FREQUENTLY ASKED QUESTIONS ABOUT THE UNIVERSITY LIBRARY

Why is the University Library Policy being reviewed now?
Section 2.5.9 of the Academic Senate Library Policy charges the University Library Board (ULB) with conducting periodic reviews of this policy. This has not been done since the policy was approved in 2003. Since then, libraries have been evolving in response to societal and technological developments. At the ULB meeting on May 5, 2014, it was decided that a policy review would be a priority for the ULB in the 2014-15 academic year.

What is the role of the University Library Board (ULB)?
The ULB is comprised of faculty (from each college and the library), a Senate representative, the Library Dean, and student representatives. Sections 2.5.1 and 2.6.1 of the Academic Senate’s University Library Policy state that the role of the ULB, as a special agency of the Senate, is to advise the Library Dean on library policies and operations.

How did the ULB solicit input from SJSU campus faculty and students?
During the fall 2014 semester, the ULB held six focus groups and two open forums to obtain input from faculty and students. The ULB also conducted an online faculty survey and a student survey about the library. Reports from the fall data collection may be found at: University Library Board Reports from Fall Data Collection (http://library.sjsu.edu/university-library-board-ulb/university-library-board-ulb).

Who governs the University Library?
Sections 2.1.1 and 2.1.3 of the Academic Senate’s University Library Policy state that the administration of the library is delegated to the President who in turn delegates responsibility to the Provost. The Library Dean reports to the Provost and is responsible for the effectiveness of the library operations, the quality of collections, the competence of staff, its governance, and additional programs as assigned by the Provost. The Academic Senate serves in an advisory role through its committee structure and its policy recommendations to the University Library Dean.

What is LOFT?
The Library of the Future Taskforce initiative or LOFT is a CSU-wide initiative originating from six Los Angeles Basin CSU campuses in an effort to re-envision the CSU libraries in a way that improves the academic success of students and faculty, while improving the efficiencies and effectiveness of the libraries’ services, resources and facilities.
**Libraries of the Future (LOFT) documents** ([https://library.sjsu.edu/university-library-board-ultb/university-library-board-ultb](https://library.sjsu.edu/university-library-board-ultb/university-library-board-ultb))

**Is SJSU required to comply with LOFT?**
No. CSU campuses, including SJSU, were asked to create a vision-strategy statement for the future of the library on their respective campuses. At SJSU, the ULB was a part of the process. The CSU document describing this process states that the vision-strategy documents will be “living documents” and that revisions to the statements are expected as elements of the LOFT recommendations are considered. Thus, there is no cookie-cutter plan for all campus libraries. The initiative exists to encourage planning for the future of the library, acknowledging the changes in academic libraries needed to meet the needs of today’s university students.

**Will LOFT force SJSU to reduce the size of its print collection?**
No, the initiative does not force any campus library to reduce the size of the print collection. It is, however, an impetus for collection management, resource sharing among campuses and study of the learning needs of twenty-first century students. These are activities that university libraries should always carry out.

**Are we simply replacing print books with digital books? In other words, is the goal of LOFT to make the library completely digital?**
No. The library will continue to provide access to a robust print and digital collection of books. The library continues to add new print books every year. Funds are allocated to each liaison librarian to purchase new print books in consultation with their academic departments.

**Is the library planning on getting rid of its print collection?**
Absolutely not! The library will continue to maintain its very large print collection. The SJSU library will continue purchasing new print books as well as electronic books (ebooks). All libraries, with the exception of so-called archiving libraries (e.g., the Library of Congress), do periodic assessments of their holdings to identify materials for possible withdrawal from the collection.

**How is the library funded?**
In 2013, the University Library completed a comprehensive 5-year self-study detailing accomplishments for the previous 5 years and strategies for the future. This document contains detailed information about the Library’s budget. Pages 22-25 describe the budget, spending information, and revenue generation in broad brush strokes. Appendices J through W contain all the numbers while other appendices (e.g. appendices DD, NN, OO, QQ) contain information about costs and spending in specific domains. The 5-year self-study report may be found at the following link: [Library’s Budget Description](https://library.sjsu.edu/files/documents/ULB-sjsu_5y_review-2008-2013.pdf)

**Why is the library buying digital books?**
The library keeps statistics on how often print materials are checked out and digital materials are accessed. Over the past several years, the use of the print collection has steadily declined.

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This decrease began before the library had a significant collection ebooks, and the decline continues. During this same period, the use of ebooks has grown rapidly. Ebooks can be used by multiple readers at the same time and cannot be damaged, lost or stolen from the collection. The library will continue to purchase print materials, especially when a faculty member requesting the title indicates print is the desired format.

