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# General Collections

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# Collection Development Manual

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Howard-Tilton Memorial Library  
Tulane University  
New Orleans, LA 70118

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August  
2018

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## **Collection Development for the General Collections**

### **Overview**

The general collections of Howard-Tilton Memorial Library provide a large core of resources 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. The general collections also include materials purchased through the main library but housed at the Architecture Library in Richardson Hall and the Math Library in Gibson Hall.

Most 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 formats such as microform as well as sound and video recordings. Increasingly, general collections resources are acquired in digital formats accessible to authorized users through the campus network. These include large numbers of databases, ebooks, and online journals.

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.

Howard-Tilton Memorial Library maintains a number of more specialized collections that are separate from its general collections and that have selection, acquisitions, and other collection development practices that may differ significantly from the practices described in this manual for general collections. These other collections include The Latin American Library on the 4<sup>th</sup> floor of the Howard-Tilton building. It 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. Howard-Tilton's Special Collections in Jones Hall include the, the Southeastern Architectural Archive, the Hogan Jazz Archive, the Louisiana Research Collection, Rare Books, and the University Archives.

Tulane University has separate libraries associated with its professional schools of health sciences, business, and law. The Rudolph Matas Health Sciences Library reports to the Dean of Libraries and Academic Information Resources, who also oversees the main Howard-Tilton Memorial Library, but the Matas Library maintains separate budgets (including a separate budget for collections) and management. The Turchin Library at the Freeman School of Business, the Law Library at the Tulane School of Law, and the

Newcomb Archives and Vorhoff Library Special Collections each have their own collections budgets that are also separate from Howard-Tilton Memorial Library.

### **Organization**

**Liaisons** are librarians who have responsibilities for selecting materials for the general collections. These responsibilities are assigned by subject, based on librarians' interests and subject background. Subject assignments are made by the Associate Dean of Libraries. There are about a dozen liaisons in all, with most carrying small numbers of subject assignments and primarily serving in other roles throughout the library.

Three coordinators for scholarly resources among the liaison librarians hold the largest numbers of subject assignments for the general collections. The library has coordinators for scholarly resources for the Humanities, for the Sciences & Engineering, and for Social Sciences & Government Publications. The coordinators for scholarly resources are senior-level librarians with extensive expertise in collection development and working knowledge of changing trends in publishing and scholarly communications. Their work focuses heavily on collection development, and they offer guidance to other liaisons who select materials in related disciplines. They maintain liaison contacts among many academic departments outside the library and assist the Associate Dean of Libraries as a group to address collection issues and review requests for multidisciplinary or expensive items.

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

The liaisons may periodically meet in small **Liaison Coordinating Groups** corresponding to the broad disciplines in which their subjects are associated (Humanities, Science & Engineering, and Social Sciences). Each group is led by the coordinator for scholarly resources associated with that discipline. Their purpose is to promote the development of expertise and professional knowledge among those working in similar areas and to encourage useful collaboration.

A large **Collections Group** meets monthly 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 Special Collections, The Latin American Library, ILL, Technical Services, Systems, and Web Services. The meeting is led by the Associate Dean of Libraries.

A **Collections Management Group** includes the Associate Dean of Libraries, the three coordinators for scholarly resources, the Director of the Library American Library, the Director of Technical Services, and the Head of Acquisitions. It meets weekly to discuss collection development, collection management, and budget matters related to the general collections.

**Task Groups** may be formed within the Collections Group to study or address specific projects or problems. Group members are appointed by the Associate Dean of Libraries,

in consultation with members' supervisors. These groups generally fill a formal charge and report results to the Collections Group within specified periods, after which they may be disbanded or repurposed for another task.

Example task groups have included a Selection Committee for Electronic Databases (SCED), which met periodically in the years 1997-2004 as the library was steadily building its large collection of subscription databases. More recently a Database Subscription Review Group was convened for FY2013 to review those same subscriptions to identify potential candidates for cancellation either due to non-use, duplication against other similar resources, or lack of relevance to our users' current needs. Other task groups have included two Discovery Tools Task Groups, including one in 2010 that recommended purchase of the Ex Libris Discovery Tool in concert with moving our Ex Libris Voyager ILS from a local server to Ex Libris's cloud-based hosting service. A Recovered Materials Group was a special task group formed in 2007 that met weekly through 2012 to address ongoing collections recovery matters, particularly as they related to the Tulane Libraries Recovery Center, the library's landmark program handling hundreds of thousands of items from restoration, donations, and initial replacement purchases planned as a means to rebuild collections damaged or lost due to Hurricane Katrina.

Also, as part of the Katrina recovery effort a **Climate Group** was established in 2006 to also meet weekly to monitor interior climate conditions produced in the Howard-Tilton building by its temporary HVAC system. This group is still active and with assistance from the library's Preservation Librarian it has expanded its scope to also monitor conditions in Jones Hall and at 900 S. Jefferson Davis Parkway, which houses the Recovery Center and off site collections.

The library divisions of **The Latin American Library**, **Special Collections**, and **Technical Services** each have active roles in building or supporting access to the collections. Each division is led by a director. The directors of these divisions report to the Associate Dean of Libraries, as do the coordinators for scholarly resources. The division of **Technical Services** provides the acquisitions, cataloging, processing, electronic resources management, stacks management, and other support services for the collections at large.

### **Liaison Program**

While the library is primarily responsible for building and maintaining library collections it seeks to do so in collaborative communication with the faculty. It accomplishes this through a formal Liaison Program. With this program, 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 are referred to within the library as subject assignments.

### **Book Chairs**

The liaison librarian has within most academic departments a corresponding faculty book chair who serves as that department's primary library contact. Book chairs are generally full-time teaching faculty and are appointed by academic department chairs, as encouraged by the library.

Book chairs are asked to perform the following roles:

- 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
- Assist the liaison librarian in maintaining up to date and useful collections policies that accurately address department research and teaching needs
- Share information with other faculty members about new library resources, new library services, or changes in scholarly communication
- Serve as a department point of contact, helping to link liaisons or other librarians such as those involved with the library's instruction program or digital initiatives with other members of the department who may have specific library-related needs or interests

Contacts between liaison librarians and book chairs are routine. Latin Americanists residing within individual academic departments are encouraged to contact the Latin American Library liaison librarians directly.

### **Liaison Responsibilities**

The following is a detailed outline of liaison responsibilities at Howard-Tilton Memorial Library. The outline reflects points covered in two discussions held on this topic among Howard-Tilton liaison librarians in Spring 2013, as well as ideas from the library literature reviewed for those discussions.

### **Engagement**

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

- Meet with department book chairs 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 book chairs or other 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 members in assigned departments to library expertise in areas such as:
  - Library instruction and general library assistance
  - Special collections
  - Institutional repositories and data management
  - Copyright
  - Other: ILL, preservation, open access publishing, metadata standards/creation, and more
- Participate in the library's Instruction Program; provide and promote workshops and instructional support
- Participate in collections Coordinating Groups
- Regularly attend meetings of the large Collections Group
- Work with Library Information Technology, technical services units, or relevant task groups to improve discovery tools and interfaces

### **Research Consultation**

Liaisons provide in-depth, specialized research consultation for Howard-Tilton Memorial Library 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, reviews, etc.; evaluate approval books, submit firm orders, and review gifts following standard procedures in a timely manner
- Monitor performance of book plan profiles
- Review new electronic resources for purchase from subject-specific funds or for recommendation as a major library purchase (in the case of multi-disciplinary works)
- Analyze collection characteristics and collection data to better serve users
- Carry out the other collection development related activities described in this manual
- Collaborate, as needed, 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, identify and report fiscal discrepancies to the Associate Dean of Libraries and the Director of Technical Services.
- Stay within budget guidelines.
- Spend assigned funds judiciously and within 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) alternatives and promote use of the Tulane University Digital Repository (IR) among faculty and graduate students
- Field inquiries about meeting 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

### **Technical Services**

Liaisons work 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 to the library's ERL-L listserv
- Test 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**

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 the Conservation Librarian and staff in the Technical Services Division.
- Respond in a timely manner to requests for retention decisions about brittle and damaged books

### **Fundraising | Stewardship**

Liaisons responsibly manage assigned special 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

Appointment as a liaison to an academic department is a formal, permanent part of a librarian's work. As librarians, liaisons must hold a master's degree in library science or an equivalent and as subject liaisons they must have significant background or expertise in a relevant subject or professional field.

