

Texas A&M University Libraries Collection Development Policy Statement

We enrich minds and inspire learning by providing quality information, services and resources to the Texas A&M Libraries global community. The University Libraries will be the indispensable hub of discovery, learning and creativity at Texas A&M by providing a distinguished collection of information resources unbounded by place and preserved for future generations. The Libraries actively participate in the University's goal to become a top ten public university in America.

The University is a Carnegie Doctoral/Research University-Extensive, and has designations as a land grant, sea grant and space grant institution. The TAMU Libraries have five College Station facilities: Cushing Memorial Library (rare books, special collections, manuscripts and archival repository), Evans Library (general university library), Medical Sciences Library (medical science and veterinary science), West Campus Library (business), Policy Sciences and Economics Library (political sciences and economics). In addition, there are two international TAMU library facilities and collections in several Texas locations. Each facility except Evans/Evans Annex focuses on a specific subject but has some overlap with other libraries. Evans/Evans Annex has collections in all subjects.

Currently the Libraries have two shared remote storage facilities.

Definition

This policy covers all areas of information and is for TAMU Libraries located in College Station and Qatar. Other affiliated libraries are not included in the policy even if included in the catalog.

Subject

The Libraries collect in all subject areas and use Library of Congress (LC), National Library of Medicine (NLM), Texas Documents (TxDoc), and U. S. Superintendent of Documents (SuDocs) classification systems. TAMU theses and dissertations follow a local classification system.

Libraries and Reference Collections

Subject specialists are responsible for all materials in their assigned area including all locations in all libraries except Qatar. Some collections may overlap with Cushing and/or Qatar as specified in the subject/special collection policies. Items are selected to serve the needs of the primary users of each library. Reference materials in each library should be appropriate for the primary users of that reference area.

Subject Specialists

The Director of Collection Development and Acquisitions Services is responsible for oversight of the Collection Development Policy. Subject specialists are responsible for the collections in areas assigned by this master policy. Subjects are assigned by classification systems so that all call numbers are assigned to one subject only. Subject specialists are expected to work collegially to meet the needs of all users, including reference personnel and primary users. Subject specialists duties include, but are not limited to, monitoring the approval plan, monitoring location of materials in the libraries, consulting with the preservation librarian, making decisions on lost/missing item replacement, firm-order books, serials, e-books, databases, audio-visual materials, U.S. government and Texas State documents, and others as appropriate.

Subject Collections (SC) and Special Collections Emphasis (SCE) Policies

These collection development areas are collections that do not fit within the classification scheme, or are housed in a specific location, but do not duplicate a subject specific collection development policy. These collection development policies must be approved before they are created. SC and SCE will be considered within the scope of the overall Collection Development Policy.

General Non-subject Parameters

Individual collection development policies will include the following non-subject parameters.

Languages

~ The collection is primarily in English, specific subject areas collect in other languages as appropriate.

Geographic Coverage

~ All geographic areas are included but may be more narrowly defined in specific subject area collections.

Chronological Coverage

~ No limits unless specifically defined.

Physical Formats

~ All formats are considered.

- Monographs – electronic is preferred or as defined in specific subject policies
- Periodicals – electronic is preferred
- Indexes/Databases – electronic is preferred
- Computer Software – as appropriate for specific collection
- Video – as appropriate for specific collection
- Streaming media – only when requested by a TAMU faculty or instructor
- Microform – only when other access not available, not a preferred format
- Images – as appropriate for specific collections
- Other formats – as appropriate for specific collections
- Textbooks – as appropriate for specific collections or to serve specific classes
- Government documents – as appropriate for specific collections

Level of Audience

~ The primary audience is lower college undergraduates to expert researchers. Each subject area will define audience more specifically.

Weeding & Withdrawals

Weeding is a standard practice in collection management which consists in the removal of materials that are no longer useful or appropriate from the active collections. During regular collection maintenance subject librarians are consulted regarding storage, weeding, replacement, or repair of materials in their subject areas.

Weeding is necessary in order to maintain current and relevant collections, aligned to the university's curricula and research, and to ensure shelf space for collection growth.

The Libraries will follow the below criteria as a guideline to remove or withdraw materials from collections.

