons can also ask the ILL office, through the Head of Access Services, for updates or reports for individual departments.

Section 10. Collections Policies

The general collections of Howard-Tilton Memorial Library directly support the educational and research programs of Tulane University while not duplicating collections provided by Tulane's other libraries supporting its professional schools of law, business, and the health sciences.

Liaisons employ the following general criteria when evaluating titles to be added or removed from the general collections and when tailoring profiles for approval plans. Specific criteria assume greater or lesser importance depending on the material under consideration, likely demand, acquisitions commitment level, and the subject matter covered. Collections policies should be reviewed for updates at least once annually and ideally during the first part of the fiscal year. This exercise can be a good opportunity for liaisons and primary department library contacts to meet.

See these collections policies at https://library.tulane.edu/about/collections-policies

Relevance
Liaisons who select materials maintain close ties with the departments, centers, and research programs that comprise the primary user group for a particular subject or area. Additionally, they seek information about the degree programs and curriculum for their areas and about faculty research activities or grants received. This information permits librarians to anticipate and provide for the current and changing needs of Tulane University's students and faculty and it informs the development of collection policies.

Scope
Scope refers to collection emphasis based primarily on the curricular emphasis of a department and secondarily on faculty research or broader use to the Tulane community. Preference is given to titles whose coverage is of sufficient breadth to be of use and interest to an entire department, while those of interest to a small number of individuals are collected selectively.

Chronological Period
Many disciplines, particularly in the sciences, focus on current information. In those areas, preference is given to titles which report new and revised information in a timely fashion. In history, for example, preference is given to specific historical periods. In other areas there may be a variety of demands. Preference for emphasis on chronological period varies and should be determined separately for each subject area and noted in each subject collection policy.

Imprint Date
Preference for currency of imprint date (date of publication) and demand for out of print materials varies and should be determined separately for each subject area and noted in each subject collection policy. Materials that are out of print can require additional costs or steps in ordering.

Type
Types of materials selected may generally include monographs (books), monographic series, serials, reference works, popular works, conference proceedings, dissertations, manuscripts, course materials (such as textbooks), maps, media (including software or visual items), and recordings. Preference for emphasis on material type varies and should be determined separately for each subject area and noted in each subject collection policy.

Format
The library selects materials in the formats available that best meet the research needs of students and faculty while balancing considerations of format sustainability. These formats generally include printed text, digital resources, maps, and audio or audio-visual recordings. Most indexes and abstracts are obtained in digital form online to be widely available outside the library building. Journals are obtained online when available. Print is the standard format for monographs, although eBooks also. The library does not purchase materials in outdated or other formats not supported by equipment to make them readily accessible to users.

Language and Geographic Consideration
The language of the primary and secondary users is considered as is the geographic origin of a work. Language emphasis and geographic consideration varies and should be determined separately for each subject area and noted in each subject collection policy.

Bibliographic Accessibility
The contents of periodicals, particularly, require bibliographic indexing and abstracting tools to insure sufficient user access. Inclusion or exclusion from the major index in a discipline is one of tools employed by liaisons when evaluating the subscription to a magazine or journal.

Depth of the Existing Collection and Local Availability of the Item
When considering the purchase of a new title, liaisons must also consider the strengths and weaknesses of the existing collection in which the new title will be located. Duplicates may be selectively purchased only when high use is expected. Availability of expensive or tangential titles through consortium arrangements--such as that with the Center for Research Libraries—or through interlibrary loan is considered. Collection policies should consider the following:

- **Affiliated Resources within the Howard-Tilton Memorial Library:** These include other related areas covered within the library including the Math Library or Tulane University Special Collections.
- **Related Library Collections within Tulane University:** These include libraries for the professional schools of business, medicine, and law as well as special libraries such as the Newcomb Archive & Nadine Vorhoff Collection and the Amistad Research Center.
- **Cooperative Resources:** Howard-Tilton Memorial Library encourages cooperative resource-sharing arrangements such as the Library's membership in the Center for Research Libraries (CRL) whose specialized collections are accessible through interlibrary loan. An example cooperative example is the library’s participation in ASERL’s Scholars Trust journal retention program.
- **Neighboring Resources:** Tulane University is one of several universities with academic libraries in the New Orleans metropolitan area and within the State of Louisiana. A number of special libraries in the region (such as the Historic New Orleans Collection or the City Archives & Special Collections Division of New Orleans Public Library) house valuable research materials.

