Information Resources Management Policy

University Library
University of the South

2014

Information Resources Management Working Group
Penny Cowan
James Dunkly
Betsy Grant
DebbieLee Landi
David McBee
Mary O’Neill
Cari Reynolds
Heidi Syler
Patricia Thompson
Revision History

Adopted Dec. 1, 2014
Contents

1. Introduction .......................................................................................................................... 5
2. Selection Responsibility ....................................................................................................... 5
3. Fund Allocation .................................................................................................................... 6
   3.1. General Collection ........................................................................................................... 6
   3.2. Theology Collection ......................................................................................................... 7
4. Selection Guidelines ............................................................................................................. 7
   4.1. General ........................................................................................................................... 7
   4.2. Specific Policies for Print Books ...................................................................................... 7
      4.2.1. Multiple copies .......................................................................................................... 7
      4.2.2. Sewanee Writers’ Conference ................................................................................... 8
      4.2.3. Materials of Local and Regional Interest ................................................................. 8
      4.2.4. Faculty Publications .................................................................................................. 8
      4.2.5. Student Publications ................................................................................................. 8
      4.2.6. U.S. and Tennessee Poets Laureate .......................................................................... 8
      4.2.7. Book and Author Awards ........................................................................................ 8
      4.2.8. Other Award-Winning Authors .............................................................................. 10
5. Discrete Collections ............................................................................................................ 10
   5.1. Art Slide Library ........................................................................................................... 10
   5.2. Career Services Library ................................................................................................ 11
   5.3. Learning and Teaching Center ..................................................................................... 11
   5.4. Roy B. Davis Reading Room (Chemistry Library) ......................................................... 11
   5.5. Ann Swanson Jackson Children’s Collection ............................................................... 11
   5.6. Fooshee Browsing Collection ....................................................................................... 11
   5.7. Government Documents ............................................................................................... 12
   5.8. E. L. Kellerman Language Resource Center ............................................................... 14
   5.9. Microforms .................................................................................................................... 14
   5.10. William Theodore Allen Physics Reading Room ......................................................... 15
   5.11. William Ralston Music Listening Library .................................................................. 15
   5.12. William S. Stoney Collection ..................................................................................... 15
   5.13. Video Collection .......................................................................................................... 15
   5.14. Spoken Audio Collection ............................................................................................ 17
   5.15. Hamilton Hall Reading Room ..................................................................................... 17
   5.16. Philosophy Reading Room ......................................................................................... 17
5.17. General Reference.................................................................................................................. 17
5.18. Theology Reference............................................................................................................... 18
5.19. Theology Special Collections............................................................................................... 19
6. Serials........................................................................................................................................ 20
7. Digital Resources....................................................................................................................... 21
  7.1. Purchased or licensed material............................................................................................... 21
    7.1.1. Online Journals See Section 6. Serials.............................................................................. 21
    7.1.2. Databases......................................................................................................................... 22
    7.1.3. E-books........................................................................................................................... 22
  7.2. Locally Created Digital Collections....................................................................................... 23
  7.3. Links and Pointers to Freely Available and Open-Access Resources................................. 24
8. Archives and Special Collections............................................................................................ 25
9. Gifts.......................................................................................................................................... 25
10. Interlibrary Services................................................................................................................ 27
11. Intellectual Freedom................................................................................................................ 28

Appendix A  Reference Subject Liaisons (July 2014).................................................................
Appendix B  Government Documents Collection Levels............................................................
Appendix C  Consortial Relationships............................................................................................
Appendix D  American Library Association Bill of Rights............................................................
Appendix E  American Library Association Freedom to Read Statement.................................
1. Introduction

This document is intended as a guide for faculty and Library staff who select resources for the Library. It also provides information about the Library's practices for administration, governing boards, accrediting agencies, and other interested parties. This document will help the Library to maintain a balance, tailored to meet the needs of the Library’s user community, between ownership of information resources and access to resources owned by others.

The primary mission of the Library is to provide the members of the academic community at Sewanee with access to resources that support current and anticipated instructional, research, and service programs of the University. The Library’s mission also includes instruction in and promotion of effective ways to use these resources. In more limited ways, the Library makes its resources available to the surrounding community, to visiting scholars, and to other libraries. The Library is also a Federal Government Depository.

2. Selection Responsibility

Ultimate responsibility for the development and maintenance of the Library’s collection rests with the University Librarian, who has delegated this responsibility to the Resource Management Services Department (General Collection), Reference Librarians, the Librarian of the School of Theology (Theology Collection), and the Director of University Archives and Special Collections. The Information Resources Management Working Group (IRMa) makes decisions regarding large purchases. This group is comprises the Assistant University Librarian for Resource Management Services, the Librarian of the School of Theology, the Head of Acquisitions, the Head of Serials, the Director of University Archives and Special Collections, and other Reference Librarians. The primary functions of this committee are to respond to requests for new journal and database subscriptions, digital archives, and higher-priced monographs as well as to review and maintain the Library's policies for resource management.

University faculty members also have a strong role in developing the library collection in their subject areas of expertise. Most faculty requests for monographic and non-print materials are accepted, without question, for purchase as long as funds are available. Endowed funds may be used to supplement regular appropriations in some subject areas. Non-faculty requests may also be charged to restricted funds. Appropriate library staff members consult with academic department and program faculty in groups or individually as needed to determine library resource needs, with special attention paid to faculty and curriculum changes.

It is the responsibility of the Head of Acquisitions to allocate the undergraduate (General) monograph budget in such a way as to fulfill the Library’s collection development goals. It is the responsibility of the faculty to help develop the collection in a way to sustain their teaching and research needs. It is the responsibility of the Librarian of the School of Theology to develop the graduate...
collection of theology materials in a way to sustain the teaching and research needs of the School of Theology faculty and students.

Selection aids used at the time of this writing include Gobi Alerts (from YBP), Choice Reviews Online, printed slips from Aux Amateurs, and email notifications from Puvill Libros.

3. Fund Allocation

The annual library materials budget is divided as follows:

- General Collection: Monographs, Non-Print, Serials
- Theology Collection: Monographs, Non-Print, Serials

Endowed funds provide additional support for material selection. Most of these funds are restricted to certain subject areas, but some are for general library purchasing. These funds help fill in gaps not provided for through the process outlined above, as well as help to supplement the departmental allocations. Appropriate college faculty are apprised of the availability of these funds every fall. Theology endowed funds are expended by the Librarian of the School of Theology.

3.1. General Collection

Historically, a formula was used to allocate most of the General Monographs funds to the departments and programs of the College of Arts and Sciences. The formula in use from FY98–99 through FY11–12 was based on the following criteria:

- Number of FTE faculty in department: 30%
- Number of courses in department: 20%
- Average cost of books in field: 10%
- Periodicals vs. book sensitivity index: 10%
- Number of books published in field: 05%
- Usage (circulation statistics): 05%
- University Librarian’s discretion: 20%

Over time, however, needs were not accurately met by the formula. Currently, undergraduate departments and programs receive funds based on previous years’ spending and known needs.