These criteria will be adapted for each subject area in consultation with subject librarians as appropriate. For large projects, subject selectors are expected to consult with the teaching faculty.

- Duplicate or multiple copies of the same title and edition may be withdrawn.

Exception: recognized importance of a work, edition, and author, or high use of duplicate or multiple copies may warrant a decision for retaining.

- Superseded or preceded editions, especially works with little historical value may be withdrawn.

Exception: superseded or preceded works recognized as having historical value may warrant a decision for retaining.

- Low use items or volumes that have never circulated and contain obsolete or misleading information may be withdrawn, in consultation with subject librarians.
- Materials that are damaged or in poor condition may be withdrawn.

Exception: rare items or difficult to obtain through interlibrary loan should be sent to the Preservation Department for treatment or facsimile reproduction, if possible. Rare materials may be transferred to Cushing Library. Additionally, damaged items may be replaced if they are available for purchase as new or used items in good condition. The Director of Preservation makes the final decision on items with condition issues with notification of the subject librarians (who may consult with the teaching faculty).

- Media materials in obsolete formats may be considered for replacement, preservation or withdrawal.
- Single or scattered issues of serial titles may be withdrawn.

Exception: recognized importance of a work may warrant a decision for retaining.

- Items identified for transfer to remote storage, which duplicate CRL holdings or items in remote storage facilities (JLF, HDR) may be withdrawn. For items duplicated at JLF we will claim “Resource in Common.”
- Items declared “missing” or “lost” may be withdrawn.

Some items that meet the above criteria may be part of a donation. Gift agreements will preempt weeding criteria.

Proper disposal of items occurs by various methods.

TAMU Form FDP-411A is required for property transfers between University departments, out of TAMU or into TAMU.

TAMU Form FDP-414 is required for property transfers into and out of TAMU.

A list of approved organizations to which library materials can be transferred is maintained by University Surplus.

Although the University could sell withdrawn materials at auction, this would require significant additional resources, including staff time and space to deposit withdrawn materials. In consequence, disposal (shredding and recycling) by an outside vendor is preferred.

Potential Users

Primary users are the students, faculty, and staff of TAMU, and entities of the TAMU System supported by the TAMU Libraries at any international location. The Libraries are open to the public for on-site use. The collection is developed and maintained for primary users.

Degree Programs

Library collections support degree programs (as defined by the TAMU Graduate and Undergraduate Catalogs) and other teaching and research initiatives within TAMU. Non-teaching and/or non-research collections support primary users' general informational needs.

Collecting Level Definitions

Individual collection development policies include the following collecting level definitions.

Out of Scope

~ Library does not intentionally collect materials in any format for this subject.

Minimal Information Level

~ Collections that support minimal inquiries about this subject.

Basic Information Level

~ Collections that serve to introduce and define a subject and to support the needs of general library users through the first two years of college.

Instructional Support Level

~ Collections that provide information about a subject in a systematic way and support the needs of general library users through college and beginning graduate instruction.

Research Level

~ A collection that contains the major published source materials required for doctoral study and independent research.

Comprehensive Level

~ A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonable possible, in all applicable languages and formats.

Remote Storage

With over 5 million volumes, the Texas A&M University Libraries must store some volumes remotely in order to have room for both user space and new acquisitions. The Libraries currently partner with the University of Texas Libraries to maintain two remote storage facilities. The first facility, located near Austin, is a state of the art, controlled-climate, high-density repository known as HDR. Storage facilities of this type are not designed for end-user visits; materials are shelved according to size in boxes placed on warehouse-type shelves, and the environment is maintained at standards set for long-term preservation of print materials. Materials placed in HDR may remain the sole property of the institution that stored them, or one of the library partners may petition to have materials held by both libraries declared a "Resource in Common" (RIC). Materials that remain the sole property of an institution may be requested by patrons of that institution only, and may be re-located to another facility by the owning institution. Materials classified as RIC may be requested for circulation by patrons of either participating institution, but must be returned to the storage facility after use.