Quality
The quality of a title must be evaluated weighing several subjective factors collectively, including its level of scholarly interest; level of creativity; lasting value; the reputation of the author, other contributors, the publisher; its charts or illustrations; or similar considerations. None of these is a deciding factor alone but each is considered as it contributes to or detracts from overall quality.

Price
Cost is considered when evaluating a purchase, in concert with the other criteria above. When evaluating "free" materials or gifts, the cost of acquisitions processing, cataloging, shelving, and preservation should be considered.

Section 10: Balance, Representation, and Accessibility Statement for Collection Policies

In Fall 2023, the Collections Group at Tulane University Libraries approved the following guidelines for liaisons to consider in applying the criteria described above in their selection decisions.

> We are dedicated to fostering an inclusive and equitable learning environment that celebrates the diversity of our local and global communities. We recognize that diversity encompasses a wide range of characteristics, including but not limited to race, ethnicity, gender, sexual orientation, age, religion, socioeconomic background, ability, and cultural heritage. To ensure that our library collections reflect this commitment and support the education and research needs of our diverse communities, we have developed the following balance, representation, and accessibility statement as part of our collection development policies.
>
> Selection Considerations: When selecting materials for our library collections, we consider the following factors:
>
> - Community Engagement: We encourage input from our community members, including students, faculty, and staff, to help shape our collections. We value their recommendations, feedback, and suggestions for materials that align with our balance, representation, and accessibility goals.
>
> - Balance and Representation: We seek to create a balanced collection that represents a variety of disciplines, genres, formats, and cultural perspectives. We aim to include materials that represent both dominant and marginalized voices, providing a holistic view of different experiences and worldviews. This includes works by authors and creators from diverse backgrounds, addressing issues of social justice, and offering critical analysis of power structures and inequalities.
>
> - Accessibility: We seek to make our resources accessible to all members of the Tulane community, including those with disabilities. The Libraries provide a variety of adaptive technologies to help those with visual or hearing impairments, support the university's Goldman Center for Student Accessibility's efforts to provide students with approved special accommodations. Audiovisual materials with captioning are prioritized and the Libraries advocate with vendors to normalize availability of descriptive captioning. Collaboration with the National Library Service for the Blind and Print Disabled, which offers relevant services, is encouraged.
>
> - Evolving Landscape: We recognize that balance, representation, and accessibility are evolving concepts, and we regularly review and update our collection development policies to adapt to changing needs and advancements in scholarship and society.

Challenges and Reconsideration of Materials: We acknowledge that diverse perspectives may generate different opinions and reactions. We encourage open dialogue, respectful discussions, and considerate reviews to address concerns and ensure that our collections remain balanced, representative, and accessible.

By integrating balance, representation, and accessibility into our collection development policies, Tulane University Libraries is dedicated to promoting understanding, enriching research, and fostering an inclusive environment where all members of our community can thrive. We are committed to continually assessing and improving our practices to reflect the evolving needs and aspirations of our diverse community.

Section 11. Vendor Relationships

Relationships with vendors, publishers, and other entities providing library services are service relationships in which successful outcomes are enhanced by cooperation and professional courtesy. In other words, these are working relationships. Because many vendor contacts involve the potential for sales of considerable value, care is required to avoid conflicts of interest and ensure fairness within the marketplace. On this the library adheres to Tulane's Staff Handbook guidelines on Gratuities, which state that university employees "may not accept money, goods, services, entertainment, or any form of gratuity either directly or indirectly from any individual or company interested in or engaged in business or financial relations with the University."