## **Budget**

### **Budget Process**

A proposed collections budget for each fiscal year is generally prepared in the early fall by the Associate Dean of Libraries in consultation with the Collections Management Group. The draft proposed budget is discussed with the broader the Collections Group, which may be asked to assist with tasks related to the budget process. This proposed budget 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 Voyager. Allocations for general collections funds (those in Voyager's University Ledger) are made by the Associate Dean of Libraries in consultation with the Collections Management Group and, in the event of major changes, in consultation with the large Collections Group. A separate ledger is maintained individually 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.

### **General Fund Structure: Department v. 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, the allocation 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 four courses independently listed in the catalog will, like departments, have their own policies and funds. (Not counted toward the four will be 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>

## **Fund Types**

### **University Funds**

Representing the largest portion of the collections budget, these are the general collections funds allocated annually and largely from money given to the library by the university in the annual budget cycle. University funds are identified with the fund code Univ 220215 or 220215 and are referred to in Voyager 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 big-expense purchases identified in consultation with the coordinators for scholarly resources.

### **Income Funds**

Income funds, generally identified with fund codes beginning with the number 6 in Voyager'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 Voyager'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 occasionally asks the library for Stewardship Reports on how endowment funds are used. Liaisons should comply promptly by supplying information on fund expenditures and title lists when requested. They should consider stewardship an important part of their collection development role.

### **Tracking and Spending Funds**

Funds are tracked through the Voyager Acquisitions Module. Each book fund summary in Voyager lists the following:

- Original Allocation -- the amount allocated at the beginning of the fiscal year
- Net Allocation -- the original allocation plus any carryover or subsequent increase or decrease)
- Expenditures -- what has been paid out this year
- Commitments -- amount already spoken for, taken from firm orders
- Available Balance – what is left after expenditures and commitments

In Voyager, the Transactions tab for each book fund includes information about amounts transferred in and out of each account.

Subject-specific serials and standing order budget lines in the University ledger do not have their own individual allocations like book funds. Instead they have what are called reporting lines that show expenditures through the year. This is because annual expenditures can vary widely among subject areas due to inflation, currency issues, and publisher or vendor changes. Therefore large amounts are allocated to broad parent funds for serials and standing orders based on past history and industry inflation projections. Then expenditures are tracked within subject reporting lines in Voyager for more detail, but only as expenditures are made through the year.

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 Voyager. 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 liaison librarians may submit orders totaling about \$100 over the balance in their book funds to account for any discounts applied at the time of actual payment. All remaining balances are used for large-expense, end-of-year purchases.

Orders from book funds are expected to be submitted 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, liaison librarians are also held to a mid-year spending deadline that asks for 60 percent of book funds to be spent by the first Wednesday in February.

## **Selection Tools**

### **Suggest a Purchase Form**

The library web site features a Suggest a Purchase form. The form's descriptive 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 and says that faculty members with purchases to recommend can also do so through the book chair in their academic department. Liaisons receive these Suggest a Purchase recommendations as email messages manually routed at present by the Associate Dean of Libraries.

### **GOBI and New Title Notices**

The GOBI new title database is the most commonly used source for identifying new book titles and is a web-based database listing materials available through 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, Casalini, and Amalivre offer similar online services with bibliographic information online. Checking for titles in GOBI and other online book vendor systems has the added 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 at <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 sent directly to them in their offices. To order from a catalog or flyer, liaisons should forward the appropriate bibliographic information for any items selected from the catalog or flyer to the Head or Unit Coordinator of Acquisitions.

### **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 for the disciplines they cover. Many if not most of these sources are now available online. Liaisons may also contact the Technical Services Division to have print subscriptions of selected review journals routed to them via office mail. Office mail routing has disadvantages and can result in incomplete runs of journals on the shelves so this is an option that should be exercised carefully. Review publications when routed should be returned or passed along in a timely manner.

### **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 and to realize tangible benefits as they transitioned to greater reliance on digital content. It plays an important role in the library's decision to switch access from a print

subscriptions to online only access. Prior to switching from print to online, Portico is searched and archived access to the title is verified as part of the library's serials acquisitions process. As Portico now archives ebooks and select databases, it may also be consulted for those acquisitions processes. A link to this resource is available on the library's Collections Group research guide at <http://libguides.tulane.edu/collections>.