In addition, new tenure-track professors receive $5,100 spread over a three- or five-year period. These funds are to be used in addition to their departmental allocation.

Other funded areas include the Career and Leadership Development library, the Center for Teaching, the Reference Collection, Archives and Special Collections, and two subject areas not currently taught at the University (Sociology and Linguistics), which are closely related to existing departments. Needs of the School of Letters are funded through the English
Department.

Department and program selectors can purchase non-print items from their allocations. There is also a separate budget line for non-print resources, which is used to supplement the individual allocations, and also to purchase general-use and leisure materials.

Subscriptions and standing orders (both print and electronic) are not included in the allocations by department or program. Instead, these are funded from theserials budget line. (See Sections 6. Serials and 7. Digital Resources.)

3.2. Theology Collection

The School of Theology Librarian expends theology funds in consultation with faculty from the School of Theology.

4. Selection Guidelines

4.1. General Guidelines

The major responsibility and top priority of the Library is to provide the members of the academic community access to resources that support the current and anticipated instructional, research, and service programs of the University of the South. The Library endeavors to serve the needs of the faculty either by purchasing or by obtaining access to those resources needed for faculty study and research. The Library also serves the entire Sewanee community through the purchase of recreational, cultural, and general information materials. Most selection decisions are made by faculty, because they have been given control over their individual departmental allocations. Faculty members also request the majority of serial and non-print titles.

4.2. Specific Policies for Print Books

4.2.1. Multiple copies

The Library normally purchases one copy of a book, unless there is a special request, or in the following instances:

- Occasionally, duplicate copies are required for reserve use. Also, the Library may acquire duplicates in General Reference and Theology Reference, or in either Reference collection and the circulating collection.
- Duplicate copies of local and regional interest materials are sometimes purchased, primarily to provide a copy in Archives and a copy in the circulating collection.
4.2.2. Sewanee Writers’ Conference

The Library purchases a selection of works written by authors who serve as faculty for the annual Sewanee Writers’ Conference. A list of faculty may be found on the Sewanee Writers’ Conference website at [http://sewaneewriters.org/faculty](http://sewaneewriters.org/faculty).

4.2.3. Materials of Local and Regional Interest

Materials with a particular emphasis on Sewanee, the University, or the surrounding counties are collected. Duplicates are collected for Archives according to the Collection Development Policy for Archives and Special Collections.

4.2.4. Faculty Publications

The Library purchases publications created by the College faculty as we become aware of them. One copy is placed in the circulating collection and one copy is placed in Archives. One copy of individual journal articles is placed in Archives. Three copies of publications by Theology faculty are added—two for the circulating collection and one for Theology Special Collections. The Library welcomes notification by faculty of their forthcoming publications.

4.2.5. Student Publications

The Library attempts to obtain copies of all published student work.

We collect two copies of each thesis and D.Min Project from the School of Theology. One copy is placed in the circulating collection and one copy is placed in Theology Special Collections. We collect two copies of each School of Letters thesis, with one copy being placed in the circulating collection and one copy in the Archives. We collect one copy of undergraduate Honors Papers, which is placed in the Archives.

We also collect digital copies of student work. (See Section 7.2. Locally Created Digital Collections.)

4.2.6. U.S. and Tennessee Poets Laureate

We collect all works by the U.S. Poets Laureate.

4.2.7. Book and Author Awards

We collect all works by authors who win the following awards:
• Nobel Prize in Literature (Nobel Foundation)
• Aiken Taylor Award in Modern American Poetry (Sewanee Review)

We collect winners of the following awards:

Fiction
• American Book Awards (Before Columbus Foundation)
• Costa Book Award for a Novel (Costa Company, UK)
• Costa Book Award for a First Novel (Costa Company, UK)
• Man Booker Prize for Fiction (National Book League, UK)
• Man Booker Prize for Fiction (shortlist) (National Book Foundation)
• National Book Award (National Book Foundation)
• National Book Critics Award (National Book Critics Circle)
• PEN/Faulkner Award for Fiction (PEN/Faulkner Foundation)
• PEN/O. Henry Prize Stories (PEN International)
• Pulitzer Prize for Fiction (Pulitzer Organization)

Mystery
• Agatha Awards (Malice Domestic, Ltd.)
• CWA Dagger Awards (Crime Writers Association)
• Edgar Allan Poe (Edgars) (Mystery Writers of America)
• Macavity Awards (Mystery Readers International)

Biography
• Costa Book Award for Biography (Costa Company, UK)
• National Books Critics Circle Award (National Book Critics Circle)
• Pulitzer Prize for Biography or Autobiography (Pulitzer Organization)

Non-fiction
• National Book Award for Non-Fiction (National Book Foundation)
• National Book Critics Circle Award (National Book Critics Circle)
• PEN/John Kenneth Galbraith Award (PEN International)
• Pulitzer Prize for General Non-Fiction (Pulitzer Organization)
• Pulitzer Prize for History (Pulitzer Organization)

Science Fiction and Fantasy
• Hugo Award (World Science Fiction Convention)
• Nebula (Science Fiction and Fantasy Writers of America)
• World Fantasy Awards (World Fantasy Convention Board)

Poetry
• Bollingen Prize for Poetry (Beinecke Library, Yale University)
• Costa Poetry Award (Costa Company, UK)
• National Book Award for Poetry (National Book Foundation)
• National Book Critics Circle Award (National Book Critics Circle)
• New Criterion Poetry Prize (New Criterion Magazine)
• PEN/VOelcker Award for Poetry (PEN International)
• Pulitzer Prize for Poetry (Pulitzer Organization)

Children’s literature (winners and honors unless noted otherwise)
• Batchelder Award (American Library Association)
• Coretta Scott King Book Awards (American Library Association)
• Costa Children's Book Award (Costa Company, UK)
• Geisel Award (American Library Association)
• Jane Addams Children's Book Awards (Jane Addams Peace Assoc.)
• John Newbery Medal (American Library Association)
• Michael L. Printz Award for Excellence in Young Adult Literature (American Library Association)
• Pura Belpré Award (winners only) (American Library Association)
• Randolph Caldecott Medal (American Library Association)
• Robert F. Sibert Informational Book Medal (American Library Association)

4.2.8. Other Award-Winning Authors

While we do not routinely collect books published by authors who have won prestigious awards in all fields of study (e.g., Nobel Prize), we do use these awards as a factor in selection when opportunities arise.

5. Discrete Collections

5.1. Art Slide Library

The Art Slide Library has undergone a transformation from using mainly slides as the basis of art history presentations to the use of digital images in the classroom. In 2012-2013 the slide library was downsized and is presently a closed collection housed on the third floor of Carnegie Hall.

Art historians and other faculty are using digital images in the classroom that can be found in Sewanee’s Artstor Shared Shelf database (http://www.artstor.org). Over 28,000 images have been added to the Shared Shelf option from Sewanee within ARTstor. Other database subscriptions, i.e., CAMIO, Getty Images, Bridgeman Art Library, Oxford Art Online, and ATLA Religious Images, provide alternative resources for faculty and students.

The Visual Resources Librarian purchases digital images each year and uploads those images into our Shared Shelf collection in Artstor. Faculty also make recommendations for purchases or request scanning of materials for the collection.

The Art Slide Library will make every effort to comply with copyright requirements on all images. This will be achieved in part by purchasing copyrighted images from Scholar’s Resources and other vendors. For currently non-copyrighted images which are used by faculty in their courses, copyright permission will be sought from the source of the image or a copyrighted image will be purchased to replace the existing image.
5.2. **Career Services Library**

The Career and Leadership Development Office houses a collection of materials primarily focused on the subjects of internships, careers, and graduate schools. These materials are intended to be used primarily by students and alumni. Acquisitions staff work closely with Career and Leadership Development staff to order, inventory, and replace materials.

5.3. **Learning and Teaching Center**

A section on the third floor of the Library has been set aside to provide a study and resource area in education. The target users are the students working toward a minor in Education and the faculty who are interested in teaching techniques. It combines materials purchased for the Education Department with those purchased for the Center for Teaching, a faculty program to enhance teaching skills and methods.

The collection is a mixture of classic works in educational theory and method, and works published within the last two decades. The scope of the collection includes textbooks, curriculum guides, and works about subjects such as teaching methods, learning styles, the use of technology in teaching, trends in education, classroom management, etc.

5.4. **Roy B. Davis Reading Room (Chemistry Library)**

The larger, public area of the Roy B. Davis Chemistry Reading Room, located in Spencer Hall, room 264, houses a select collection of monographic, reference and lab materials which the chemistry faculty wishes to have available for immediate access.

5.5. **Ann Swanson Jackson Children’s Collection**

Classic children’s literature forms the basis of this collection, which is housed adjacent to the Library’s Fooshee area. Materials supporting the Education Department’s course in teaching children’s literature are the primary materials purchased. Award-winning titles are also purchased. The scope of the collection includes important works representing historical developments in the growth of children’s literature. Materials exploring the history, development, and teaching of children’s literature are collected for the Learning and Teaching Center.

5.6. **Fooshee Browsing Collection**

The Fooshee Browsing Collection helps meet the community’s cultural and recreational needs.

Popular fiction genres collected include:
Popular non-fiction subjects collected include:

- Cookbooks
- Gardening
- Crafts
- Travel guides
- Biography
- Sports
- Nature
- How-to
- Parent guides
- Regional material
- Miscellaneous non-fiction that does not fit into the above categories.

Particular attention is paid to the prizes mentioned in section 4.2.8 (Author and Book Awards).

The following genres are not collected for the Fooshee Browsing Collection:

- Romance
- Western
- Large Print

Materials of this kind may be found at Thurmond Memorial Library, Otey Parish, Sewanee, Tennessee; Franklin County Public Library, Winchester, Tennessee; and May Justus Memorial Library, Monteagle, Tennessee.

5.7. Government Documents

In 1873, the United States Senate designated the Library to be a selective depository of United States government information, making it the oldest federal depository in the state of Tennessee. Currently, approximately 37% of the items offered through the Federal Depository Library Program are selected. Areas of emphasis in the collection include agriculture, forestry, census data, geology, the environment, foreign affairs, and Congressional information and publications.

Groups considered to be the constituents of the Documents Department include the University community as well as the citizens of Franklin and surrounding counties, which also, in part, constitute the population of the Fourth Congressional District of the state of Tennessee.

Within the curriculum of the University, some of the subject areas where government information is especially relevant are forestry, geology, economics, politics, and history. The Fourth Congressional District of Tennessee is a rural district, for the most part, with agriculture, small business, and some small industrial operations being the primary sources of employment. For this reason, government publications are also selected in the subject areas of agriculture, business, and education.

Responsibility for the selection of government documents lies primarily with the Assistant University Librarian for Resource Management Services, in
consultation with the Reference staff and University faculty.

The selected format of a government publication (paper, electronic, or microfiche), when the selector is given the option of choosing, is determined on the basis of its potential use, the type of publication, and content. Appendix D outlines the collection level for most federal agencies.

Publications that are considered to be general publications or handbooks, manuals, and guides are typically not selected unless these publications are received under item classes selected for other publications. Selection of specific titles, particularly series and periodicals, is preferred. Posters and lithographs are rarely selected.

Maps are selected in these areas:
1. Most USGS map series for Tennessee, USGS 7.5' topographic maps for Alabama and Georgia
2. Census maps
3. CIA maps & atlases
4. USGS Hydrological Investigation Atlases
5. USGS Miscellaneous Investigations
6. National Forest maps
7. National Park maps
8. Other maps that seem likely to be useful

Other selection criteria that are to be taken into consideration include the following:
1. Requests/recommendations from the general public and the University community
2. University curriculum and faculty research/projects
3. Quantity of shelf and cabinet space
4. Projected use of a publication

**State Documents**
The Library is not a depository for government publications of the state of Tennessee. Nevertheless, Tennessee state documents are acquired when upon request by faculty. Commercial tools such as Public Affairs Information Service, which promotes access to and service in the area of state documents, are consulted as well.

A small list of Tennessee state publications is collected regularly:

1. House Journal of the Tennessee General Assembly
2. Senate Journal of the Tennessee General Assembly
3. Private Acts of the State of Tennessee
5. Tennessee Division of Geology publications
6. Tennessee Code Annotated
7. Tennessee Decisions

Publications of other state governments are purchased using the same guidelines as for Tennessee documents. State documents are cataloged
and shelved in the Library of Congress Classification scheme.

**United Nations, European Union, and Foreign Government Documents**
The Library is also not a depository for documents of the United Nations, other international organizations, or foreign governments. Like state documents, these are generally purchased when requested or when Library staff members think they would be useful additions to the collection. These are also cataloged and shelved in the Library of Congress Classification scheme in the appropriate location in the main collection.

**Maintenance of the collection**
Maintenance of the Government Documents collection is performed in accordance with the guidelines set forth by GPO and found in the Federal Depository Library Handbook and Federal Depository Library Program website (http://www.fdlp.gov/). Most monographs received since 1976 are represented in the Library’s online catalog, and most periodicals are checked in online as well. All depository items are stamped with the depository stamp and labeled with the Superintendent of Documents Classification (SuDoc) number.

With some exceptions, government publications received since 1976 are in the Library’s online catalog and classified with the SuDoc number as the call number. Cataloging records are received each month from Marcive, Inc., with whom the Library has a contract.