For example, some companies encourage their sales representatives to offer lunches or dinners to librarians during sales visits as a marketing tool. Liaisons should instead ask that sales discussions be conducted at the library or remotely during normal business hours.

Section 12. Ordering a Book: Firm Orders

Firm orders are individual orders for single purchases of materials like books or recordings that would not otherwise be acquired automatically by the library's approval plans.

Firm orders should be placed within the GOBI Library Solutions new title database or by sending orders to Acquisitions in the Technical Services Division using the htacq@tulane.edu email address. Within GOBI, liaisons librarians can create and manage folders of firm order selections shared with Acquisitions staff. When a title is not available from GOBI, the staff follows procedures to acquire it from other suppliers and ensures that duplicates will not be sent under an approval plan. Liaisons should indicate with each order the specific fund to which an item selected should be charged and are responsible for ascertaining whether the library already has a copy of a title by checking the catalog before ordering a new copy. Complete bibliographic information is required for each firm order submitted.

Here in more detail are guidelines from the Acquisitions Department for placing firm orders:

Placing orders in GOBI:

- Make sure to select the correct sub-account:
    - 7095-09 for print (shelf ready)
    - 7095-10 for print (multi volume sets, replacement copies, etc.)
    - 7095-50 for eBooks
- For all orders, select location, library code (H-TML or TUSC), fund
- Choose titles that are available to the US; please do not choose items that are Not Yet Published

- For eBooks, highlight the supplier and purchase option (number of users) even if there is only 1 supplier and 1 option
- Check the catalog for duplicates
    - When ordering an intentional duplicate (print or eBook), please send the order to htacq@tulane.edu rather than through GOBI, and with a note that the item is an "intentional duplicate"
- Check to make sure the item isn't listed in GOBI as having a pre-order status

Other orders (send to htacq@tulane.edu):

- All orders sent to htacq@tulane.edu should include the following information:
    - Title
    - ISBN
    - OCLC number (if available)
    - Cost
    - Location (e.g., HT Stacks)
    - Fund
    - Ebooks also need:
        - Supplier
        - Purchase option (number of users)
    - Intentional duplicates (including eBooks) should be noted, otherwise orders that are duplicates will be cancelled

All rush orders, including Course Reserves, should be sent to htacq@tulane.edu.

- Include "RUSH" in the email subject line
    - In addition to the above information, all RUSH orders should include the Tulane email and name of the professor/instructor.
    - If the rush item is a GOBI order, add the correct sub-account:
        - 7095-09 for print (shelf ready)
        - 7095-10 for print
        - 7095-50 for ebooks
    - If the rush item is for Course Reserve:
        - Indicate the item is for Course Reserve.
        - Add the name/number of the course.
        - Indicate the number of copies needed. If no number is specified, one copy will be ordered
    - Include any additional information including links or GOBI screenshots. The more information included, the faster the order process may go.

Rush Orders

Rush orders may be requested to receive high priority in the acquisitions process when items are needed quickly, such as in cases of faculty requests at the start of a semester. Rush orders should be requested judiciously and rush availability times depend on a variety of factors. Liaisons should be careful not to promise faculty that rush orders can be processed by a particular date and should encourage faculty to provide purchase recommendations well in advance of when the materials may be needed for a class.

Open Orders

Orders that are not supplied within 90 days of placing the order are claimed with the vendor. At that point, if a vendor cannot supply a title, the acquisitions staff looks for another vendor. Orders are cancelled when it is determined that material is not obtainable. Orders are kept open for no more than two years. Orders placed at the end of the fiscal year carry over into the next fiscal year as commitments and the orders remain open until received or cancelled. Liaisons may request a list of open orders for their funds from the Head of Acquisitions or Director of Technical Services.