### **ILL Requests.**

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

### **Collections Policies**

The general collections of Howard-Tilton Memorial Library directly support the educational and research programs of Tulane University that are based primarily on its uptown campus—and not duplicating collections provided by Tulane's separate 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. Particular criteria assume greater or lesser importance depending on the material under consideration, the resources available, the acquisitions commitment level, and the subject matter covered. Liaisons are responsible for maintaining regularly updated collections policies that show how these criteria are applied for each academic department they support through their liaison assignments. The policies are best formed through discussions with faculty afforded through the Liaison Program.

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 book chairs to meet.

See these collections policies at <http://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, require up-to-date 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 files that may be online or on CDs; microform; maps, globes; sound and video 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. Online access is preferred over CD-ROM formats. Print is the standard format for monographs, although the library will consider digital formats as they become available. DVD in NTCS region 1 coding is preferred over VHS tapes; DVDs in PAL or encoded for different regions will be considered as appropriate. The library does not purchase materials for the general collection in outdated or other formats not supported by equipment to make them readily accessible to users. Examples of outdated formats include filmstrips, floppy diskettes, and eight-track cassette tapes. Preference for emphasis on format may vary and should be determined separately for each subject area and noted in each subject collection policy.

### **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 liaison librarians 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. Redundancy is avoided, but duplicates may be selectively purchased where high use is expected. Availability of expensive or tangential titles through consortium arrangements--such as that with the Center for Research Libraries--is also considered, as is access versus ownership. Collection policies for each subject area should address the following:

#### **Affiliated Resources within the Howard-Tilton Memorial Library**

These include other related areas covered within the library including the Math or Architecture libraries, or Special Collections. Also identified are multi-disciplinary online resources such as bibliographic, article, or reference databases.

#### **Related Library Collections within Tulane University**

The university has several libraries separate from the main Howard-Tilton Memorial Library. These include libraries for the professional schools of business, medicine, and law as well as special libraries such as a Nadine Vorhoff Library 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. These types of formal cooperative collection agreements may have direct effect on collection decisions.

#### **Neighboring Resources**

Tulane University is one of several universities with 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 library for the U.S. Army Corps of Engineers--house valuable research materials. The Howard-Tilton Memorial Library maintains and encourages cooperative use agreements that extend borrowing privileges to Tulane graduate students and faculty at neighboring academic libraries. Because selection decisions at these libraries are not made cooperatively, neighboring resources do not necessarily determine selection decisions for Howard-Tilton collections.

### **Quality**

The quality of a title must be evaluated weighing several subjective factors collectively, including its sponsorship; scholarship; level of creativity; lasting value; the reputation of

the author, the publisher, the contributors, the editorial board; the quality and importance of the illustrations; and whether or not bibliographies are included. None of these is a deciding factor alone but each is considered as it contributes to or detracts from the overall quality.

### **Price**

The value of any item in the collection cannot be measured only by considering its price. The price, however, in addition to the other criteria mentioned here, has to be considered when evaluating a purchase. When evaluating "free" materials or gifts, the cost of acquisitions processing, cataloging, shelving, and preservation must also be considered.

### **Vendor Relationships**

Relationships with vendors, publishers, and other entities providing library services are often service relationships in which successful outcomes are enhanced by cooperation and professional courtesy. In other words, they are working relationships. Because many library-related 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 states 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 have traditionally required 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 during normal business hours.

### **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. Orders may be submitted either in paper, such as copies of pages from catalogs, through email, or by creating and managing [folders](#) shared with Acquisitions staff in GOBI.

Liaisons are responsible for ascertaining whether or not 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. With each order, liaison librarians specify the purchase of a specific edition, fund to which the purchase will be charged, and location of where the item is to be housed.

Firm orders should be placed with the Head or Unit Coordinator of Acquisitions in the Technical Services Division. When a liaison requests that a title be purchased from a specific vendor, and the publication is more than 2 years old, the Acquisitions Department will try to accommodate the request. For all titles published within the last 2 years, the acquisitions staff orders titles through GOBI when available, to avoid duplication of orders. When a title is not available from GOBI Library Solutions,

Acquisitions follows procedures that ensure that duplicates will not be sent under any approval plan prior to placing the order. Liaison librarians should indicate with each order the specific fund to which an item selected should be charged.