The second remote storage facility located in Brazos County on Texas A&M University Riverside Campus opened on May 24th, 2013. This facility, called Texas A&M University System/University of Texas System Joint Library Facility (JLF), serves both the flagship universities' libraries and the libraries of the system schools. JLF adopted the "Resource in Common" model. Ownership of the deposited items is retained by the participating institutions, and not transferred to the storage unit. All items received at JLF are classified as RIC, can be borrowed by a participating library user or lent to a non-participating library, but cannot be permanently

removed or relocated without the approval of all libraries sharing the item. Duplicate items are not accepted in the facility.

The TAMU Libraries identify materials for storage by a number of criteria, such as online availability, duplication between campus libraries, superseded editions, fragility, and lack of current use. These criteria include the identification of materials that will cause the least inconvenience to scholars needing access to the item as historical artifact.

Theses & Dissertations

History of Print, Electronic Submissions, and Digitization of Backfiles

Traditionally, print copies of each thesis, dissertation, and record of study submitted by TAMU students for graduation were cataloged and housed in TAMU Libraries. A copy of each dissertation was also submitted to ProQuest Dissertation Publishing (formerly UMI).

Beginning in 2003, students had the option of electronically submitting a copy of their thesis, dissertation, or record of study (ETD) which was then deposited into the TAMU Digital Repository, now known as the OAK Trust. Electronic submission became mandatory beginning in 2005. Doctoral dissertations continue to be submitted to ProQuest in addition to depositing copy in the OAK Trust. Master's theses (with very few exceptions) are not submitted to ProQuest.

A large digitization project, completed during 2011, initiated the withdrawal of all print copies of theses, dissertations, and records of study from TAMU Libraries, with one archival copy of each retained in an offsite high-density storage facility in Austin, Texas.

Discoverability, Accessibility, and Embargoes

All TAMU doctoral dissertations are now available digitally through ProQuest Dissertations and Theses Full Text database. ETDs submitted between 2003 - 2005 (during the optional electronic submission program) and since 2005 (when the mandatory electronic submission program began) are available via the OAK Trust as well as through ProQuest.

Most of the ETDs currently in the OAK Trust, the earliest dating back to 1922, are freely accessible via the Internet (Open Access). ETDs which were digitized under a contract with ProQuest, those dating roughly between 1964 – 2004, are accessible to TAMU-affiliated users with a university NetID and password only.

The Office of Graduate Studies sets policies regarding restrictions on access to ETDs. Students may opt to place a journal or patent hold (embargo) restricting access to their ETDs for a period ranging from 6 months to 2 years. Approximately two thirds of students currently place a hold of 1-2 years on their ETDs, making the full text unavailable to anyone (through either the OAK Trust or ProQuest). Additionally, during this time, neither the record nor abstract is discoverable through ProQuest (for doctoral dissertations) or through LibCat and the OAK Trust (for master's theses, doctoral dissertations, or records of study).

The Office of Graduate Studies approved a "process" change applying to ETDs submitted for December 2011 graduation and beyond. These ETDs will have metadata records (author, title, abstracts, etc.) available in the Repository indicating when the full text is scheduled to be released to the public.

Processing Time

The Thesis Office approves ETDs on a rolling basis, but only publishes (releases them to the Repository) once per semester (e.g. three times per year). The Office currently processes about 400 ETDs per semester and approximately 400 ETDs are uploaded to the Repository each semester. However, due to the current rate of holds placed by students, almost 2 out of every 3 ETDs released to the Repository are from prior years and not from the most recent semester. Given no embargo, generally, there is lag of about 6-10 weeks from the time of submission by the student and approval for release by University Administration to availability in the OAK Trust.

Catalog records are created through an automated process immediately after they are available in the OAK Trust.

Electronic Collection Policy

In 2003 the TAMU Libraries made the strategic decision to prefer the purchase of electronic access over print materials when appropriate to the subject area. Providing a “distinguished collection of information resources unbounded by place” contributes to the Libraries’ [vision](#). The electronic collection enables optimal access to resources and materials, which facilitates the increasingly collaborative and multidisciplinary nature of research and instruction. Providing a digitally rich environment to the TAMU community reinforces the Libraries commitment to excellent customer service.

In general, this electronic collection policy mandates the selection of the electronic format for periodicals and Evans Reference materials over print, when available and when not prohibitively expensive. Multi-user access, downloadable chapters, and other features outlined in the [e-book value statement](#) are highly preferable.