Section 13. Ordering or Canceling a Serial

A serial is a publication issued in successive parts at regular or irregular intervals. The most common examples are a journals and databases, but any open order acquired through a subscription arrangement would also apply. Journals are acquired by subscription either individually or in a package agreement. Traditionally, new journals are added by either making a permanent transfer of the journal's current annual subscription cost from a book fund into the Serials fund or by cancelling an individual serial title of commensurate value. Sometimes title swaps can be made within the parameters of an existing journal package. Journal cancellations are best made in late summer before package renewals are processed.

In deciding whether to purchase a new journal subscription, liaisons should consider whether its content is sufficiently covered through one or more of the library's aggregator article databases. Should the title and its content be judged important enough for the library to own and archive as a more permanent part of its collections, the subscription should be purchased with an appropriate archival backup. For online subscriptions this should be provided through Portico, JSTOR, or other accepted "permanent" platform license arrangements. Otherwise for titles with online access that is leased-only, a backup copy in print format should still be considered for important titles highly likely to be of long-term value—but only for important titles highly likely to be of long-term value.

Cancellation of a journal obtained through the library's primary serials vendor EBSCO must be made by August 1 for the cancellation to go into effect by the following January 1, which is the most common start of the journal subscription period.

Trading currently owned for not owned titles from a publisher at the time of a package renewal has become another common way to acquire new titles. These trades are handled through the Head of Acquisitions in the Technical Services Division. Depending on the number of titles in a package, several parties within the library are often party to package renewal agreements with examples including ERM staff, the Director of Technical Services, and the Associate Dean of Libraries.

No titles are cancelled by the library without input from individual liaisons. Acquisitions staff in Technical Services try to notify liaisons of publisher-initiated cancellations or instances of ceased titles, title-splits, etc. For now the best single source for information about which titles are associated with which publisher package is the EBSCONet database, although this source is not inclusive of all the library's packages. Alternatively, liaisons can obtain details for each serial title owned by contacting the Acquisitions staff via htacq@tulane.edu.

Liaisons are responsible for ascertaining whether or not the library already has a subscription to a new serial by checking the catalog before submitting a new serial order. Complete bibliographic information is required for each order submitted. Liaisons should specify the desired start date of the serial, identify

back issues to be purchased, identify format as print and/or online, approve transfer between book and serial funds, and identify location of where the item is to be housed (if a print copy is to be acquired). The cost of back issues is generally paid from book funds. Serial orders and cancellations should be placed with the Head of Acquisitions in the Technical Services Division.

Money from cancelled or ceased serials is not routinely transferred back to book funds because of the unpredictability of serials costs overall and newer complications related to package subscription arrangements, but liaisons may request exceptions such as when seeking to acquire new titles from cancellations of equivalent cost.

With each digital resource order, liaisons should specify the preferred platform, identify conditions such as a requested number of simultaneous users, and identify a transfer amount between book and serial funds if needed.

Subscription orders and cancellations should be placed with the Head of Acquisitions in the Technical Services Division.

Subscription Databases
When the budget allows, liaisons may make recommendations for more expensive (generally costing more than $1,000) or multi-disciplinary subscription purchases to the library's Collections Management Group. License agreements should meet the Library's licensing criteria adopted from the Association of Research Libraries (ARL) Principles for Licensing Electronic Resources. New licenses are approved and signed for the library by the Associate Dean of Libraries.

Requests for database subscriptions to be considered by the Collections Management Group are normally solicited in a call for requests made by the Associate Dean of Libraries generally made in the early fall or near the end of the spending year. Otherwise, during years in which little money is available within the general collections budget for new, higher-cost digital subscriptions, special requests may be considered by the Collections Management Group on an as needed, individual basis.

One-time, Large Expensive Purchases
Requests for specialized higher-cost digital resources available with one-time payments are also reviewed and approved by the Collections Management Group. These can be purchased throughout the year from three funds allocated for this purpose in the general areas of the humanities, social sciences, and, the sciences & engineering. These resources are also routinely acquired at the end of the year with any surplus amounts left in the University Ledger and often leveraged with money from endowed funds.