### **Rush Orders**

Orders may be placed as rush orders 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. But rush orders should be requested judiciously and rush availability times depend on a variety of factors. Therefore 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**

With the Acquisitions Department, orders that are not supplied within 90 days of placing the order are claimed with the vendor. 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. Liaison librarians may request a list of open orders for their funds from the Head of Acquisitions or Director of Technical Services.

### **Ordering or Canceling a Journal: Serial Orders**

A serial is a publication issued in successive parts at regular or irregular intervals, usually bearing numbering, and that has no predetermined conclusion. The most common example is a journal. 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 dropping and swapping a title of commensurate value within the parameters of an existing publisher 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 the journal's 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 library to own and archive as a more permanent part of its general collections, the subscription should be purchased with an appropriate archival backup. For online-online subscriptions this should be provided by perpetual access through Portico, JSTOR, or other accepted "permanent" platform arrangements. Otherwise for titles with online access that is leased-only, a backup copy in print format is still the preferred subscription arrangement. This is covered in more detail later in the section of this manual headed *Selecting Digital Library Resources*.

Cancellation of journals 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 more prevalent in recent years. Indeed some package licenses limit the library's ability to make cancellations without acquiring new titles of similar value or make individual cancellations less cost efficient. These trades are handled through the Head of Acquisitions in the Technical Services Division. Depending on the number of titles in the package, several parties within the library are often party to package renewals with examples including ERM staff, the Director of Technical Services, and the Associate Dean of Libraries.

However, no titles are cancelled by the library without input from individual liaisons. The acquisitions staff in the Technical Services Division notifies individual liaison librarians 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 Head of Acquisitions in the Technical Services Division.

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. With each order, liaison librarians 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 transferred back to book funds because of the unpredictability of serials costs overall and newer complications related to package subscription arrangements. This also allows the library to cover the cost of routinely acquiring the online version of any print subscription when an online version becomes available, even if the online addition costs extra.

### **Placing or Canceling a Standing Order**

A standing order is an order that is created to receive and pay for all volumes of a 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 by checking the catalog before ordering a new copy. Complete

bibliographic information is required for each order submitted. With each order, liaison librarians 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.

### **Monitoring Approval Plans**

The library acquires a large number of books through a variety of approval plans from book vendors including GOBI Library Services, Harrassowitz, Amalivre, and others. The largest numbers of books on approval are received from YBP 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 are then notified by email that a new shipment has arrived. They are expected to 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. This makes it important to continuously monitor these shipments and make profile adjustments when needed.

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. While approval plan profiles supply books automatically, they generally also supply liaison librarians with new title notices as well. Liaisons are encouraged to share these notices as appropriate, among themselves and with interested parties such as faculty book chairs or faculty more generally.

Changes to the profiles for general collections foreign approval plans such as those from Harrassowitz, Casalini, and Amalivre are made through the Coordinator of Scholarly Resources for the Humanities who monitors the cost of these plans to ensure that costs stay within budget. Other liaisons may monitor foreign approval plans by reviewing books placed on the foreign approval shelves in the Technical Services area and are

encouraged to work collaboratively with the Coordinator of Scholarly Resources for the Humanities to maintain the profiles for these plans. They may also request new titles notices from these plans to be routed to them or check for new titles in the foreign vendor databases to identify foreign-published material to purchase as firm orders using their assigned book funds.

### **Selecting Digital Library Resources**

The library is committed to providing its users with access to up-to-date digital resources. Preference in the selection of digital resources is given to arrangements with the widest access, e.g., those accessible via the campus network. Purchase arrangements for access-only versus ownership are considered. However, ownership is preferred when online access would replace print subscriptions currently held in the library; this is considered important to retaining the fundamental value of libraries in the digital age.

Purchase of subject-specific digital resources such as online journals, e-books, and specialized databases may be made by individual liaisons when affordable from the subject-specific funds they manage, and using the established selection criteria listed here. Generally a new digital serial may be added by either making a permanent transfer of the item's current annual subscription cost from a book fund into the digital serials fund or by dropping and swapping a title of commensurate value within the parameters of an existing package.

Liaisons are responsible for ascertaining whether or not the library already owns or has access to a digital resource 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 preferred platform, identify format as print and/or online, and approve transfer between book and serial funds.