Using the core values for electronic collections outlined below, selectors should address subject specific electronic access requirements in their individual collection development policies.

Core Values for the Collection of Electronic Material – Guidelines to Consider when Selecting Material in Electronic Format

High demand titles

- ~ Consider the electronic format when there is a need to optimize access to users and to reduce the number of duplicate print copies. The e-version may be considered as a first copy or a duplicate copy of a high demand title.
- ~ Examples of high demand titles include:
 - Some reference books
 - Textbooks
 - Computer books (programming, software applications, manuals)
 - Classic literature
 - Some bestsellers
 - Texts on research methods
 - Study guides

Space constraints and storage issues

- ~ Consider the electronic format for areas where the alleviation of space and storage issues is paramount.

Material that is likely to be vandalized or stolen

- ~ Consider the e-format in order to reduce or eliminate the need to purchase replacement copies, which are sometimes expensive or no longer available.

Special e-Book database features, special book content, or subject areas, such as PsycBOOKS, Knovel, Early English Books, Safari Tech Books Online.

- ~ Consider the electronic format when the content lends itself to this format, particularly over older formats such as microform.
- ~ When content is available from multiple vendors, one vendor may be selected over another if the vendor provides an interface with unique features.
- ~ Special vendors (database platform) may be considered when their content is unique.

Emergent technologies and innovative collection practices

- ~ In keeping with these core values and the Libraries' mission, the library will also explore the use of emergent technologies, such as electronic book readers, iPods, netbooks and mobile access.
- ~ Patron Driven Acquisitions (PDA) project for electronic books has been implemented.

Preferred requirements for vendors, packages and individual titles:

- ~ Multi-user access is preferred over single user.
- ~ World Wide Web access is preferred over LAN or CD-ROMs on stand-alone machines.
 - Remote (ezproxy) access
 - IP authentication
 - Single username and password that are *shared*
- ~ CD-ROMs on a secure network, if World Wide Web access is not possible.
- ~ Purchase individual e-books through YBP. (exceptions described above)

Vendor (Contract) cannot contain or mandate the following (deal breakers)

- ~ Prohibitively expensive cost.
- ~ Access through single username/password, not shared or email format.
- ~ Requirement to relinquish material upon termination of the contract.
- ~ Requirement to monitor patron use.
- ~ Requirement to supply the licensor with patron records.

Textbooks

The Federation of Texas A&M University Mothers' Clubs provides funds for the purchase of textbooks, the selection of which should conform to the subject specific collection development policies. In general, one copy of a textbook may be purchased for every 50 students registered for a class. Exceptions are permitted at the discretion of the selector. When possible, textbooks should be located in Course Reserves, with the checkout period to be determined by the course instructor. Consider electronic format (if available), especially when multiple copies are being requested.

Gifts

The Texas A&M University Libraries gladly consider donations of the following material:

- The TAMU Libraries welcome gifts of books written by TAMU faculty and staff.
- The Libraries will also accept unique items in good condition that are of critical research interest to the University, which are not currently held in our general collection, and which are not commercially available.
- The Cushing Memorial Library and Archives reviews donations of unique or rare books, manuscripts, personal papers, Texas A&M related materials, and other archival materials that are of critical research interest to the University and enhance our special collections.
- The Medical Sciences Library (MSL) reviews donations of materials in veterinary medicine and related fields, regardless of age or format. These might include standard books and journals, unique, rare, or historical print works, manuscripts, personal papers, artifacts, and other archival materials in the field.

Apart from the exceptions above, the Libraries are no longer able to accept donations of books and other materials. This change in policy is aligned with the Libraries strategic initiative to provide digital content when appropriate to enable optimal access to resources and materials. The Libraries' space constraints and the high costs associated with evaluating and processing donated materials are also factors in revising our gift policy.

Statistics

Primary User Population Statistics (obtained from TAMU Enrollment Profile Fall 2014)

The 2014 Fall enrollment for Texas A&M University totaled approximately 62,000 students, and of that total, the College Station campus enrolled 55,810 students. The undergraduate enrollment comprises roughly 76.5% or 47,500 of the students. Doctoral students comprised 32.9% or 4,804 of the total graduate and first professional student population (14,618). For the most current statistics, consult the Texas A&M Office of Institutional Studies and Planning at <http://www.tamu.edu/oisp/>.