Consortia Purchasing
The library participates in a number of library consortia--including LOUIS/LALINC, Lyrasis, the Center for Research Libraries (CRL), and the Northeast Research Libraries consortium (NERL)--in order to take advantage of aggregated purchasing agreements for digital library resources. It seeks other consortium licensing opportunities whenever they serve the best interests of Tulane University.

Digital Resource Selection Considerations
Overall, the selection of digital formats should reflect the library's other practices for collection development and acquisitions, and also the following:

- Consortium availability, through which purchase is preferred. This information may be obtained from the vendor by the inquiring librarian or Acquisitions staff at the time of purchase

- Licensing restrictions or other limitations on the use of the database
- User and academic program needs and demands. Special attention should be given to resources that provide coverage of high-priority or under-represented areas.
- Reputation of the producer and vendor
- Comprehensiveness, scope, and indexing accuracy.
- Timeliness of updates or culminations
- The relative difficulty of using the print version versus the digital version
- Interface usability and platform quality
- Cost in relation to value (see Cost Criteria below)

Service and Technical Criteria

Overall, the selection of a digital resource should conform to Tulane University's general practices for maintaining a stable technology environment. Staffing and training levels should be considered and also the following:

- The potential impact the product would have on the demand for user assistance
- The potential impact the product would have on the need for additional user education or printed literature guides.
- Any need for restrictions on access to the database as required by service or infrastructure requirements
- Compatibility with existing IT systems
- The necessity of special technical support and maintenance
- Software issues that include complexity for end user
- Special hardware requirements

Cost Criteria

Costs are important and potential purchases should be assessed with regard to the following:

- The relative value of the format considered versus access through some alternative means
- Availability of options or price differences relative to consortium availability, lease, or specified number of users.
- The likelihood of additional costs for updates or upgrades
- The possibility of unseen startup or maintenance costs
- The shelf life of the product and its replacement costs
- Availability of packages, credits for canceled print, discounts, or consortia pricing

Licensing Criteria

The full list of licensing criteria from the Association of Research Libraries (ARL) Principles for Licensing Electronic Resources, to which the library adheres, can be found at http://www.arl.org/sc/marketplace/license/licprinciples.shtml. Overall the library seeks to avoid licenses that could be considered unreasonably restrictive in defining authorized users (such as prohibiting access to walk-in users) or that may use otherwise permitted under copyright guidelines with regard to printing, downloading, and copying. Uses should include interlibrary loan. If a license agreement does not permit the library to make a usable preservation copy, it should specify who has permanent archival responsibility for the resource and under what conditions the library may access or refer users to the archival copy. Generally, the library prefers ownership of content purchased over term-specified access to content that is more like a temporary lease arrangement. New licenses are approved and signed for the library by the Associate Dean.

Section 14. Placing or Canceling a Standing Order

A standing order is an order that is created to receive and pay for all volumes of an irregular serial, monographic series, or multi-part item as they are issued by the publisher on an ongoing basis. New standing orders may be acquired by either making a permanent transfer of its estimated current annual cost from a book fund into the Standing Order fund or by canceling a standing order title of commensurate value. A list of standing orders arranged by fund can be requested from the Head of Acquisitions or the Director of Technical Services.

Liaisons are responsible for ascertaining whether or not the library already has a copy of a standing order edition by checking the catalog before ordering a new copy. Complete bibliographic information is required for each order submitted. With each order, liaisons are to specify the desired start date of the standing order, identify back issues to be purchased, approve transfer between book and standing order funds, and identify location of where the item is to be housed. The cost of back issues is generally paid from book funds.

Standing orders and cancellations should be placed with the Head of Acquisitions in the Technical Services Division.