Digital resource 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 or multi-disciplinary subscription database 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. For more purchase options see the section below labeled Decision to Purchase.

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 to the Collections Group, 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.

### **Online Journals**

It is the general practice of the library to routinely seek internet access to its journal subscriptions and to provide links to them in the Local Catalog. Online versions are automatically sought by acquisitions staff at the time of each print journal renewal. Generally, online access with ownership and adequate archival provisions such as those offered by Portico or JSTOR is preferred.

### **Digital Archiving**

Howard-Tilton Memorial Library shares with other research and educational institutions the responsibility to determine the most effective methods for the long-term preservation of the digital materials acquired by the library but not stored locally. Resources lacking fixed responsibility for long-term preservation are considered only selectively.

### **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.

### **Policy Criteria**

Overall, the selection of digital formats should reflect the library's other practices for collection development and acquisitions. More specifically, potential purchases should be assessed with regard to 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 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 Criteria**

Overall, the selection of a digital resource should conform to Tulane University's general plans for establishing a digital information environment. Staffing and training levels

should be considered. Specifically, potential purchases should also be assessed with regard to:

- The potential effect that the product would have on the demand for interlibrary loan.
- 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.
- The potential impact the product would have on the need for set-up or maintenance.
- Any need for restrictions on access to the database as required by licensing, sales agreements, or the requirements of Tulane students, faculty, or staff.
- The availability of built-in user education features such as tutorials and help screens.

### **Technical Criteria**

Overall, the selection of electronic databases should reflect the library's current or planned level of technical resources, as well as its current or planned level of in house technical support. More specifically, potential purchases should also be assessed with regard to the following criteria that apply mostly to non-internet formats such as computer software or CD-ROMs:

- The necessity of technical support and maintenance for the product.
- Software issues that include: menu-driven versus command-driven features; complexity for end users; security features that protect against tampering, viruses, or theft; and, flexibility for networking.
- Hardware issues including: reliability, maintenance, compatibility with peripherals, flexibility for networking, and security from tampering or theft.
- Compatibility with existing systems in the Library and with systems currently or planned at Tulane University.
- Environmental and space requirements for equipment and workstations.

### **Cost Criteria**

Costs are an important concern and potential purchases should also 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, or other special deals.

### **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>. But 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 restrict or abrogate the rights of the library or its user community permitted under copyright law with regard to printing, downloading, and copying. When permanent use of a resource has been licensed, a license agreement should allow the library to copy data for the purposes of preservation including the creation of a usable archival copy. 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, in its license agreements 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.

### **Decision to Purchase**

Digital resources are purchased under a variety of scenarios that include selections of relatively low cost discipline-specific resources by individual liaisons and higher-cost or cross-disciplinary resources requiring broader review.

**Lower cost discipline-specific resources:** Generally available through serial subscriptions, liaisons may select these resources individually for purchase from their own assigned funds using the established selection criteria listed on this page, submitting orders with license and access information to the Associate Dean of Libraries. Once approved, these are forwarded to the Acquisitions Department and handled as permanent transfers from book funds to digital serials.

**Higher cost or cross-disciplinary resources:** Requests for higher cost (generally more than \$500) digital subscriptions are reviewed by Collections Management Group, which oversees the distribution of budget increases for these types of serials. The Collections Management Group may periodically review current higher-cost database subscriptions to identify any that are no longer needed and that could be cancelled as a means for freeing funds for new subscriptions. Requests for specialized higher-cost "monographic" digital resources, i.e., those available with one-time payments for ownership of content are also reviewed by the Collections Management Group, generally separate from database subscriptions and along with other one-time, annual big expense items, often at the end of the spending year.

### **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. Thus the library in recent years has been following

developments in ebook acquisitions and, as a result, has purchased more than 900,000 ebooks with records in the online catalog. To date, the library's ebooks have mostly been acquired in deeply discounted package sets or in historic book collections.

However, there are signals that the availability of ebooks as alternative format to print books does not necessarily mean that a transition like that of print to online journals will or should naturally follow. Academic ebook acquisitions present unusual problems such as those related to access, propriety formats, licensing, archival availability, and sometimes the lack of multi-user upgrades to provide for the equivalent of course reserves.

Ownership is an overarching issue with many ebooks, since without some safe assurance of ownership the library's ability to preserve ebook content for long-term access cannot be assured even after a full purchase cost is paid.

While the library considers more specific guidelines for selecting ebooks, liaisons should apply to ebook purchases the Selection Criteria for Digital Resources noted earlier in this manual. The following additional considerations are suggested:

- Ownership v. purchase of access only is a decision that should be weighed especially carefully. In other words, because of licensing issues, ebooks for now generally may be best suited as special acquisitions for works known to be primarily needed remotely or that contain content of temporary value (such as technology manuals or other works commonly superseded or regularly updated).
- 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. Common platforms are those though which the library has standing acquisitions agreements or existing licenses. For assistance, see the Head of Acquisitions in the Technical Services Division.
- 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, there is 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.

### **Collection Assessment Data**

A variety of collections-related data are compiled and distributed for assessment purposes to liaisons and the Collections Group at large at various points annually. These include lists of 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 have included studies examining book circulation and COUNTER use statistics for library databases.

Liaisons may request, most readily through the coordinators for scholarly resources, more specific data extractable from the Voyager ILS or other sources of collections data such as GOBI, Ex Libris USstat, or EBSCONET. They should periodically review the physical collections related to their subjects on the library's shelves, both in the Howard-Tilton stacks and its off-site facility. Moreover, they should 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 at large, 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.

### **Electronic Resources Management (ERM)**

The Electronic Resources Management (ERM) department in the Technical Services Division manages 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 Open URL link resolver (SFX), federated search service (MetaLib), and its staff troubleshoots resource access problems.

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](mailto:erm-l@tulane.edu).

### **Media**

The term media strictly refers to visual recordings, i.e. motion pictures, television series, documentaries, art film, news footage. Computer software and related supplemental media are generally purchased by the liaison librarians from the appropriate book fund. Media formats in the general collections are housed in and circulated from the library's Music and Media Center, currently located on the 4<sup>th</sup> floor of the Howard-Tilton building.

The media collection supports all academic disciplines supported by the Howard-Tilton Memorial Library and the collection is wide-ranging in topical coverage. There are, however, differences in representation among the disciplines relative to the degree of collection use and instructional value within a given discipline. 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 please see the Media collection policy at <http://library.tulane.edu/about/collections/policies/media>

### **Consortia**

#### **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 liaison librarians may be asked to give their opinions about items for possible purchase at CRL. See <http://www.crl.edu>

#### **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 of linked online catalogs at participating ASERL research libraries across the Southeast. Kudzu connects more than 300,000 students and faculty to more than 30 million volumes. The system allows users to browse the participating catalogs using a single search interface and to submit interlibrary loan requests directly to the source library. Most documents can be delivered to the user within a few days. See <http://www.aserl.org/projects/kudzu/default.htm>

#### **TU/LU**

See description of undergraduate reciprocal borrowing with Loyola University of New Orleans at [http://library.tulane.edu/services/borrow\\_other/tulu](http://library.tulane.edu/services/borrow_other/tulu)

#### **LOUIS/LALINC**

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 dynamic library consortium. The central support staff, commonly referred to as "LOUIS", provides many services to consortium members such as library automation, a union catalog, a digital library, electronic resources, authentication, training, consulting, and hosting related listservs and websites. Established in 1992 by the Board of Regents, LOUIS has 43 members and receives approximately \$3.5 million annually in contracts and membership fees to support consortium members. See [http://appl006.lsu.edu/ocsweb/louishome.nsf/\\$Content/A+Longer+History+of+LOUIS,+LALINC,+and+LLN?OpenDocument](http://appl006.lsu.edu/ocsweb/louishome.nsf/$Content/A+Longer+History+of+LOUIS,+LALINC,+and+LLN?OpenDocument)

#### **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>

## Preservation

The Conservation Librarian requests the help of the liaison librarians in making withdrawal and retention decisions for brittle and damaged books. The decision-making procedures are intended to be simple and quick for liaisons and feedback on the process or suggestions for improvement are encouraged.

The Conservation Librarian periodically sends liaisons a spreadsheet with bibliographic and holdings information related to books identified through circulation as brittle or damaged. The spreadsheet includes preservation recommendations (to withdraw or retain) based on the number of holdings in WorldCat and in the Southeast. Each liaison must either confirm or change each preservation recommendation for books in his or her subject area. Liaisons have one month to respond to preservation recommendations, at which time the recommendations will be acted upon and books will be withdrawn, reformatted, or repaired as appropriate.

Preservation and conservation concerns should be evaluated when considering new acquisitions, especially gift books or older volumes, and the Conservation Librarian is available for consultation or advice on new acquisitions and their potential preservation implications.

### **Guidelines for Withdrawing Materials from the Collections**

The library maintains a set of *Guidelines for Withdrawing Materials from the Collections* that deals with the occasional selective withdrawal of items. See <http://library.tulane.edu/sites/library.tulane.edu/files/documents/withdrawl-guidelines.pdf>

The following types of items may be selectively withdrawn from the general collections of the Howard-Tilton Memorial Library. These decisions are based on the professional judgment of the librarians assigned to manage the collections and reflect the need to periodically remove materials with no research value from crowded areas of the book stacks.

## Serials

### **Superseded Editions**

- Superseded editions of serials such as annuals or directories containing obsolete information. Example: older Peterson's Guides once the latest editions have arrived.
- Outdated directories no longer of academic use and having no historical significance or particular reputation.

### **Duplicate Issues/Volumes**

- Loose issues of journals which duplicate issues in bound volumes.
- Duplicate volumes or runs held at H-TML or other Tulane libraries.
- Not currently received incomplete serial runs for which another Tulane library holds a more complete set.

**Outdated Standards**

- Old standards and specifications where the source maintains archives and makes them available on request.

**Outdated Indexes Covered by More Comprehensive Ones**

- Old runs of highly specific indexes where coverage is now included in more comprehensive publications.

**Special Categories of Serials Subject to More Rigorous Examination**

**Outdated Newsletters**

- Newsletters--either back files or single issues--which contain dated current awareness information.

**Scattered Journal Issues--10+ yrs old**

- Scattered issues of journals which are at least 10 years old or older.

**Monographs**

**Multiple Copies/Low Circulation**

- Duplicate copies with low circulation (no circulation in the last 7-8 years).

**Poor Condition/Low Circulation**

- Titles in very poor physical condition that have very low circulation and are held by other academic libraries in the southern region.

**Outdated Textbooks**

- Outdated textbooks having no historical significance or particular reputation.

**Outdated Dictionaries**

- Dictionaries of no linguistic or historical significance replaced by newer editions.

**Outdated Self-Help and How To Books**

- Older "self-help" titles with no historical significance or particular reputation and "how-to" or technical manuals with outdated information, also with with no historical significance or particular reputation.

**Withdrawal Procedure**

Items requested for withdrawal are sent through the htbibs-1@tulane.edu listserv or directly to the Associated Dean of Libraries. Requests should include full identification of the item or items and their holdings, as well as a brief description of how the request meets the library's Guidelines for Withdrawing Materials from the Collections or why the item(s) should otherwise be withdrawn. The Associate Dean generally reviews these request swith the Collection Management Group for approval, since the coordinators for

scholarly resources in this group can verify whether the requested withdrawal of the item(s) would have no broader ramifications for other disciplines, and others in the group can advise on any potential issues relative to processing the request.

Once the request is approved, the withdrawal will be carried out by the Technical Services Division where:

- Stacks Management will remove the item(s) from the shelf
- Database Management will withdraw the relevant title, holdings and item records from the catalog and WorldCat
- Acquisitions will search for any open orders associated with the item(s) and contact a service provider, such as Better World Books, who generally handles withdrawn items for disposal. If the item or items are not accepted by a service provider, they will go to a recycle dumpster at the Tulane Libraries Off-site Facility

### **Large Scale Weeding**

The occasional selective withdrawal of items covered above is different from large-scale weeding, which requires more organization and planning, generally as distinct projects. Howard-Tilton Memorial Library undertook two large-scale weeding projects in the decade just prior to Katrina. The first, in the late 1990s, covered all H-TML general stacks and included a requirement to list on our web site any titles identified for potential withdrawal for 60 days for faculty review. The second was a weeding of the entire Dewey collection as it was moved off site in 2003. In this project, items to be weeded were simply made available for review for a relatively brief period on the same carts on which they were eventually removed from the stacks areas.