**How are ebooks acquired by the SJSU Library?**
Currently, large packages of ebooks are provided to SJSU through licensing by the CSU Chancellor's Office. These large ebook packages are not paid with funds from the SJSU Library budget. Ebooks are purchased at the campus level two ways: (1) through the demand-driven ebook program, by which ebooks showing heavy SJSU use are automatically purchased, or (2) by liaison librarians. The campus ebook purchases are paid through the library's collection budget. These titles have perpetual access and are SJSU’s to keep. This access right includes the permission to archive a title should the publisher go out of business. The library also adds free ebooks from the public domain to the library catalog at no cost to the library.

**If the print collection decreases in size, what will be done with the resulting space in the library?**
The Library now uses space not required for book stacks for library services to the university community, especially for student-centered services that provide support for student collaboration and success. In addition, space is used for faculty teaching, learning, and research opportunities, and university programming. The Library anticipates similar usage of space in the future.

**In 1998, the University was told that the library would have enough room to grow the print book collection for thirty years. Why is the University now talking about decreasing the size of the print collection?**
In the intervening seventeen years, technology has continued to change the way libraries provide access to collections and services, the way faculty teach, and the way university students learn. With changing demographics, learning styles and pedagogies, libraries are changing as well.

**Is de-selecting books common in academic libraries?**
De-selecting—also known as weeding--books is an established and fundamental library practice in all types of libraries, including academic libraries of every size. See examples from Columbia University Libraries, University of Southern California Libraries, and Colgate University Library:

De-Selecting Example from Columbia University Libraries
[http://library.columbia.edu/about/policies/collection-development/general/weeding_discard.html](http://library.columbia.edu/about/policies/collection-development/general/weeding_discard.html)

De-Selecting Example from University of Southern California Libraries
[http://libguides.usc.edu/weeding](http://libguides.usc.edu/weeding)

De-Selecting Example from Colgate University Library
[http://exlibris.colgate.edu/about/policies/Weeding.html](http://exlibris.colgate.edu/about/policies/Weeding.html)
What are the criteria for de-selecting materials?
Many criteria are recognized in the library profession for consideration in selecting books for possible withdrawal. The proposed revision to the Academic Senate Library Policy states that these criteria will be determined through consultation between the librarian and the academic department faculty. This will provide librarians with guidelines for determining the list of candidates for withdrawal that will be posted for faculty review. Criteria for withdrawal may differ depending upon the discipline.

Why is weeding of the collection necessary at all?
The Library weeds its collection for many reasons, including a desire to improve the browsing experience for its patrons. Liaison librarians, in consultation with faculty, go through a careful review process to ensure that the collection is relevant and useful to library patrons.

Who decides exactly what to remove and what to keep?
When titles are considered for removal from the library's collection, the process is consultative and collaborative. The collaboration includes determining the criteria used when considering a book for withdrawal and a review period in which faculty are encouraged to examine the titles under consideration for withdrawal and provide feedback on those they wish to retain. If faculty do not wish to retain a book on the list, the item can be withdrawn. The details of this process are a part of the proposed library policy currently under consideration by the Academic Senate.

What if I am a historian and I study, say, the history of computer science and am interested in books that others, particularly those from the computer science department, might find out of date and want to discard, such as, say, out-of-date software manuals?
If out-of-date software manuals are relevant to your work, you can let your liaison librarian know about your interest. She/he will work with you to make sure the University Library maintains its collection to meet your scholarly needs.

How are librarians educated and what expertise do they have to make recommendations for deselecting books from the library collection?
Librarians in the CSU are tenure-track/tenured library faculty and have earned the MLIS degree from an ALA-accredited graduate school of library and information sciences. Collection management which includes weeding of collections is a part of the graduate program curriculum. The library faculty gain expertise in specific subject areas through years of experience as liaison librarians. They are also expected to be knowledgeable of the publishing industry, the digital marketplace, open access scholarly communication and copyright law as it applies to library resources.

What happens to withdrawn materials?
There are a number of things that may happen with books.
(a) Books that are withdrawn from the catalog will be housed on public shelving for faculty to take for their personal use as is indicated in the library policy. After faculty have had sufficient time for review, students may take what books remain.
(b) Books will be offered to other libraries and nonprofits as gifts.
(c) After a designated period of time, any remaining books will be offered to the Friends of the King Library Bookstore (a separate non-profit organization) for resale. The Friends of the King Library make charitable donations to the University Library regularly.