Section 15. Monitoring Approval Plans

The library acquires a large number of books through a variety of approval plans from book vendors including GOBI Library Solutions, Harrassowitz, Amalivre, and others. The largest numbers of books on approval are received from GOBI through a plan covering titles from most domestic and British academic presses and scholarly trade presses. Books matching customized discipline profiles are received weekly by the Acquisitions staff in the Technical Services Division. Periodically, liaisons are offered opportunities to meet with book vendor representatives to create or change approval profiles.

Books received on approval are divided by discipline and placed on shelves in the Technical Services area on the 1st floor of the Howard-Tilton building. Liaisons can review the shipments placed on these shelves in concert with reviewing approval activity in vendor new title databases such as GOBI. Approval titles from GOBI Library Solutions cannot be returned because the library pays this vendor to provide physical “shelf-ready” processing for these books before they are shipped.

Liaisons may contact GOBI Library Solutions directly with questions about their approval plan profiles and potential profile adjustments. However, GOBI Library Solutions profile changes are requested through the Associate Dean of Libraries, since each change can have significant budget implications. Profile adjustment is considered routine and is expected to be an ongoing, continual process.

Liaisons should keep abreast of program changes, areas of excellence, and new faculty in departments for which resources are intended. This information should be factored into decisions about adjusting profiles. Approval plan profiles supply books matched specified parameters automatically. They also supply liaisons with notices of new titles that can be selected as firm orders. Liaisons are encouraged to share these notices as appropriate, among themselves and with interested parties such as faculty the departments they support.

Changes to the profiles for general collections foreign approval plans such as those from Harrassowitz and Amalivre are made through the Head of Acquisitions. Liaisons may monitor foreign approval plans

through the new title databases provided by those approval vendors, and use these databases as selection tools for firm orders.

Section 16. EBooks

Howard-Tilton Memorial Library has long valued the strength of its book collections and has closely followed developments within the book publishing and sales industries in both domestic and foreign markets. The library has closely followed developments in eBook acquisitions and, as a result, has purchased more than 2.3 million eBooks with records in the online catalog.

Today eBooks acquired through firm order or approval plans can often be considered a viable alternative to print format books, although with some potential limitations. Academic eBook acquisitions present unusual problems such as those related to access, licensing, archival availability, platform quality, and sometimes the lack of multi-user upgrades to provide for an equivalent of course reserves if needed. A common lack of ability to share eBooks through interlibrary loan is another consideration.

Perpetual ownership is a particular issue with many eBooks since, without some safe assurance of long-term access, the library's ability to preserve eBook content for cannot be assured.

Liaisons should apply to eBook purchases the selection criteria for noted for other digital resources earlier in this manual. The following additional considerations are suggested:

- The library has designated preferred platforms or sources for eBook in its GOBI approval profiles and these can be considered to be good selection guides in pre-identifying which platforms have EBooks with Portico coverage or favorable perpetual access or DRM-free licensing
- Least-restrictive eBook formats (such as .pdf or .epub) on common platforms and that can be read on a relatively wide variety of devices are preferred
- The library will continue to pursue highly discounted eBooks through package purchases and will look to support least-restrictive licenses and platforms like those from Project Muse and JSTOR
- For now, the library has no prohibition, other than cost, against purchasing either an eBook that is a duplicate of a purchased print title or a print title that is a duplicate of a purchased eBook

Section 17. Data Sets

Liaisons may purchase data sets as one-time purchases using their book funds or though subscriptions using the same processes described earlier in this manual for other serials. Some data collections may qualify as large-expense subscription or one-time purchases too. Example purchases have included resources such as DataPlanet, DataPlanet Statistical Datasets, SAGE Stats, and Statista. In addition, Howard-Tilton Memorial Library has a pilot Data Set Purchase Program to encourage the appropriate use of data in research. Its program description includes a range of requirements to consider in acquiring data sets. See https://libguides.tulane.edu/data_policy

For now, most data sets purchased should reside on third-party platforms. Access to data purchased by the library cannot be restricted to individual schools, departments, or specific groups. Moreover, the library cannot acquire "single user" data sets for individuals. That is, the library cannot acquire data sets with restrictive license terms or technical requirements limiting use to one individual or group, to one specific project or purpose, or to a limited term or time period.

