


To: Dr. Jones, Dr. Tarles

The Committee's recommendation  
is approved. Steve S. Gable

cc Ms Walker

## Memorandum

**To:** Steven Gamble   
**From:** K. Paul Jones  
**Date:** 6 February 2002  
**Re:** Library Collection Maintenance

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I support the Library Committee's recommendation. Last fall Melveta Walker provided evidence to me of the burden on Library space that would result from the specified amendment. I asked her, however, to bring the issue to the faculty Library Committee in order to verify that they were supportive of her request. This is the evidence that Rudy has now provided and why I am supportive.



TO: DR JONES /

Please advise  
SO/8513

# Memorandum


**To:** Dr. Steven Gamble, President  
**From:** Dr. Rudy Tarpley  
**Date:** 29 January 2002  
**Re:** Collection Maintenance

Dear Sir:

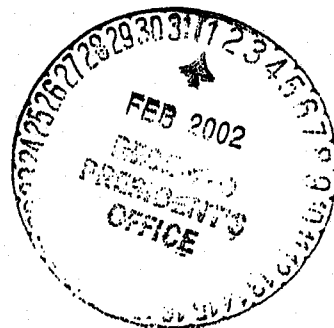
The Library Committee is requesting that you approve the collection maintenance as originally presented. We feel the additional sentence added by Dr. Frost nullifies the policy and would like its removal. The amended policy is attached as well as the original policy as presented.

Thank you for your consideration.

Sincerely,



Dr. Tarpley  
Library Committee Chairman



## **Collection Maintenance Policy**

### **Replacement Copies**

When an item is lost, destroyed, mutilated, or worn beyond use, the subject-matter liaison librarian will be notified, and he/she may choose to ask for recommendations for replacement or substitution from the affected department. Reorders for such items should be noted on a recommendation card, and they will be given top priority by the acquisitions department.

### **Duplicate Copies**

Single copies of an item will be in the collection unless demonstrated need and demand justify additional copies.

### **Withdrawal of Materials**

#### **A. Monographic Items purchased with departmental allocations.**

The subject-matter liaison librarian, working with the departmental library representative, has authority to remove monographic items or other materials purchased with departmental purchase allocations from the collection (with approval of the collection development coordinator) when the following criteria is met:

1. Obsolete or inaccurate content
  - a. Some materials are outdated rapidly, especially those items in medicine and health, technology, and geography.
  - b. Materials which no longer support the curriculum.
2. Demand no longer supports multiple copies.
3. Non-use created by newer editions ( superseded by replacement edition).
4. Poor physical condition and cannot be replaced.
5. Missing four years and cannot or should not be replaced.
6. Books that have not circulated in fifteen (15) years.

#### B. Journals

A decision will be made by the departmental representative, the liaison librarian, and the serials department to determine which journals will be retained permanently. Those which are indexed and have potential application to the curriculum will normally be retained indefinitely. Where practical, microforms will be purchased in lieu of bound volumes. When a department can justify the need for color illustrations or other data that is lost on microfilm, the paper form will be bound.

When microforms are received or when the paper copies that are not retained have outlived their usefulness, the serials department will remove the paper materials and list them on the exchange to be traded for materials we need. A department needing expendable materials (to cut up or to use for classroom learning, etc. ) may request surplus journals to be given to the department. The library will not maintain records of material requested by departments. The paper copies of duplicated subscriptions will be treated as surplus.

#### C. Newspapers

Newspapers are retained in print format until a microform subscription has been received or until their useful life has lapsed. Useful life is defined by the serials department based on observation of the use of materials, but any faculty member may ask for a review and extension of this period of time. At the end of their useful life, newspapers are treated as surplus. Departments may request surplus newspapers for classroom use. The library will not maintain records of material requested by departments.

#### D. Reference Materials

The person assigned to coordinate purchases for the reference collections, may remove any item that meets the criteria for removal under books. Surplus reference materials are transferred to the general collections where they are subject to review as above.

#### E. Vertical File Material:

Vertical file material should be marked with an expiration date when added to the collection. Upon expiration, the item is surplus and may be added to the exchange list.

**F. Government Documents:**

Federal documents are the property of the U.S. Government and their disposition is determined by the regulations of the U. S. Government Printing Office.

State documents are the property of the State of New Mexico and their disposition is subject to State Laws. When there is no applicable state law, these guidelines for monographs and journals (as appropriate) will be followed.

**G. Media**

Disposition of media materials will be in accordance with the applicable section of this policy. Material purchased prior to the procedure of purchasing from departmental allocations will be treated as if purchased by the most appropriate department for purposes of review and removal from the collection.