Collection Statistics as submitted to the Association of Research Libraries (ARL)

The Libraries are dedicated to providing materials in a variety of formats accessible both on campus and remotely. Resources and expenditures for the 2013-2014 reporting period were approximately:

- 5,173,340 million volumes held
- 1,509,470 eBooks held
- 2,571 databases
- 6,775,845 million microforms held
- \$ 23,609,080 Total Library Materials Expenditures (2013/2014)

Additionally, TAMU Libraries strive to be the best in class. For the 2012-2013 fiscal year, the Libraries were ranked 9th among ARL US Public University Libraries and 19th in ARL Overall ranking.

Approval Plan: YBP

An approval plan is a method of acquiring library resources, primarily books in print and electronic formats. TAMU Libraries' current approval plan vendor, YBP, supplies books based on a profile from the library. The

current plan is an e-preferred approval plan which supplies the e-book version of a book matching the libraries' profile if that version is available, except for the subject areas of History and English which are print preferred. If the e-version is not available, the print version is supplied. New e-books which match the profile are available through the YBP online website (GOBI3) for review by the subject selectors. The profiles (one for Evans/West and one for the Medical Science Library) are managed by subject selectors according to the LC classification in their collection development policies. The approval plan includes notification of available books via an electronic email system in addition to books that are automatically shipped, fully shelf-ready, when they match profile specifications. The approval plan is set up to automatically receive new publications from major publishers and most university presses. Bibliographic records for the books are supplied by OCLC through a PromptCat program and directly from YBP which matches the shipments from YBP with bibliographic records in the OCLC database. These records are loaded into the library catalog. The approval plan is managed by the Monograph Acquisitions Unit in Collection Development Operations & Acquisitions Services.

Subject selectors can edit profiles throughout the year but selectors notify the Director of Collection Development and Acquisitions Services when changes are requested. Selectors can discuss any problems or concerns related to the profile with the Coordinator of Monograph & Automated Acquisitions or the Director of Collection Development and Acquisitions Services. Typically the YBP representative visits once a year to review current subject profiles and to provide training.

Consortia Memberships

TAMU Libraries belong to several consortia. These partnerships enhance the collections of TAMU Libraries by providing opportunities for cost savings, cooperative agreements and access to unique collections.

Texas A&M System Libraries

<http://www.tamus.edu/>

The Texas A&M System Libraries is a consortium of twelve state institutions, seven state agencies and the Texas A&M Health Science Center. This consortium is administered by the System Libraries Resource Development Director and the Associate Dean for Information Resources of the TAMU Libraries. The consortium seeks to acquire resources in a cost effective manner in support of the research, teaching and curricula for the Texas A&M System and to optimize the management and licensing processes.

Center for Research Libraries

<http://www.crl.edu/>

The Center for Research Libraries is a consortium of North American universities, independent research libraries and colleges. The consortium was organized in March 1949. The founding institutions were the University of Chicago, the Illinois Institute of Technology, the University of Illinois, the State University of Iowa, Indiana University, the University of Kansas, Michigan State College, the University of Minnesota, Northwestern University, and Purdue University. The Center's mission is to support advanced research and teaching in the humanities, social sciences, and sciences through its in-house collections of microfilm, newspapers, textbooks, dissertations, government publications, serials and archives.

Greater Western Library Alliance

<http://www.gwla.org/>

Greater Western Library Alliance was first organized in 1996 and is currently a consortium of 31 libraries representing 17 Midwestern and Western states. Member libraries have common interests in cooperative

collection development, licensing electronic resources, scholarly communication, interlibrary loan, digital libraries, staff development and continuing education.

TexShare

<http://www.texshare.edu/>

TexShare is a statewide consortium of public, academic, and medical libraries administered by the Texas State Library and Archives Commission. The consortium was funded in 1994 under the Texas Higher Education Coordinating Board. TexShare's mission is to maximize the effectiveness of library expenditures by enabling libraries to share staff expertise, library resources, pursue joint purchasing agreements, and encourage cooperative development of information resources and technologies.

South Central Academic Medical Libraries Consortium (SCAMeL)

<http://www.tulane.edu/~scamel/>

The Medical Sciences Library is a member of the SCAMeL Consortium, a consortium of fourteen academic medical libraries. Its mission is to improve information services, library operations, and resource sharing in its member libraries in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. It provides leadership in cooperative projects, a forum for members to exchange ideas on improving library operation, opportunities for growth and development of staff through continuing education, and research projects for improvement of library and information service practices and the development of information policy.

Texas A&M Health Science Center Alliance of Libraries

<http://medicine.tamhsc.edu/learning-resources/alliance/index.html>

The Medical Sciences Library is a member of the TAMHSC Alliance, a consortium of ten libraries and resource centers. The purpose of the Alliance is to assure information access for all TAMHSC affiliated students, faculty and staff, as well as the librarians serving them.

Texas Digital Library

<http://www.tdl.org/>

The Texas A&M Digital Library provides access to digital collections and innovative scholarly services in support of research, teaching, and learning. These services are provided in partnership with the Texas Digital Library (TDL). TDL is a multi-university consortium dedicated to providing the digital infrastructure to support a fully online scholarly community for institutions of higher education in Texas. Through the establishment of shared policies and standards, forums for professional interaction, expertise in digital collections and preservation, and robust technical services, the TDL aims to increase the availability of the enormous intellectual capital produced throughout Texas universities. TAMU is a founding member, along with The University of Texas, University of Houston, and Texas Tech University and collaborates with its partners to offer shared scholarly services. "As a leading provider of scholarly communications technologies in the state of Texas, the TDL strives to: provide essential services to Texas institutions of higher learning and their faculties remain at the forefront of digital library development in the state, and provide cost-effective solutions to the challenges of digital storage, preservation, and communication faced by Texas colleges and universities."

Institutional Repository

<http://oaktrust.library.tamu.edu/>

OAKTrust is an open access digital repository for collecting, preserving, and distributing the scholarly output of the Texas A&M University and its partners. It provides increased access to the intellectual output of the

University's research and scholarship endeavors, fosters the preservation of these digital copies for future generations, promotes increasingly rapid advances in scholarly communication, and helps deepen community understanding of the value of higher education.

OAKTrust contains many types of content, including electronic theses and dissertations, faculty papers and books, technical reports, conference proceedings, and digitized library collections etc.

Acquisition Policy

1. OAKTrust will accept research, academic and creative materials developed by members of the Texas A&M community, including materials generated by faculty and students.
2. Materials produced by persons outside the Texas A&M community may be added to OAKTrust upon approval of the University Libraries. Normally, such materials must be closely associated with Texas A&M. (For example, research undertaken collaboratively with Texas A&M researchers, invited guest lectures presented at Texas A&M, proceedings of conferences held on the Texas A&M campus and co-organized with Texas A&M, etc.)

Faculty & Researchers

Texas A&M Faculty and researchers have default access to the “Faculty Research” community and the “Faculty Publications” collection in OAKTrust. Within the context of the policy, Texas A&M faculty and researchers may decide what types of materials they wish to submit. Such materials could include preprints or postprints of published articles (if permitted by publishers/copyright holders), working papers, conference papers, lectures, monographs/e-books, book reviews, datasets, podcasts, webcasts, etc.

Graduate students

Theses and dissertations are uploaded to OAKTrust by graduate students in accordance with the Thesis Office through Vireo Thesis and Dissertation Submission System.

Exemplary non thesis graduate student work worthy of long term online access and preservation may be included in the OAKTrust repository provided the student’s supervisor/instructor agrees.

Undergraduate students

Honors Research Fellows and Undergraduate Research Scholars Theses are added to OAKTrust by undergraduate research scholars in accordance with the Honors and Undergraduate Research office through Vireo Thesis Submission System.

Other best undergraduate student work worthy of long term online access and preservation may be included in the OAKTrust repository with formal approval of the student’s professor, instructor or supervisor.

Staff

Texas A&M staff are welcome to contact OAKTrust staff regarding proposed submission of their research, academic or work related creative materials to the OAKTrust repository.

Visiting Scholars

Visiting scholars and other individuals and groups who participate in the activities undertaken at or in connection with Texas A&M should communicate with the appropriate campus unit (e.g. the unit that invited them) if they are interested in submitting Texas A&M related work to OAKTrust.