

# MVLS Administrative Guidelines

DRAFT

## Section 4: Library Collections

Title: **Materials Selection Guidelines**

Guideline Number: **4.1**

### Funding Available for Materials Acquisitions

The MVLS Approved budget, available on the MVLS web site at <http://www.mvls.info/insidemvls/>, outlines the amount of funding available for materials acquisition in any given fiscal year.

### Selection Aids Used for Materials Acquisitions at MVLS

*Booklist*  
*Library Journal*  
*School Library Journal*  
*Horn Book*  
Various online sources

### Staff Responsibility for Specific Collections

e-Resources:	Sharon O'Brien
Video:	Sharon O'Brien
Audio:	Sue Rokos
Children/YA	Sue Rokos
Large Print:	Lois Gordon
Outreach Materials:	Lois Gordon
Professional Collections:	All Professional Staff

Approved:

Revised:

# MVLS Administrative Guidelines

## DRAFT

Title: **Material De-selection/Weeding**

Guideline Number: **4.2**

### *Aids for the Identification of Items for Removal from the Collections*

The CREW method will provide guidance for weeding decisions at MVLS. The CREW manual is available online at:

<https://www.tsl.state.tx.us/sites/default/files/public/tslac/ld/pubs/crew/crewmeth08.pdf>

### *Guidelines for Removing Items from the Collection*

Items identified for weeding should be removed from the library catalog according to JA policies and conventions, removed from any bibliographies or resource lists, and physically removed from the facility using one of the ways listed below.

### *Guidelines for Material Disposal*

According to the material condition and continued relevance and usefulness, weeded materials should be disposed of in one of the following ways:

- Put in recycling
- Offered to member libraries
- Donated to library book sales, other organizations, etc.
- Sold through *Better World Books* or a similar service

Approved:

Revised:

# MVLS Administrative Guidelines

## DRAFT

Title: **Materials Reconsideration/Censorship**

Guideline Number: **4.3**

### Guidelines for Handling Reconsideration Requests

1. Petitioners who challenge materials will be treated with dignity and courtesy
2. Petitioners will be provided with a copy of the policy (4.0, 4.1, 4.3) and the “Request for Reconsideration” form
3. Completed forms will be forwarded to the Director.
4. The Director will:
  - a. Verify that the item was selected appropriately, and continues to belong in the collection.
  - b. Write a response to the petitioner within one week of receipt. Ordinarily the response may be sent via email or US mail.
  - c. The response will include a statement indicating that the petitioner may appeal the Director’s decision to the MVLS board of trustees.
  - d. Notify the MVLS Board President.
5. If the petitioner appeals, the request will be placed on the agenda of the next regular MVLS board meeting.
6. The Board President will provide a written statement on the board’s decision

### Request for Reconsideration of Library Materials Form

A blank form is attached to these guidelines as a separate page.

Approved:

Revised:

# MVLS Administrative Guidelines

## DRAFT

Title: **Gifts of Library Materials**

Guideline Number: **4.4**

### Gift Acceptance Guidelines

1. Library materials offered to the system as gifts will be reviewed according to Policy 4.1 to determine whether they fit collecting guidelines. Selection decisions will ordinarily be made by the staff person identified in regulation 4.1
2. Donors, if known, will be sent a letter of acknowledgement, thanking the donor for the gift and informing them of the system policy on gifts of library materials. Such acknowledgement will not typically inform the donor of the final status of the item(s) donated.
3. All known donors will be informed that no gift of library materials should be considered a permanent memorial of recognition, since library collections change and grow in accordance with changing user needs.

Approved:

Revised:

# MVLS Administrative Guidelines

## DRAFT

Title: Interlibrary Loan and Reference

Guideline Number: 4.5

### Interlibrary Loan Procedures

1. ILL of materials contained within the MVLS/SALS Polaris Automated System will take place through the Polaris interface according to JA and individual library policies. Policies concerning the collection of fines and fees within the JA system concerning interlibrary loan are available on the JA intranet at:  
<http://japroject.sals.edu/policies/fines%20and%20fees%20policy.pdf>
2. ILL of materials from outside the MVLS/SALS JA system is done according to the ILL instructions available on the MVLS web site at: <http://www.mvls.info/for-library-staff/ill/ill/>

Approved:

Revised:

# MVLS Administrative Guidelines

## DRAFT

Title: Copyright

Guideline Number: 4.6

### Guidelines for Copying Library Materials

The regulations concerning making copies of library materials are found in 17USC sec.108 which can be found online at <http://www.law.cornell.edu/uscode/text/17/108>

In practice, MVLS will make a single copy of a copyrighted work or part of a work if there is no commercial advantage gained, if the copy (or form) includes a notice of copyright, and if:

1. The copying is for the preservation of an unpublished item that the library owns (108(b))
2. The copying is for the replacement of a published item that the library owns that has been damaged, lost or stolen and that cannot be replaced at a reasonable cost. (108(c))
3. The copying is for the preservation/replacement of a published item that the library owns that is in a format that is no longer accessible due to reliance on technology that is no longer available at a reasonable cost. (108(c))
4. The copy is to provide access to a single article of a periodical or collection, or a small part of a copyrighted work if MVLS has no notice that the copy will be used for a purpose other than private study, scholarship or research. (108(d))
5. The copy is to provide access to all or part of a published work for which, upon reasonable investigation, MVLS has determined that a copy is not obtainable at a fair price and for which MVLS has no notice that the copy will be used for a purpose other than private study, scholarship or research. (108(e))

Approved:

Revised: