

2.Q-2010 Library Policy

1. Overview

St. Mary's University (University) is a teaching and research university committed to exceptional teaching, student-centred learning and innovative faculty research. To that end, a robust library with clearly defined goals to support both faculty and students is needed. The University library must be committed to the highest standards of academic excellence and intellectual freedom, ensuring an environment of intellectual rigor which can foster a holistic approach to knowledge. In pursuit of this, the library must provide University students, faculty, staff and community partners with the best possible access to information relevant to their courses and/or other research needs so as to be able to apply their knowledge in its evaluation and use.

2. General Principles and Aims of the University Library

It is the ambition of the University to provide the highest academic standards in teaching, learning, scholarship and services to the community. In keeping with this, the Library supports the curricular and research needs of students, faculty, staff and the general public in accordance with the Library's policy for use by members. The Library's aim is to provide access to information in a manner that empowers University community members to use information resources creatively, analytically and critically in order to act ethically and responsibly as citizens and leaders.

The Library shall:

- 2.1 meet the education and research needs of university students by facilitating access to research materials and providing instruction in their use. It will also provide access to information and resources to help them extend their knowledge beyond course assignments.
- 2.2 Meet the research and instructional needs of faculty and instructors by providing access to materials and services that support curricular and research goals.
- 2.3 keep the information of its patrons confidential, in compliance with the Personal Information Protection Act (PIPA).

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic	February 7, 2003	May 13, 2016	Every 5 years

- 2.4 strive to remain at the forefront of modern communication technology and support the University's students in the acquisition of electronic communications and research skills.
- 2.5 comply with Canadian copyright law and currently accepted practice.

3. Library Team Lead, Acquisitions and Circulation Specialist

3.1 Appointment & Status

- 3.1.1 The Librarian Acquisition and Circulation Specialist is appointed by the President in consultation with faculty and the Academic Council and reports directly to the Vice President Academic (VPA).
- 3.1.2 The Librarian is a member of the Faculty of the University. That is, the Librarian holds status as a faculty member, but does not hold the rank of professor.
- 3.1.3 The Librarian Acquisition and Circulation Specialist is an ex-officio member of all councils and committees that directly concern the Library.

3.2 General Responsibilities

- 3.2.1 The Library Team Lead, Acquisition and Circulation Specialist shall be responsible for the development, implementation and administration of library policy and regulations. The Library Team Lead, Acquisitions and Circulation Specialist also shall supervise reference services and information literacy instruction.
- 3.2.2 The Library Team Lead, Acquisitions and Circulation Specialist shall supervise the Head of Access Services and the Head of Cataloguing, who in turn manage the technical processes and all user services provided by the Library.
- 3.2.3 The Library Team Lead, Acquisitions and Circulation Specialist shall be responsible for preparing the annual Library budget in consultation with the VPA and shall submit it to the University Vice President Finance and the President.
- 3.2.4 The Library Team Lead, Acquisitions and Circulation Specialist shall prepare and submit to the VPA an annual report describing the activities of the Library for the previous academic year and a plan of activities for the coming academic year. The report shall include a review of major issues and challenges.

4. Library Staff

- 4.1 The needs, operations, services and users of the Library shall determine the number and classification of library staff.
- 4.2 The Library Team Lead, Acquisitions and Circulation Specialist, in consultation with the Library Committee, shall recommend staffing levels for the Library to the VPA.

5. Library Budget

- 5.1 The Library's budget shall be prepared with a view to proper pursuit of the aims of the Library.
- 5.2 The Library's budget shall be prepared in consultation with the VPA and submitted to the Vice President Finance and the President.
- 5.3 The budget shall be submitted to the Vice President Finance and the President as part of the full budget presentation to the Finance Committee and the Board of Governors.
- 5.4 Once the Library budget is approved, the Library Team Lead, Acquisitions and Circulation Specialist shall be responsible for approving all Library expenditures.

6. Collection Development & Acquisitions

Decisions regarding the inclusion and retention of materials already held in the Library's collections shall be the responsibility of the Library Team Lead, Acquisitions and Circulation Specialist. The selection and recommendation of materials for acquisition for the Library's collections shall be a joint responsibility of the Library Team Lead, Acquisitions and Circulation Specialist and the University teaching faculty. The Library Committee shall establish the procedure for designating faculty members to recommend acquisitions. Members of the faculty shall then recommend the acquisition of library materials for their courses and disciplines.

6.1 Collection Goals & Objectives

It is the Library's objective to acquire and add to its collections primary and secondary source materials that support subjects reflected in the University curriculum. The Library's priorities shall be to:

- 6.1.1 develop balanced collections (Main Collection, Periodicals, Reference, and Audio/Visual) in all formats, traditional and non-traditional (print, electronic, and digital and analog video and audio, etc.);
- 6.1.2 maintain these collections in a manner that reflects current and historical academic thought in all subjects reflected in the curriculum; and
- 6.1.3 acquire materials that will support the development of future curricula.

6.2 Subject Allocations

Subject Allocations will be set each summer after the closing of the yearly budget. The library committee shall review the subject allocations at the final meeting of the academic year. Allocations will be decided in view of pending program and curricular needs for the coming academic year.

These subject allocations are then presented for approval at the first Library Committee meeting, usually held at the beginning of each Fall term. The general procedure is as follows:

- 6.2.1 The annual library budget shall be prepared by the Library Team Lead, Acquisitions and Circulation Specialist and submitted to the VPA. The Library Team Lead, Acquisitions and Circulation Specialist and the VPA both shall present the budget proposal to the President and the Vice President Finance.
- 6.2.2 Following the approval of the Library budget the Library Team Lead, Acquisitions and Circulation Specialist shall prepare subject allocations for the acquisitions portion of the budget.
- 6.2.3 Allocations for each subject are divided into broad subject areas and then partitioned into specific disciplines. Allocations are made based on criteria that account for collection strengths and weaknesses, historical expenditures per subject area, established course and/or program demands, new courses and/or programs and overall enrollment per subject.

6.2.4 These subject allocations shall then be proposed once a year to the Library Committee in the spring meeting. The Library Committee shall review and recommend revisions for final allocations.

6.3 Selection Criteria

The following criteria, for the selection of materials for the Library's collections, shall be recommended to faculty involved in acquisitions:

6.3.1 Do the materials support student endeavours in undergraduate education?

6.3.2 Are the materials related to the discipline?

6.3.3 Has long term and short-term growth of the collection been considered?

6.3.4 Is the material complimentary to the collection?

6.3.5 Is there a subject weakness in collection that the material in question would help correct?

6.3.6 Does the material contribute to the balance between regional, national, and international material?

6.4 De-Selection of Materials from the Library's Collections

Decisions regarding the de-selection (weeding) of materials from the Library's collections are the responsibility of the Library Team Lead, Acquisitions and Circulation Specialist, in consultation with faculty as appropriate.

Materials shall be de-selected from the Library's collections based on several criteria that include:

6.4.1 physical condition

6.4.2 superseded editions

6.4.3 currency of content

6.4.4 number of copies held

6.4.5 availability of shelf space

6.4.6 local and/or regional availability and access

6.5 Donations to the Library

Donations have historically added to the Library's collections a depth of content that would not normally exist in a relatively new collection. Donated materials shall be added to the Library's collections only after an assessment by the Library Team Lead, Acquisitions and Circulation Specialist and after they have been processed.

- 6.5.1 All materials offered for donation to the Library fall under the purview of the Library Team Lead, Acquisitions and Circulation Specialist to determine if the materials are suitable for intake, in consultation with faculty as appropriate.
- 6.5.2 Materials donated to the Library but which are held in storage shall be the property of the Library but shall not be deemed to be part of the Library's collections until such a time as they have been processed and made available for circulation.
- 6.5.3 Donation assessment involves evaluation of the potential value and curricula support of the materials offered for donation.
- 6.5.4 If required, specific faculty in specialized subject areas may be requested to assist the Library in the further assessment of materials acquired through donation.

6.6 Collection Development Resources

The Library maintains a collection of print and online resources for a variety of subject disciplines. These materials aid faculty involved in the selection of materials for the Library's collections.

- 6.6.1 Print catalogues for a variety of subject disciplines shall be housed in the Library and shall be available to all faculty on request; and
- 6.6.2 Online Collection Development Resources shall be made accessible to faculty involved in the selection of materials for the Library's collections.

7. Library Committee

7.1 Mandate

The Library Committee is a committee of Academic Council and is answerable to Academic Council for reporting academic issues and concerns regarding the services and operations of the Library.

7.2 Responsibilities

The principal responsibilities of the Library Committee are to facilitate communication between the Library and its academic constituency. The Library Committee shall meet a minimum of two times a year (at least once for each fall and winter term) to oversee the subject allocation of finances for collections development, as well as addressing various concerns that arise throughout the year.

Additional Library Committee meetings may be held in the spring term and during the summer to deal with issues that may include matters of library policy, services, acquisitions, and staffing.

The Library Committee:

- 7.2.1 shall maintain academic oversight over library operations and procedures.
- 7.2.2 Shall advise the Library Team Lead, Acquisitions and Circulation Specialist on the formulation of policy with respect to the administration of the Library, including acquisitions, services, staffing, equipment, space and finances;
- 7.2.3 Shall advise the Library Team Lead, Acquisitions and Circulation Specialist on long-range planning for the Library, including making recommendations regarding the Library's financing of acquisitions, staff, renovations and equipment;
- 7.2.4 Shall participate in the recruitment and selection of the Library Team Lead, Acquisitions and Circulation Specialist

7.3 Membership

Academic Council shall elect representatives for two-year terms, with a maximum of one renewal. The Library Team Lead, Acquisitions and Circulation Specialist serves ex-officio. The Chair will be elected by the Committee for a two-year term. The Library Committee shall consist of the following members:

- 7.3.1 the Library Team Lead, Acquisitions and Circulation Specialist, *ex officio*;
- 7.3.2 subject area representatives from Humanities, Social Sciences, Mathematical and Natural Sciences, and Education;
- 7.3.3 the VPA, *ex officio*;
- 7.3.4 another member of the library staff.

The role of the individual Library Committee members is two-fold:

- 7.3.5 to represent the areas of which they are a part; and
- 7.3.6 to balance the interests and needs of their respective area with the needs and services of the Library and the University as a whole.

7.4 Oversight:

7.4.1 The Library Committee shall report to Academic Council during the fall and winter terms; and

7.4.2 The policy and long-range planning ultimately is the responsibility of the President of the University.

8. Revision of Library Policy

8.1 This policy defines the general operations of the Library. It shall be reviewed by the Library Committee bi-annually so that the appropriate recommendations can be made to Academic Council.

8.2 Proposals for amending the Library Policy shall be made in writing and addressed to Academic Council.