Some series are still cataloged in the Library of Congress or Dewey Decimal Classification schemes and placed in the General Collection, since these titles have been cataloged in that manner for many years. Generally, all government publications are shelved in the Government Documents area under the SuDoc number unless there is a need to place a specific title in the general collection or in the Reference collection. When a decision is made to place a title in the general collection or in General Reference, the title is cataloged using the Library of Congress Classification scheme.

**5.8. E. L. Kellerman Language Resource Center**
All titles selected for use in the language lab pertain to language teaching, learning, and research. Materials are purchased using funds from the budgets of the language laboratory, the language departments, and the Library. Materials are cataloged for the library catalog at the discretion of the Director of the Language Lab.

**5.9. Microforms**
Microforms are acquired by the library when necessary to preserve materials and to provide content that is not available in print or online format. (See also Section 6. Serials.)
5.10. **William Theodore Allen Physics Reading Room**

The Physics Reading Room, located in J. Albert Woods Laboratories, room 224, serves as a collection of readily available reference materials to be used by faculty and students in the classroom, for laboratory preparation, and for generation of ideas for student projects. In addition to books owned by the Library, there are physics textbooks, miscellaneous donations, and a collection of science-fiction novels that the Library does not own or control.

5.11. **William Ralston Music Listening Library**

The Ralston Listening Library is located on the second floor of the library. It is comprised of three rooms and a large study area: the Thomas Carlson Music Listening Room and Archive, the Edward and Laura Crawford Music Listening Room, and the Savannah Room given by the Hungerpiller Family. Music CDs are shelved in the Savannah Room, which also serves as a dedicated headphone listening room. Books, LPs, and CDs are shelved in the Carlson Room and Archive, a room that includes a state-of-the-art audio system. The basis of the LP collection was collected and donated to the University by the late Rev. Dr. William H. Ralston, a former faculty member in the College. In the area outside the Savannah Room is a study area as well as the Library’s collection of music scores and books about music.

The audio CD collection serves to support the instructional, research, and service programs of the academic community. In addition, it provides some material for the cultural and recreational needs of the academic and surrounding community. Most CDs and LPs are selected by faculty to help support the courses and research interests of the Music Department. In addition to the library music allocation, several restricted funds are available to use for these purchases. Some gifts are added at the discretion of the Head of Acquisitions and Cataloging in consultation with the faculty of the Music Department.

In addition, streaming audios are available and accessed through the library catalog. These may be streamed in the Thomas Carlson Music Listening Room and Archive as well as at any computer workstation.

5.12. **William S. Stoney Collection**

The Stoney Collection is a small collection of books about the history of medicine. The basis of the collection was a donation by Dr. William S. Stoney, C’1950. The library continues to purchase books with interest proceeds from an endowment given by Dr. Stoney. This collection is currently located in a reading area located on the ground floor of the library.

5.13. **Video Collection**

The video collection serves to support the instructional, research, and
service programs of the academic community. In addition, it provides some material for the cultural and recreational needs of the academic and surrounding community.

Duplicate copies are purchased only in order to provide available copies for classroom use. Most videos of Shakespeare plays are purchased in triplicate. One copy is placed on reserve in order to be available for classroom use and the other copy becomes part of the circulating video collection. The third copy is stored to replace one of the other copies if it is lost or damaged.

Videos are selected primarily by faculty request, although the library also purchases titles deemed appropriate for the collection. These include foreign films; documentaries on a wide variety of subjects; films on film history and criticism; important historical films; film adaptations of classical works of literature; theatrical productions of plays, including productions for television; operas, ballets, and other musical performances; and important award winners. In addition, as far as possible, titles listed on the National Film Registry are purchased.

Streaming videos are also available and are accessed through the library catalog. These may be streamed in any classroom as well as at any computer workstation.

Films nominated for the following prizes or awards are collected.

**Academy of Motion Picture Arts and Sciences Awards (Oscars)**
- Best picture
- Directing
- Documentary Feature
- Animated Feature
- Foreign Language Film
- Actor in a Leading Role
- Actress in a Leading Role

**Cannes Film Festival**
- Palme d’Or
- Grand Prix
- Jury Prize
- Award for Best Director
- Award for Best Actress
- Award for Best Actor

**Sundance Film Festival**
- U. S. Grand Jury Prizes – Dramatic and Documentary
- World Cinema Grand Jury Prizes – Dramatic and Documentary
- Directing Award (U. S.) – Dramatic and Documentary
- Directing Award (World Cinema) – Dramatic and Documentary

**New York Film Critics Circle Awards**
- Best Film
- Best Foreign Lang. Film
- Best Animated Film
- Best Non Fiction Film
- Best Director
- Best Actor
- Best Actress
Golden Globes (Hollywood Foreign Press Association)
- Best Motion Picture, Drama
- Best Motion Picture, Musical, or Comedy
- Best Animated Feature
- Best Foreign Language Film
- Best Director – Motion Picture
- Best Actress in a Motion Picture, Drama
- Best Actress in a Motion Picture, Musical, or Comedy
- Best Actor in a Motion Picture, Drama
- Best Actor in a Motion Picture, Musical, or Comedy

British Academy of Film and Television Arts (BAFTA)
- Outstanding British Film
- Animated Film
- Director
- Documentary
- Film
- Film not in the English Language
- Leading Actor
- Leading Actress

5.14. Spoken Audio Collection

The audiobook collection is comprised mainly of classical works of literature and non-fiction. Although no funds are dedicated to this collection, some new titles are purchased every year from library funds. Over time, titles on cassette tape are being replaced with the compact disc format. Recent additions to the collection include current popular fiction, mystery, and science fiction titles. There are a limited number of classical children’s literature titles.

In addition, popular fiction and mystery titles are leased on a quarterly basis from TEI Landmark Audio. Ten new titles per quarter are exchanged with the previous quarter’s titles.

5.15. Hamilton Hall Reading Room

The reading room in Hamilton Hall serves the School of Theology not only as a quiet study space but also as the location for a small collection of reference materials (duplicates of titles in Theology Reference) and second copies of reserve books for Theology courses.

5.16. Philosophy Reading Room

The Philosophy Reading Room is located in Carnegie, Room 200A. It houses two titles: a print copy of Philosopher’s Index (vol. 1, 1967 - vol.28, 2004) and a print copy of Teaching Philosophy (vol.29, 2006–>). An online version of Philosopher’s Index is available and accessed through the library catalog.

5.17. General Reference

The General Reference Collection consists primarily of non-circulating print
materials and electronic resources (see also Section 7, Digital Resources) that provide readily available information. They are used by Reference Department staff members to assist in responding to information requests and as a starting point for researchers. Reference materials generally contain brief articles and factual data or provide information on the location and access of related in-depth resources. Reference materials include, but are not limited to, encyclopedias, dictionaries, bibliographies, indexes and abstracts, handbooks, directories, atlases, and statistical resources.