Section 18. Media

The term media refers to visual recordings, i.e. motion pictures, television series, documentaries, art film, news footage. Physical media formats in the general collections are housed in and circulated from the library's Music and Media Center, currently located on the 6th floor of the Howard-Tilton building. Content available as streaming media is also acquired.

The media collection supports all academic disciplines supported by the Tulane university Libraries and the collection is wide-ranging in topical coverage. Selection is overseen by the Head of Music and Media in collaboration with liaisons and assisted by faculty requests. Media materials can have special selection considerations with regard to format, licensing, and other factors. For more information see these Media collection policies:

- General Media: https://libguides.tulane.edu/media_policy
- Streaming Media: https://libguides.tulane.edu/ld.php?content_id=8461297

Section 19. Guidelines for Gifts and Withdrawals

The library maintains a set of *Guidelines for Withdrawing Materials from the Collections* that deals with the selective withdrawal of items. See https://libguides.tulane.edu/ld.php?content_id=58470014

It also maintains a set of *Gift Guidelines for the General Collections* that deals with the selection and handling of gift materials. See https://libguides.tulane.edu/ld.php?content_id=58469992

Section 20. Open Access, Open Educational Resources, and Open Data

Howard-Tilton Memorial Library supports the principles of Open Access, Open Educational Resources, and Open Data as outlined by SPARC (the Scholarly Publishing and Academic Resources Coalition). See https://sparcopen.org.

Open Access is the free, immediate, online availability of research articles combined with the rights to use these articles fully in the digital environment. Open Educational Resources (OER) are teaching, learning, and research resources that are free of cost and access barriers, and which also carry legal permission for open use. Open Data typically applies to a range of non-textual materials, including datasets, statistics, transcripts, survey results, and the metadata associated with these objects. These data are, in essence, the factual information that is necessary to replicate and verify research results (see https://sparcopen.org/open-data/).

Liaisons and others involved in collection development are asked to follow developments in these areas and to incorporate the positive results from open initiatives into our work.

The library currently provides access to Open Access journal article, eBook, and open text book titles via its Primo discovery search tool by activating dozens of large collections of these resources its CDI (Content Discovery index) knowledge base.

Transformative Agreements

Howard-Tilton Memorial Library actively seeks to negotiate arrangements with publishers that waive the article publication charges for Tulane authors who want their articles to be open access or publically available. Publish + Read, and Read + Publish, are new transformative alternatives to the traditional subscription model that address this problem of institutions currently needing to fund both library subscription costs as well as the costs charged for their researchers to submit articles to be published

within those same subscriptions. In both alternatives, the publisher bundles library subscription and article publication costs so that one offsets the other. For more information see https://libguides.tulane.edu/apc_waivers

Section 21. Collection Assessment

A variety of collections-related data are compiled and distributed for assessment purposes to liaisons and the Collections Group at various points annually. These include lists of not-owned books and articles requested from other libraries through Interlibrary Loan and title lists of current serials and standing orders sorted by reporting line (subject) for review. Other more specialized reports are periodically compiled and distributed as well and these include studies examining book circulation and use statistics for library databases, online journals, and eBooks.

Alma's Analytics module holds the potential for providing liaisons with direct access a wide array of use data for the library's collections as more of these types of data are entered into the Alma database. In the meantime, liaisons may request specific data extractable from Alma or other sources of collections data such as GOBI, Ex Libris USstat, or other sources from the Collections Management Group. Liaisons are encouraged to periodically monitor the physical collections related to their subjects on the library's shelves, both in the Howard-Tilton stacks and its off-site facility, and participate in condition review activities such as responding to the brittle or damaged books forms routinely distributed by the Preservation Librarian.

Additionally, a variety of university related data are compiled and distributed to liaisons and the Collections Group, usually in the fall of each year. These include general university enrollment figures and more detailed student enrollment data showing program enrollment by major within the university's various schools. These can be used by liaisons along with the qualitative data they acquire directly from their contacts with faculty and students to maintain an accurate profile of the departments supported by the library. This information can then be compared to information about the collections to make informed collections decisions.

These data and other information related to collection assessment are generally linked to the Collections Group research guide at http://libguides.tulane.edu/collections. Additional data may be found on the library more general Assessment guide at https://libguides.tulane.edu/assessment

Section 22. Electronic Resources Management (ERM)

The Electronic Resources Management (ERM) department in the Technical Services Division manages access for the library's digital resources. The department is responsible for transmitting and maintaining licenses and for the activation, registration, proxy registration, and linking of new resources. It maintains the library's CDI (Content Discovery Index) and open URL link resolver, and its staff troubleshoots resource access problems over time.

An ERM-L list is managed by the ERM department and is used throughout the library for announcements about electronic resources, including new resource activations, changes to current resources and resource problem reporting. Liaisons noting access-related or other problems with the library's digital resources should report these with messages to erm-l@tulane.edu.

Section 23. Consortia

The library holds membership in a number of consortia with applications for collection development.

CRL
The Center for Research Libraries (CRL) is a consortium of North American universities, colleges, and independent research libraries. The consortium acquires and preserves traditional and digital resources for research and teaching and makes them available to member institutions through interlibrary loan and electronic delivery. Tulane is a member of CRL, and we borrow from them through interlibrary loan. Occasionally liaisons may be asked to give their opinions about items for possible purchase at CRL. See http://www.crl.edu

NERL
The NERL Consortium consists of a core group of 30 of the most research-intensive institutions in North America. It is a national leader in negotiated licensing whose mission is to serve as an advocate for the collective power and influence of libraries and their parent institutions. NERL is based at the Center for Research Libraries (CRL) in Chicago. Howard-Tilton Memorial Library occasionally acquires discount pricing for resource through NERL.

HathiTrust
HathiTrust Digital Library is a large-scale collaborative repository of digital content from member research libraries including content digitized via Google Books and the Internet Archive digitization initiatives, as well as content digitized locally by libraries. Its Emergency Temporary Access Service makes it possible in certain special situations, such as emergency closure of a library, for a member's users to obtain lawful access to copyright digital materials in place of the corresponding physical books held by the member's collection. See https://www.hathitrust.org/

LOUIS
LOUIS: The Louisiana Library Network combines the resources of Louisiana's public and private academic libraries, along with a centralized support staff located on the LSU campus, to produce a statewide academic library consortium. The central support staff provides a range of services to consortium members such as library automation, a union catalog, a digital library, shared digital resources, authentication, training, and consulting. Established in 1992 by the Board of Regents, LOUIS has 43 members and receives several million dollars annually in contracts and membership fees to support consortium members. See https://www.louislibraries.org/.

Lyrasis
Once our regional OCLC services provider, Lyrasis, is now a membership organization serving the Southeast as a broker of consortium services and library resources. Lyrasis was formerly known for many years as SOLINET . See http://www.lyrasis.org

ASERL
The Association of Southeastern Research Libraries ASERL is the now largest regional research library consortium in the United States. See http://www.aserl.org

KUDZU
Since January 2001, the Association of Southeastern Research has provided KUDZU, which is a system ASERL research libraries across the Southeast that participate in a resource sharing arrangement. Kudzu connects more than 300,000 students and faculty to more than 30 million volumes. Most items borrowed by our library through this arrangement can be delivered to the user within a few days. See http://www.aserl.org/projects/kudzu/default.htm.

TU/LU

Howard-Tilton Memorial Library maintains a reciprocal borrowing agreement with Loyola University of New Orleans. See https://library.tulane.edu/services/borrowing-policies for information about the range of borrowers at the library.