

Mississippi Valley State University

James Herbert White Library

“Serving the Mississippi Delta”

POLICIES AND PROCEDURES

INTRODUCTION

James Herbert White, the university’s first president, dreamed and laid plans for the 450 acres on which Mississippi Valley State University stands today. “That phase of the dream, which now stands as a reality for the world, has come through the clearing of a “cotton patch” and perseverance of James Herbert White”. In 1845, the “Inland Cotton Plantation” was opened by Benjamin Grubb Humphrey who, with his servants from Port Gibson, cleared the virgin timber that built homes and put land into cultivation. “The property in this part of Mississippi was known as “The Wilderness” and had been bought from the United States after the signing of the “Treaty of the Dancing Rabbit” with the Choctaw Indians.”

In 1961, Dr. White boasted of a Mississippi Vocational College that “stands as an educational Mecca for the nation and state.” The library collections, in the university’s early history (1950 – 1961, were adequate, but not what Dr. White envisioned to meet the competitive demands of a changing economy. Therefore, Dr. White recommended to the State an adequate library appropriation of \$100,000.00.

Today, Mississippi Valley State University’s James Herbert White Library, occupied in 1973 and renovated in 2011, has a seating capacity of 350 students, a collection of approximately 213,860 volumes (118,496 print book titles approximately), 57,000 electronic books, 2,200 full-text electronic journals, 23 daily print newspapers, 295 journal subscriptions, a media collection of 3,473 volumes in the Learning Resources Center, and a plethora of electronic databases that place library users within finger tip reach of local and global information. The Library’s integrated library system, SirsiDynix allows students online access to the library’s collections twenty-four hours a day, seven days a week.

Any policy, statement or procedure contained in this section which is found to be in conflict with the policies of the Board of Trustees of State Institutions of Higher Learning of the State of Mississippi, the federal government or relevant decisions of state or federal courts is declared null and void.

James Herbert White Library Mission Statement

The mission of the James Herbert White Library is to enhance access and maintain a quality print and non-print collection that supports the university’s mission of research, teaching and learning,

and services through the development of collections, access services, and effective delivery of service. The library has as its goals the following:

- 1) To collect and provide access to research materials
- 2) To provide instruction in the use of the library's collections and resources through an innovative user access education
- 3) To provide optimal delivery of services

Collection Development General Policy Statement

Introduction

The purpose of the James Herbert White Library collection development policy is to develop guidelines that will ensure that the library has a balanced and quality collection in each teaching discipline. The collection development policy articulates and supports the university's goal of research, teaching, and learning services. This policy is the primary document by which the James Herbert White Library's standards of collection development are communicated to the Mississippi Valley State University community.

Profile of the University Community

Mississippi Valley State University was created by the Mississippi Legislature as Mississippi Vocational College in 1946. The expressed purpose of the institution was to train teachers for rural and elementary schools and to provide vocational training. The first academic session started in 1950. Under its original name and purpose, the institution provided higher education opportunities for many first-generation college students.

In order to reflect the broadening scope and offerings of the institution, its name was changed to Mississippi Valley State College in 1964. Under this transition, the institution became more general purpose in nature while retaining its commitment to provide special higher education opportunities.

The name of the institution was changed to Mississippi Valley State University in 1974.

The University is under the jurisdiction of the Board of Trustees of the State Institutions of Higher Learning which is composed of twelve members. Funds for the operation of the University comes from general appropriations of legislature, students' tuition and fees, federal grants, and gifts.

Mississippi Valley State University is approximately five miles from Greenwood, MS and approximately 50 miles from Greenville, MS. The University is approximately 100 miles north

of Jackson, MS and 120 miles south of Memphis, TN. It is located in the heart of the Delta where 37.4 percent of the state's black population is located.

The library, named in honor of the university's first president, is centrally located on the 450-acre campus. The James Herbert White Library, occupied in 1973, renovated in 2011, is a two level facility. The library has a seating capacity of 350. The collections are arranged using the Library of Congress Classification System. The mission of the James Herbert White Library is to enhance access and maintain a quality print and non-print collection that supports the university's mission of research, teaching and learning, and services through the development of collections, access services, and effective delivery of service. The library has as its goals the following:

- To collect and provide access to research materials
- To provide instruction in the use of the library collections and resources through innovative user access education
- To provide optimal delivery of services

Mission Statement and Goals of the Collection Management and Development Program

The James Herbert White Library's primary objectives are to provide quality services and management of information and to house primary and secondary resources essential to the university's mission of teaching and to strive to provide an inviting and supporting learning and living environment.

Library's Official Stance on Intellectual Freedom, Censorship and copyright issues.

The James Herbert White Library adopts the official statement of the American Library Association as it relates to intellectual freedom, censorship and copyright issues.

1. Intellectual Freedom

"Intellectual freedom accords to all library users the right to seek and receive information on all subjects from all points of view without restriction and without having the subject of one's interest examined or scrutinized by others."

2. Censorship

"Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas."

3. Copyright

“Everyday copyright law affects the way libraries provide information to their users. The first sale doctrine enables libraries to lend books and other resources. Fair use allows for the use of copyrighted works for purposes of criticism, comment, news reporting, scholarship, or research. Libraries are permitted to make reproductions of copyrighted works for preservation and replacement purposes. And under copyright law, libraries can aid in the transformation and reproduction of copyrighted works for users with disabilities.”

Organization of the Collection Management and Development Program

1. Library Liaison Program

The James Herbert White Library engages the faculty to work collaboratively with the librarians in strengthening the library collections.

Librarians are assigned to each academic department as a liaison to provide services in collection development and user access education instruction. The library liaison program further serves as a link between the library and the academic departments in articulating the needs of the department to the library. Liaisons are knowledgeable of the subject areas they are assigned as well as knowledgeable of evolving and emerging trends in librarianship.

The primary objectives of the Library Liaison Program are to:

- Enhance collection development of the print and non-print collections
- Assist in promoting and articulating the needs of the library and each academic department
- Enhance library services
- Foster a collaborative and cohesive relationship between the library and academic departments

2. Funding

Budget Structure and Allocating Policy

Acquisitions Process and Strategy

In compliance with the library’s mission statement, faculty and librarians participate in a collaborative process to develop and strengthen the library collections. To ensure equity, all materials purchased with funds allocated for the library are processed and housed in the library and become a permanent part of its inventory.

The James Herbert White Library receives an annual budget from the university, which includes the following line items:

- Commodities
- Contractual Services
- Capital Outlay
- Equipment
- Travel

Serials absorb approximately 75% of the total budget library budget. The remaining 25% is spent on the Learning Resources Center, supplies, standing orders and equipment. There are no other funding allocations for the library. Occasionally, the library receives funds as part of a grant or special need.

Allocation of Funds

Funds for purchase of the library materials shall be allocated on the basis of general subject division. Such allocations shall be based on support for the University's curricular subject areas; the need to maintain a balanced collection of materials in all areas of human knowledge and user interest demonstrated by circulation patterns, librarian's observation and development of newly created or upgraded programs for which adequate sources do not exist in the current collection. These allocations shall be viewed as guidelines rather than rigid formulate and will require continuous reviewing and revision to meet changing needs. The percentage of funds allocated to the various subject areas will be determined by the Library Director in consultation with professional librarians.

3. Selections and De-selections Policy Statement

Selection

The liaison librarians of the James Herbert White Library wok in concert with the Director of the library, faculty, and students to recommend books, electronic databases, serials, learning resources center for purchase that support and strengthen the library collections

The James Herbert White Library adheres to the following guidelines before purchasing print and non-print resources:

- Reputation of the publisher
- Authoritativeness of the author
- Paper versus library binding (suitability)
- Relevance to the collection

- Timeliness of the information content
- Lasting qualities and accessibility of the format
- Cost

Purchase Limitations

1. **Number of Copies**: Multiple copies of the same book absorb shelf space, reduce the amount of funds available for ensuring a quality and balance collection, and reduce the number of collection titles.

Two copies of a title will be purchased if the title is: a) needed at the Greenville Center; b) an African American title is needed in general circulation and/or special collections; and c) the title is needed in reserves.

2. **Interlibrary Loan**: Interlibrary Loan is a reciprocal agreement between two libraries for the sharing of resources. The James Herbert White Library does not use interlibrary loan to avoid purchasing materials. The Interlibrary Loan staff will monitor the requests received. If a title is requested more than four (4) times a year, an order request for that title is sent to Technical Services for purchase.

3) **Text Books**: The library will not purchase textbooks that are used as course text. Faculty members desiring the library to have a copy of their course text may do so by sending a complimentary copy for reserves or as part of the library's permanent collection.

The exception to textbook purchase includes the following:

- The textbook has earned the reputation as "classic", or
- The textbook is the only or best source of information on particular topic. For example: business or law books.

4) **Out-of-Print**: The library will purchase books that are out-of-print. However, the cost increases for books that are no longer in print. The James Herbert White Library uses three (3) vendors: Ambassador Education Solutions (*formerly Ambassador Books and Media*), Ingram Library Services, and Midwest Library Services.

Serials

Current and bound periodical absorb a considerable amount of space. Therefore, preference is given to serials that are accessible full-text through electronic databases. A periodical is considered for purchase as a current subscription (print) only if, 1) the periodical is not available in electronic format; 2) special need of the student or department; and 3) instability of publishers agreement with electronic vendors. EBSCOhost is the vendor for serials and some of the library's full text serials. The library adheres to the renewal and new additions policy as stipulated in the EBSCOhost contract. Faculty members requesting a new journal title submit the request to the serials librarian. A journal request that is full text through electronic databases

that the library has given access to is given first preference. Faculty request for new additions should be made clear before June 15 of each year for the subscription to start July 1st of the same year.

Selection Tools

The James Herbert White Library uses the following selection tools:

- Choice
- Scholarly Journals
- Publisher Catalogs
- American Libraries
- Library Journal

Learning Resources Center (Media and Audio-Visual)

The Learning Resources Center provides instructional support for faculty and students. The center houses selected software and hardware for the University. The holdings include audio tapes, DVDs, microfilm, microfiche, compact discs (CD's) and video cassettes on a wide range of subjects. The hardware holdings include cassette recorders, 35MM cameras, video cameras, video cassette recorders/players, digital cameras, laminator, digital camcorder, Compaq multimedia LCD Projector, overhead projectors and televisions. Learning Resource Center materials are purchased by the Media Librarian as funds are available. Departmental needs will be used to determine and prioritize purchasing. Weeded materials are offered to academic departments and university students before discarding or removal from the university.

All audio-visual materials purchased for the Learning Resources Center will be housed in the center located on the second floor of the library on the main campus. The Learning Resources Center is open Monday through Friday.

The music collection holdings include phonograph records, compact discs and cassettes, semi-classical, jazz and pop music, documentaries, and recordings of poetry and literature.

Gifts

The James Herbert White Library maintains an active gift program. Materials received as gifts will be evaluated by the same criteria as materials purchased. The library retains the right to dispose of gifts at any time and in a manner deemed appropriate. Technical Services supervises gift acceptance and weeds duplicate titles. The following guidelines are used when accepting gifts:

1. Acceptance of gifts does not necessarily mean they will become part of the library collection.
2. Monetary gifts require special arrangements with the Vice President for Academic Affairs.
3. Gifts of rare items will be preserved, using appropriate storage, environment and security.
4. Gift donors will provide a detailed list of all materials donated.

5. Director of the library will provide each donor with a letter of thanks and appreciation.
6. The library will only accept gifts with an arrangement that items not selected for inclusion in the collection will be disposed of at the library's discretion or returned to the donor.
7. The library will not accept books in bad condition, i.e., broken spines, brittle or missing pages, water, rodent, or pet damaged.
8. Internal Revenue Services prohibits the library from placing a monetary value on any material donated to the library, therefore only a letter of acknowledgement indicating the number of items donated to the library will be sent to the donor.
9. The Director of the library has the final authority on the acceptance or rejection of the gifts.

Reserve Policy and Procedures

Through its print and electronic reserves service the James H. White Library provides organized access to course-related materials through the application of restricted loan periods. Electronic reserves are an extension of the traditional course reserve model, a non-commercial venture for educational purposes only. When placing items on reserve the library adheres to the provisions of the United States copyright law (<http://www.copyright.gov/laws>). The Library reserves the right to refuse a request to place material on print or electronic reserve if, in its judgment, fulfillment of the request would involve a violation of copyright law.

See below reserve policy and procedure:

- Materials to be placed on reserve will be processed between 8:30am – 5:00pm., Monday through Friday.
- Materials placed on reserve will be available no later than (1) day after receipt of that item.
- The library is NOT responsible for damage to or loss of personal copies placed on reserve.
- Materials to be placed on reserve should be brought to the circulation information desk on the first floor.
- A reserve form detailing materials for reserve MUST be completed by the professor/instructor placing materials on reserve.
- Professors/Instructors are encouraged to check the collection to see if the library owns a copy of the item which he/she would like to place on reserve.
- All reserve-photocopied items must be legible.
- Materials placed on reserve MUST be picked up at the end of each semester, otherwise they will be discarded from the library. If a professor/instructor requests, the library will return reserve materials via campus mail.