The collection is built principally to support areas of academic research, but it also includes general-use materials for which there is a need by the larger community. The needs of the greater community, such as elementary and secondary students, are considered in the case of commonly used materials such as encyclopedias. Collection levels within each subject area reflect the degree of use required to meet curriculum and community needs, and are based on the same levels of need as those established for developing the general collection. In the area of religion, the general reference collection is primarily for undergraduate students. The Theology Reference collection provides materials for in-depth research in theology and related fields.

Reference librarians are responsible for selecting and updating reference materials in their assigned subject areas. Requests for new reference titles are submitted to the Assistant University Librarian for Learning & Access Services who makes the final decision based on available funds. New reference resources are identified by faculty recommendations, professional reviews, descriptive resource guides and bibliographies, electronic resources trials, and promotional materials from publishers.

The main language of the collection is English, with the exception of dictionaries and encyclopedias for the principal languages taught in the College and used within the community.

General reference materials are as up to date as necessary for the provision of current and reliable information. Reference librarians are responsible for the continual review of available materials and for initiating the withdrawal of materials from the Reference collection in their assigned subject areas. (See Appendix A. Reference Subject Liaisons.) Proposed withdrawals are reviewed by the entire reference staff. Superseded editions generally are removed from the collection and added to the General Collection if the information is not obsolete or misleading. Obsolete and/or misleading materials are withdrawn entirely from the library collection.

5.18. Theology Reference

The Theology Reference collection provides library users with specialized resources in religion, particularly in Christianity and Judaism. The primary
The purpose of this collection is to support the curricular and research needs of the School of Theology, but anyone in need of these resources is welcome to use them.

The bulk of the Theology Reference collection is in a single sequence in the Library of Congress Classification. Subsets of the collection, located nearby, provide handy access to retrospective files of church directories (particularly for the Episcopal Church, the Church of England, and the Anglican Church of Canada), to journals of the General Convention and of diocesan conventions of the Episcopal Church, and to extensive specialized bibliographies. All of these materials are located on the third floor of the library and do not circulate.

Much of the Theology Reference collection consists of dictionaries, encyclopedias, atlases, and indexes relevant to the study of theology broadly speaking. In addition, Theology Reference includes critical editions and translations of ancient texts for both Judaism and Christianity; major biblical commentary series in English (classed together, with duplicate volumes classed separately in the circulating collection); works of important writers, especially from early Christianity and from the medieval and Reformation periods; and liturgical materials and hymnals, particularly for Anglicanism but also for other major Christian traditions.

The Librarian of the School of Theology, in consultation with the faculty of the School, selects resources and oversees the arrangement and use of the Theology Reference collection.

5.19. Theology Special Collections

Theology Special Collections comprise those materials bought with Theology funds or given to the School of Theology that fall into one of the following categories:

- Any material published before 1850
- Copies of editions deemed distinctive because of autographs, provenance, limited press run, etc.
- Examples of fine printing or fine binding
- Publications of persons associated with the School of Theology (particularly faculty)
- Theses produced in School of Theology degree programs (of which another copy will be added to the circulating collection)
- Materials too fragile to circulate
- Materials having special significance for the School of Theology for historical, curricular, institutional, or other reasons

Materials are added to Theology Special Collections at the discretion of the Librarian of the School of Theology, either by transfer from other collections, by gift, or by purchase.
A special focus of Theology Special Collections is Anglican liturgy, including (but not limited to) historic editions of Anglican service books and hymnals. Anglican history and theology in general is a broader emphasis of Theology Special Collections.

6. Serials

Since serial subscriptions represent a significant and continuing expense, recommendations for new titles are reviewed with more scrutiny than is the case with requests for books. The Library prefers to add new titles in online format to enhance user access. Print subscriptions are added when this format is preferred (e.g., fine arts journals) or the publication is only available in print format.

Selection criteria for serials include indexing or abstracting in sources that the Library owns, demonstrated need, scholarly reputation, price, and previous Interlibrary Loan requests. Priority is given to requests that are likely to support both faculty research and the curriculum. In most cases, a request from a faculty member is honored unless funds are not available.

Generally, when the Library subscribes to the electronic format of a title that is currently received in print, the print subscription will be cancelled. There may be instances in which having both the print and electronic versions is desirable, especially when the cost for print + online is not significantly higher than that of the online-only subscription.

Certain qualifications must be met before the print subscription is ceased and/or back issues discarded. This decision is usually made on a title-by-title basis in consultation with faculty in the subject area. Some general principles apply. First, the scope of the electronic format should be carefully examined in order to determine that the coverage of the electronic format will be a suitable substitute for the print format. An electronic journal which provides only the text of articles and not key graphs and charts, for example, may not be a suitable replacement for the print version of the title. In other instances, only offering access to selected articles may suffice because of the marginal use of the print version of the title. The range of access needed for the title is another factor that should be determined. For example, only access to the latest few years is necessary for certain titles. For others, all back files are needed for research purposes. It is critical that some form of reasonable assurance must be given by the vendor that the level of archiving and access that we need will be maintained.

The Library’s journal subscriptions are based on faculty requests. In addition, the Library subscribes to several packages of online journals, from publishers, such as Sage Premier and Elsevier ScienceDirect, and from multi-publisher providers such as JSTOR and Project Muse. These packages were chosen when it was cost-effective to cancel individual subscriptions and gain a large number of additional titles in the packages. Costs and usage for both individual title subscriptions and packages are monitored each year, and titles with comparatively high cost per use are flagged for review and possible cancellation. Individual title subscriptions are
also cancelled in many cases if the title is included in full-text aggregator databases, such as Wilson OmniFile or SocIndex with Full Text, depending on the years of coverage and whether all content is included.

Many online serial titles are included in full-text databases, or are freely available through open access, often with an embargo period. For expensive titles, the Library may request that faculty use interlibrary loan or document delivery for desired articles within the embargo period.

When a faculty member requests multiple articles through interlibrary loan from a single issue of a journal not under subscription, we routinely purchase that single issue. This is more cost-effective than purchasing the articles or obtaining copyright clearance. The issues are cataloged individually and added to the circulating collection.

The Library subscribes to a small number of current newspapers in print. They include national newspapers, newspapers which directly support specific areas of the curriculum, and a selection of Tennessee newspapers. The Library has additional newspaper coverage electronically through various databases.

The Library attempts to keep current issues of most of the newspapers to which it subscribes in print for a period of one month, after which time the issues are discarded and recycled. Several newspapers of national and international scope that are indexed and for which back files are available on microform are subscribed to in the microform edition as well as in the paper edition. The microform edition is retained as part of the Library’s permanent collection unless digital archives are purchased. (See also Section 5.9 Microforms.)

7. Digital Resources

Digital resources have become essential to research and scholarship. The Library provides a selection of these, balancing instructional and research needs, anticipated use, and available budgetary resources. Digital library materials at the University of the South are provided in these categories:

- Purchased or licensed material
- Locally created digital collections
- Links and pointers to freely available and open-access internet resources of significant scholarly value that are added to the Library’s catalogs, databases, and networked resources as appropriate.

7.1. Purchased or Licensed Material

7.1.2. **Databases**

Databases include indexing and abstracting tools; full-text works; sound and image collections; numerical databases; websites; combinations of any or all of the above, plus other services such as multimedia resources, e-books, directories, news feeds, etc.

The same criteria apply to the selection of electronic resources as those outlined in the general content development policy. Additional criteria for electronic resources include access, functionality/usability, interoperability, stability, archiving, documentation, customer support, and appropriateness of format for the content. All electronic resources acquired by the Library must be accessible in the Library and, except when technically or contractually prohibited, also be remotely accessible through the Library’s electronic systems (catalog and/or webpage) to University-affiliated users.

The item should offer value-added enhancement(s) that make it preferable over other print or non-print equivalents. The convenience of online access is itself an enhancement, as is the greater flexibility of searching electronic resources. Electronic versions of resources published in other formats should minimally contain equivalent content, including such things as illustrations, charts, tables, figures, etc. as appropriate. Content should be updated often enough to be useful.

The Library participates in a consortial purchase for a desired resource whenever possible to take advantage of a price advantage over the cost as an individual institution. (See Appendix C. Consortial Relationships.)

7.1.3. **E-books**

E-books are full-text online equivalents or enhanced versions of print books. E-book content is selected according to the same criteria of relevance and appropriateness for our users as print books. In the current marketplace, e-book publishers, suppliers, platforms, access methods, and functionalities differ widely.

We prefer providers who allow multiple simultaneous users as part of their standard terms of access. We prefer providers with the least Digital Rights Management restrictions. Users should have a seamless ability to copy, forward, download, print or otherwise manipulate content. Except for our Reference subscriptions (Oxford and Credo), we typically purchase monographs rather than obtain subscription access. We attempt to minimize platform or access fees. We prefer providers who provide usage statistics and access
to a well-designed and serviceable administrative module.

Currently EBook Library (EBL) is our primary e-book vendor, and we have access to a large patron-selected collection from this company under the demand-driven acquisitions (DDA) model. We may add other providers, such as JSTOR, to this program. The Bowen Central Library has purchased several subject-based collections from publishers including Cambridge, Palgrave, Springer, Wiley, and Gale. We also have a large legacy collection of e-books from EBSCO (several former NetLibrary shared collections.)

Faculty members currently have the option to request print only or allow us to fill orders with electronic books.

7.2. **Locally Created Digital Collections**

Locally created digital collections at the University of the South fall into these categories:

1. Material that has been reformatted (digitized) by the University of the South or vendors that it chooses. Most of these resources are from non-copyrighted sources or from materials for which the University holds the copyright. These materials originate from the University Archives and Special Collections and represent faculty, staff, and student publications such as newspapers, alumni magazines, college catalogs, etc. Materials are chosen for digitization by a group composed of members of the Information Resources Management working group and other Library staff members with special expertise, along with input from faculty and/or University staff from other campus offices. Choices are based on preservation needs and usefulness for research and reference.

2. Original research work generated by faculty, staff, and students of the University. There are certain programs and documents that we actively solicit for digital files from across the University. These include theses from the College honors seniors, graduate theses from the School of Theology and the School of Letters, research projects from Scholarship Sewanee, and internship reports from Career and Leadership Development. Persons who submit their research agree to a Creative Commons license that allows us to distribute their work in our unrestricted DSpace Repository.

3. Research materials from consortial groups to which the University belongs. At present, we have one collection that is a joint effort with the Associated Colleges of the South for the Sustainability in the South and Beyond project. Digital files will be submitted from any of the fifteen participating colleges and Sewanee has agreed to host this
collection as part of our participation in the project. Future projects would be considered on an individual basis.

Digital materials collected by the University are stored in these repositories:

- Sewanee’s DSpace Repository https://dspace.sewanee.edu This collection is hosted offsite by the Longsight Corporation and contains digital files uploaded by the library staff. File types accepted include PDF, Word documents, Powerpoint presentations, and audio and video files.

- Archive.org http://archive.org/details/sewanee This open-access web site contains much of the material that we have contracted with Lyrasis to digitize. These documents are available for viewing or downloading from this unrestricted website.

- Slide Library. The art slide library is now an archival collection due to the conversion of slides to digital images. Faculty are now using various digital options (ARTstor, PowerPoint, Prezi, Flickr, iPhoto, the iPad and other web-based programs) to present images in the classroom.

- Digital Image Collection--ARTstor and the Shared Shelf. Sewanee's Art History collection, which was originally in the Sewanee Digital Image Database (SDID), is now available in ARTstor’s http://www.artstor.org web-based database. Over 28,000 images have been added to the Shared Shelf option within ARTstor from Sewanee. The Shared Shelf gives the opportunity for the manager of our digital collection(s) to upload images and data into ARTstor. Over 1.5 million images are available to Sewanee students, faculty, and staff from this resource. Images of the University’s Permanent Collection of art and artifacts will be added to Shared Shelf.

7.3 Links and Pointers to Freely Available and Open-Access Resources

Librarians create links to freely available and open-access websites, tools, and collections on the internet within subject guides and other web pages when they become aware of them and deem them to be significant and useful to our users. Such resources can also be requested to be added to the Library catalog. Catalog records have been loaded for the titles in some freely available e-book collections, such as Project Gutenberg and Wright American Fiction.

Freely available and open-access journal titles are selected and displayed in our journal A-Z list.
A growing amount of scholarship is being made available through open-access sources, such as the Directory of Open Access Journals and OAIster, and the Library is committed to supporting such growth. Where appropriate and technically feasible, the Library provides access to and discovery methods for open-access content. The Library has also financially supported some open-access initiatives such as Knowledge Unlatched.

8. Archives and Special Collections

A separate policy document describes the collection policy of the University Archives and Special Collections.

9. Gifts

Because institutional funds are seldom adequate to provide the range of materials necessary to enable the Library to meet the needs of the community it serves, a good academic library relies heavily upon gifts of books and library materials to add breadth and depth to its collection. Therefore, it is important that the Library have friends who are alert to its needs and who are generous not only with their own gifts but also by actively cultivating other persons who may have book collections which would be of value to the Library.

Nevertheless, there are important reasons for the Library staff to exercise great care in accepting gift books. First, though the books may be given at no cost to the Library, addition of materials to the collection is a costly process and our staff is limited in number. Second, few academic libraries have unlimited space for collection expansion. The Library attempts to collect a limited selection of the wide range of printed materials, determined principally by the nature of the University’s academic program and the specialized needs of the community it serves. For other types of materials, it relies on the collections of other libraries through interlibrary loan, cooperative and consortial arrangements, and document delivery. Therefore, the Library exercises as much care in accepting gift books to place in its collection as it exercises in the purchase of books.

With these considerations in mind, the following policies govern the acceptance of gift books and collections by the Library.

- The Library reserves the right to refuse acceptance or dispose of any accepted materials which, in the judgment of qualified members of the staff, would not be appropriate additions to the Library collections.
- The Library reserves the right to refuse any gifts on which the owner has placed unusual restrictions, such as requiring that a collection of books be kept apart from the general Library collection and housed in a special area or special sections of the stacks out of their normal classification sequence. Of course, collections of rare books, some autographed first
editions, and other similar items will, as a matter of policy, be placed in Special Collections.

- The Library will not appraise gifts of single titles or of entire collections. If donors desire appraisals, library staff will assist them in locating appraisers and/or will acquaint them with Web sites that provide reliable guidance to the value of books. The cost of an appraisal by a third party will normally be borne by the donor, and the acceptance of a gift that has been appraised by a third and disinterested party does not in any way imply an endorsement of the accuracy of the appraisal by the Library. The gift must be appraised prior to donation to the Library if the donors desire appraisals.

- For tax purposes, the donor must provide for themselves and the University Library a printed list of donated materials. See IRS Instructions for Form 8283 (http://www.irs.gov/pub/irs-pdf/f8283.pdf); Publication 561: Determining the Value of Donated Property (http://www.irs.gov/pub/irs-pdf/p561.pdf); and Tax Topic 506: Contributions (http://www.irs.gov/taxtopics/tc506.html) for more information on IRS requirements. The Library will not provide printed lists of donations.

- If the gift is of substantial monetary value, the Library will request that the donor execute a universal gift form, which is a legally recognized document effectively transferring title of the item(s) in question from the donor to the Library.

- For the donation of personal or professional libraries, the Library must be allowed to preview the gift before it is brought to the Library.

Gifts of non-print items are accepted, although there is greater scrutiny of the condition of the material than with print items. All audio and video materials are previewed for evaluation of condition. We do not accept abridged versions of audiobooks. We do not accept LP sound recordings for the circulating collection unless we can ascertain that a compact-disc version does not exist.

Potentially valuable LP collections will be evaluated by appropriate library staff, with input from faculty members of the Music Department, for inclusion in the William H. Ralston Music Listening Library.

The following types of materials will not be accepted by the library for donation:

- Books with heavy mold or mildew
- Books that are physically dirty.
- Boxes with rat droppings or similar defilement
- Books previously purchased from our book sale or other book sales
- Books previously owned by us, but discarded
- Materials in extreme disrepair
- Incomplete sets or items with missing pieces
- Single pieces of sheet music
- Yearbooks from other schools
- Outdated materials such as:
Health books
Tax guides more than one year old
Investment or financial guides
Most reference books more than three years old
Most textbooks

The following types of materials may be accepted on a case-by-case basis:

- Books about medicine, but not textbooks
- Magazines and periodicals
- Cookbooks
- Travel guide

Books should be brought to the Library in boxes. Donors’ names and addresses must be included even if they do not wish to receive acknowledgments.

Donors are responsible for the following, except under extenuating circumstances:

- Making prior arrangements with the Head of Acquisitions (General Collection; 931.598.1663), the Librarian of the School of Theology (Theology Collection; 931.598.1267) or the Director of Archives and Special Collections (Special Collections; 931.598-1844).
- Supplying boxes
- Delivering donations to the library.

The “free shelves” are for the Library’s unwanted gifts or duplicates; they are not for the community’s unwanted personal books. Individuals are responsible for the disposition of their personal libraries. Only Library staff are permitted to place items on these shelves.

10. Interlibrary Services

Although every effort is made to build a collection of materials to serve the University community, the Library recognizes the need to provide additional resources that are not available through our local holdings. Interlibrary Services provides for the expeditious delivery of resources needed by students, faculty, staff, and community residents. Requests for books, articles, and non-print materials are made through the ILLiad Interlibrary Loan system. In some cases, articles from specified journals can be purchased through the individual publisher’s website or commercial document-delivery services. Materials obtained through Interlibrary Services will be monitored and titles frequently requested will be considered for addition to the Library’s holdings if it is cost-effective to do so, and if continuing need can be demonstrated. Materials that the Library is unable to borrow, such as certain dissertations and some non-print items, can be requested for purchase through regular acquisition procedures and will be charged to the requesting department’s fund allocation.
11. Intellectual Freedom

In accordance with the American Library Association Bill of Rights (see Appendix D) and the American Library Association Freedom to Read Statement (see Appendix E), the Library attempts to provide a collection that supports a free exchange of ideas. The collection is available to all potential users of the Library and should offer the widest available range of viewpoints, regardless of the popularity of these viewpoints or of the sex, religion, political philosophy, or national origin of their authors.

In areas where there is an honest disagreement concerning the truth or wisdom of particular ideas, issues, or beliefs, and in the interest of reasonable economy, the Library will attempt to ensure that the views of the leading spokespersons are represented.

No censorship will be exercised on the basis of frankness of language, or the controversial manner an author may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues.

Only unfiltered access to the Internet will be offered in the Library. Filtering devices are a contradiction of the academic library’s mission to further research and learning through exposure to the broadest possible range of information resources.

In handling criticisms of material or attempts at censorship, the University Librarian will reply orally or in writing by referring to this policy.
<table>
<thead>
<tr>
<th>Appendix A. Reference Subject Liaisons</th>
<th>Revised July 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LC Classification</strong></td>
<td><strong>Academic Department</strong></td>
</tr>
<tr>
<td>A</td>
<td>General Works</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy, Psychology, Ethics, Religion</td>
</tr>
<tr>
<td>C</td>
<td>Auxiliary Sciences of History</td>
</tr>
<tr>
<td>D</td>
<td>History, World</td>
</tr>
<tr>
<td>E-F</td>
<td>History, United States</td>
</tr>
<tr>
<td>G-GB</td>
<td>Geography</td>
</tr>
<tr>
<td>GC-GF</td>
<td>Oceanography, Human Ecology</td>
</tr>
<tr>
<td>GN</td>
<td>Anthropology</td>
</tr>
<tr>
<td>GR-GT</td>
<td>Folklore, Manners, and Customs</td>
</tr>
<tr>
<td>GV</td>
<td>Recreation and Leisure</td>
</tr>
<tr>
<td>H-HJ</td>
<td>Social Sciences, Statistics, Economics</td>
</tr>
<tr>
<td>HM-HX</td>
<td>Sociology</td>
</tr>
<tr>
<td>J-K</td>
<td>Political Science, Law</td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
</tr>
<tr>
<td>M</td>
<td>Music</td>
</tr>
<tr>
<td>N</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>P-PM</td>
<td>Philology, Languages and Literature - Classical, Modern and Asian</td>
</tr>
<tr>
<td>PN-PZ</td>
<td>Literature - Romance, Germanic, English and American</td>
</tr>
<tr>
<td>Q-QR</td>
<td>Science, Mathematics, Computer Science, Astronomy, Physics, Chemistry, Geology, Biology</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
</tr>
<tr>
<td>S</td>
<td>Agriculture</td>
</tr>
<tr>
<td>T-Z</td>
<td>Technology, Military and Naval Science, Library Science</td>
</tr>
</tbody>
</table>
Appendix B. Government Documents Collection Levels by Federal Agency (September 2014)

The list below indicates the level of collection by federal agency. Not every federal agency is listed. Primarily, the agencies listed are those for which significant materials are available through the Federal Depository Library Program. Agencies that are no longer in existence are, for the most part, not listed, though the library has materials from agencies that are now defunct. Examples include the Office of Technology Assessment and the Energy Research Administration. These are not listed as little to no collecting can be done for those agencies. The abbreviations explaining the level of collection are as follows:

Our overall level is 37%.

<table>
<thead>
<tr>
<th>Agency</th>
<th>No of Items Selected</th>
<th>Percentage Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Department</td>
<td>610</td>
<td>38%</td>
</tr>
<tr>
<td>Civil Rights Commission</td>
<td>9</td>
<td>100%</td>
</tr>
<tr>
<td>Commerce Department</td>
<td>684</td>
<td>42%</td>
</tr>
<tr>
<td>Congress X</td>
<td>3</td>
<td>30%</td>
</tr>
<tr>
<td>Congress Y</td>
<td>524</td>
<td>54%</td>
</tr>
<tr>
<td>Defense Department</td>
<td>75</td>
<td>7%</td>
</tr>
<tr>
<td>Education Department</td>
<td>73</td>
<td>36%</td>
</tr>
<tr>
<td>Energy Department</td>
<td>33</td>
<td>9%</td>
</tr>
<tr>
<td>Environmental Protection Agency</td>
<td>158</td>
<td>66%</td>
</tr>
<tr>
<td>Executive Office of the President</td>
<td>100</td>
<td>70%</td>
</tr>
<tr>
<td>Farm Credit Administration</td>
<td>2</td>
<td>22%</td>
</tr>
<tr>
<td>Federal Communications Commission</td>
<td>5</td>
<td>23%</td>
</tr>
<tr>
<td>Federal Reserve System Board of Governors</td>
<td>12</td>
<td>8%</td>
</tr>
<tr>
<td>Federal Trade Commission</td>
<td>10</td>
<td>28%</td>
</tr>
<tr>
<td>Fine Arts Commission</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>General Services Administration</td>
<td>19</td>
<td>21%</td>
</tr>
<tr>
<td>Government Accountability Office</td>
<td>17</td>
<td>58%</td>
</tr>
<tr>
<td>Government Printing Office</td>
<td>37</td>
<td>94%</td>
</tr>
<tr>
<td>Health and Human Services Department</td>
<td>147</td>
<td>14%</td>
</tr>
<tr>
<td>Homeland Security</td>
<td>60</td>
<td>29%</td>
</tr>
<tr>
<td>Housing and Urban Development Department</td>
<td>6</td>
<td>8%</td>
</tr>
<tr>
<td>Interior Department</td>
<td>287</td>
<td>41%</td>
</tr>
<tr>
<td>International Trade Commission</td>
<td>9</td>
<td>40%</td>
</tr>
<tr>
<td>Judiciary</td>
<td>11</td>
<td>16%</td>
</tr>
<tr>
<td>Justice Department</td>
<td>53</td>
<td>16%</td>
</tr>
<tr>
<td>Labor Department</td>
<td>77</td>
<td>22%</td>
</tr>
<tr>
<td>Library of Congress</td>
<td>114</td>
<td>69%</td>
</tr>
<tr>
<td>National Aeronautics and Space Administration</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>National Archives and Records Administration</td>
<td>35</td>
<td>68%</td>
</tr>
<tr>
<td>Agency</td>
<td>Employees</td>
<td>Percent</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>National Credit Union Administration</td>
<td>1</td>
<td>6%</td>
</tr>
<tr>
<td>National Foundation of the Arts and the Humanities</td>
<td>12</td>
<td>27%</td>
</tr>
<tr>
<td>National Labor Relations Board</td>
<td>1</td>
<td>8%</td>
</tr>
<tr>
<td>National Mediation Board</td>
<td>2</td>
<td>33%</td>
</tr>
<tr>
<td>National Science Foundation</td>
<td>24</td>
<td>52%</td>
</tr>
<tr>
<td>Overseas Private Investment Corporation</td>
<td>3</td>
<td>33%</td>
</tr>
<tr>
<td>Peace Corps</td>
<td>6</td>
<td>60%</td>
</tr>
<tr>
<td>Personnel Management Office</td>
<td>17</td>
<td>27%</td>
</tr>
<tr>
<td>President of the United States</td>
<td>12</td>
<td>92%</td>
</tr>
<tr>
<td>Securities and Exchange Commission</td>
<td>2</td>
<td>11%</td>
</tr>
<tr>
<td>Small Business Administration</td>
<td>9</td>
<td>31%</td>
</tr>
<tr>
<td>Smithsonian Institution</td>
<td>37</td>
<td>67%</td>
</tr>
<tr>
<td>Social Security Administration</td>
<td>71</td>
<td>69%</td>
</tr>
<tr>
<td>State Department</td>
<td>74</td>
<td>64%</td>
</tr>
<tr>
<td>Transportation Department</td>
<td>33</td>
<td>7%</td>
</tr>
<tr>
<td>Treasury Department</td>
<td>66</td>
<td>31%</td>
</tr>
<tr>
<td>U.S. Agency for International Development</td>
<td>1</td>
<td>3%</td>
</tr>
<tr>
<td>U.S. Trade and Development Agency</td>
<td>4</td>
<td>100%</td>
</tr>
<tr>
<td>United States Postal Service</td>
<td>11</td>
<td>28%</td>
</tr>
<tr>
<td>Veterans Affairs Department</td>
<td>8</td>
<td>11%</td>
</tr>
<tr>
<td>Vice President of the United States</td>
<td>2</td>
<td>100%</td>
</tr>
</tbody>
</table>
Appendix C. Consortial Relationships October 2014

The Library is a member of several library consortia for cooperative resource purchasing and sharing. The groups to which we currently belong are:

- **Tennessee Electronic Library**
- **Bowen Central Library of Appalachia** (Appalachian College Association)
- **LYRASIS**
- **Tenn-Share**
- **Center for Research Libraries**
- **Statewide California Electronic Library Consortium (SCELC)** – Affiliate member
- **Oberlin Group**

The Tennessee Electronic Library is funded by the state and provides free databases to all libraries in the state. The rest of the consortia listed offer licensing to databases and journal collections at discounted rates. The Bowen Central Library also has a core group of resources purchased by the consortium to which all member libraries have access. Membership in the Center for Research Libraries affords unlimited access (digitally or through interlibrary loan) to a large collection of newspapers, foreign journals, and major microfilm and paper collections from all over the world.
Appendix D. The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


Appendix E. The American Library Association Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant
activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this
affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression