



## OPSU POLICIES AND PROCEDURES

TITLE: McKee Library Policy

APPROVED BY: C. Evlyn Schmidt Director, Library

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### **MISSION STATEMENT**

The mission of Marvin E. McKee Library, Oklahoma Panhandle State University (OPSU) is to select, acquire, organize, and preserve relevant materials to support the educational curriculum of OPSU. The library facilitates the dissemination of information through the organization and arrangement for access and use, and through the provision of appropriate information services for the students, faculty, and staff of the university and for the surrounding community.

### **GENERAL LIBRARY POLICIES**

#### **LIBRARY: ACCEPTABLE USE POLICY** (Expectations of Appropriate Conduct)

To better serve all library patrons, the McKee Faculty Library Committee has established certain standards of responsible, ethical, and lawful behavior to ensure an environment conducive to library use.

The privilege of using McKee Library and its information sources is extended to everyone in the University community and to the general public. This privilege is extended, however, with responsibilities which require patrons to respect the needs of other patrons and abide by the following expectations that are an essential part of those responsibilities.

1. Use of all tobacco is prohibited. Rules about drinking and eating in the library are posted and should be observed.
2. Patrons must not consume alcoholic beverages or illegal drugs on premises.
3. Patrons are expected to act in accordance with all policies publicly posted in the Library or related to them by Library staff. Disagreements with any Library policies should be appropriately appealed to Library or University Staff.

4. Patrons should not engage in loud or boisterous conduct. (This policy does not prohibit the normal, quiet conversation between patrons and/or Library staff, or conversations required to carry on Library programs or business. It is designed to preserve a generally quiet atmosphere where all Library patrons may study or otherwise use Library materials without disturbance.)
5. Animals are not allowed in the Library, except for those required for personal assistance.
6. Patrons are expected to abide by all relevant University policies, laws of the State and Federal Government, and those general principles which guide ethical behavior in an academic environment.
7. Patrons must not deface, destroy, or corrupt any of the Library's information resources.
8. Patrons are expected to comply with U.S. Copyright Law.
9. Patrons are expected to offer for examination all books, coats, backpacks, briefcases, and any other possessions when security alarm is activated.
10. For their safety and well being, children under the age of 13 must be accompanied by a parent or adult guardian. Children, as defined above, must be within visual and physical contact of a parent or adult guardian at all times while using the library.
11. When you enter the library, we ask that you put your cell phone, pager, or text messenger on vibrate or silence mode. Be considerate of those around you; keep your conversations short and your voice lowered when using cell phones. If you need to have an extended conversation, please go outside the library to do so.

Patrons displaying unacceptable behavior:

- Will be asked to modify their behavior.
- Will be asked to leave library premises if the unacceptable behavior continues.
- Will be denied temporary or permanent rights and access to library services if the patron does not comply with these policies.

### **ELECTRONIC INFORMATION RESOURCES: ACCEPTABLE USE POLICY**

The primary function of the McKee Library is to contribute to the University's teaching and research functions. Public Internet access workstations have been established in the library to provide educational resources for academic research.

#### **Liability**

The Library has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and correct or it may be inaccurate, out of date, or unavailable at times. The Library is not responsible if the user finds information and/or images that are offensive.

McKee Library is responsible only for the content of pages bearing its name. Users are responsible for any outside Internet sites they reach. Users are also responsible for evaluating resources for accuracy, currency, and authority. McKee Library assumes no liability for use of outside resources.

### **Designated Computers**

Some Library computers are designated for specific purposes.

- Specific rules are posted adjacent to computers so designated.
- In addition to specific posted rules, patrons must also follow the Electronic Information Resources: Acceptable Use Policy.
- Use of designated computers will be limited to patrons who have a valid OPSU identification card.
- Designated computer's usage will be monitored.
  - Patrons must check out designated computers at the circulation desk, leaving their OPSU identification card at the circulation desk while they use the designated computer. The OPSU identification card will be returned to patron when he/she checks in the computer.

### **Downloading/Word Processing**

Downloading and word processing from Library computers is allowed only on designated computers. Circumventing security programs on PCs not designated for such use is prohibited.

### **Use of the Internet by Minors**

Parents are ultimately responsible for setting standards and establishing guidelines for their children's use of the Internet. It is not possible for library staff to control the flow of information that may be inappropriate for children. A parent or adult guardian must remain with children under the age of 13, and must supervise all use of the Internet by their minor children.

All minors between the ages of 13 and 17 must be accompanied by a parent or adult guardian to register for independent Internet usage. The parent or guardian, in addition to the minor, must sign the Internet Acceptable Use Agreement. The parent or adult guardian must present photo identification and may be asked to provide documentation verifying legal custody of the minor before the agreement can be completed. The agreement will be kept on file at the Library Circulation Desk. During subsequent library visits, minors may be asked for name and specific personal identification information in order to verify registration for Internet use. Signing of the Internet Acceptable Use Agreement signifies agreement and understanding of all McKee Library Policies. Violation of policy will result in loss of Internet use and the Internet Acceptable Use Agreement will be removed from the consent file. The parent or adult guardian will be notified the minor is in violation of the Agreement and Internet access has been denied.

## **Laptop Use Policy**

Students, faculty, staff, and Texas County Borrower's Card members are welcome to bring laptops into McKee Library and use them with our Internet drops. By making available its Internet drops to patrons, the Library inherits a certain amount of responsibility for authentication and security. Any malicious activity can be traced back to the perpetrator, who may then be held responsible. Users must be a registered library patron, sign a Laptop Use Agreement (on file at the Circulation Desk), present a photo ID and sign-in each time prior to gaining access, and access only designated Internet drops. It is expected that all those who use the library's Internet drops to access electronic resources will do so responsibly, following the existing McKee Library Electronic Information Resources: Acceptable Use Policy.

Authorized users: Electronic information and services provided directly or indirectly by the McKee Library shall be accessible, in accordance with licensing or contractual obligations and in accordance with existing McKee Library policies. Internet/World Wide Web searches must be in accordance with McKee Library Policy.

The first violation of this policy results in a warning. A second violation will result in six (6) month suspension of laptop Internet drop access. Repeat abusers will lose laptop Internet drop access for twelve (12) months.

## **Acceptable Use**

All users of the OPSU electronic information resources are expected to behave responsibly, legally, and ethically in that use. To that end, it is the responsibility of these users to:

1. Honor all State and Federal laws, copyright provisions, and software licensing agreements to which the institution is a party.
2. Be aware of and comply with any OPSU and McKee Library policies and regulations for accessing and operating computer hardware, software, and other information resources.
3. Cooperate with legitimate requests by library staff.

## **Unacceptable Use**

Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

1. Use of any computer for illegal, commercial, or profit making purposes.
2. Violation of computer system security.
3. Violation of another patron's privacy.
4. Destruction of or damage to equipment, software or data.
5. Altering the configuration of the workstations for any purpose.
6. Participating in "chat" groups or viewing bulletin boards.
7. Using the workstations for recreational purposes, including games and gambling (NCAA Rule 10.3.1).

8. Accessing, viewing, displaying, or downloading materials that can be construed as pornographic, discriminatory, or culturally insensitive.
9. Introducing software on the library workstation that has not been loaded by Library staff, including word-processing, spreadsheet, or other applications.
10. Any illegal or unethical usage which violates relevant State or Federal legislation or OPSU policies.
11. Any usage which is interpreted by professional library staff as not being in the spirit of acceptable use.
12. Any usage which violates copyright and intellectual property agreements and laws.

### **Results of Inappropriate Behavior**

1. When library staff identify uses of the library workstations that appear unacceptable, the patron must demonstrate the use is intended for educational research purposes to continue usage.
2. Users will be asked to produce their Library Borrower's Card, OPSU identification card, or other proof of identification upon request.
3. Library reserves the right to ask users to cease using library workstations.
4. Misuse of any computer workstations or Internet access or violation of established policies may result in temporary loss of library privileges.
5. Repeated misuse or violation of established policies may result in permanent loss of library privileges.

### **CIRCULATION POLICY**

All patrons wishing to borrow materials from McKee Library must present their current OPSU identification card "with a valid McKee Library barcode" or their library borrower's card with a valid McKee Library barcode. This applies to students, faculty, staff, and other patrons.

All circulating library materials may be checked out for two weeks. Faculty may check out circulating library materials for up to a semester with the exception of AV materials and equipment. If a hold is requested on a material that is checked out, the faculty member will be asked to return the item within one week. 16MM films and AV equipment may be checked out only by faculty and staff. Personnel who pick up AV equipment for faculty or staff members must present a dated, signed note of permission as well as the faculty or staff member's OPSU identification card.

Circulating library materials may be renewed for two weeks. These items must be returned to the circulation desk for renewal, and the patron must present his or her OPSU identification card again. Only audiovisual equipment loans may be renewed once by telephone.

Reserve materials designated “overnight” may be checked out for one day only and are due the next library workday.

Reference materials and magazines, including bound periodicals and microfilm, do not circulate.

**LIBRARY CARD**

Library patrons school age or older who reside in Texas County and are neither students nor employees of OPSU may apply for a Library Borrower’s Card. A fee of \$6.00 per year is charged for each card. Positive identification containing a current address is required for issuance of the card. The applicant (or legal guardian for all patrons age 17 and younger) must sign an agreement to abide by all McKee Library regulations and policies, and to accept responsibility for all materials borrowed with the card. Library Borrower’s Card will be issued upon verification of responsible party. Failure to abide by library regulations and policies results in the loss of library privileges and forfeiture of the Library Borrower’s Card.

The Library Borrower’s Card must be presented each time materials are checked out. Overdue notices will be sent periodically if materials are not returned on time.

University faculty and staff may obtain a free Library Borrower’s Card with Borrower’s Card privileges for their spouse and school age dependent children by presenting their current OPSU Identification Card and completing the appropriate forms. The sponsoring university employee is responsible for materials borrowed with these cards.

**OVERDUE LIBRARY MATERIALS AND FINES**

When overdue library materials are returned, the charge is the regular fine up to a maximum of \$5.00 per item.

The following fines are charged for overdue library materials:

<b>BOOKS</b>	\$ .10 cents per day
<b>AV MATERIALS</b>	\$ .10 cents per day
<b>AV EQUIPMENT</b>	\$1.00 per day
<b>RESERVE MATERIALS</b>	\$ .25 cents per hour for hourly reserve materials \$1.00 per day for overnight reserve materials
<b>VERTICAL FILE AND CURRICULUM FILE</b>	\$ .10 cents per day per folder
<b>INTERLIBRARY LOAN MATERIALS</b>	\$1.00 per day per item OR the lending library’s overdue fine, whichever is greater.

**COMPUTATION OF LIBRARY FINES**

Overdue days are counted from the first day the material becomes overdue to the day the material is returned to the library. Days on which the library is closed are not counted. A library receipt is completed for all fines or lost materials.

**LOST OR DAMAGED LIBRARY MATERIALS**

The borrowing library patron is financially responsible for lost, stolen, or severely damaged library materials and/or equipment. All library materials and/or equipment not returned by the last day of each semester are declared lost. A \$5.00 non-refundable processing fee will be assessed for each item declared lost or damaged. In addition, the borrowing library patron is also responsible for the replacement cost (\$10.00 minimum) of each item damaged or not returned.

**UNRESOLVED LIBRARY OBLIGATIONS**

A library patron's borrowing privileges are suspended until all library obligations are resolved. Students' grades and transcripts are also placed on "hold" until obligations are resolved. All students, faculty, staff, and borrower cards patrons who have fines exceeding \$5.00, or who have library material overdue for more than one week, may lose borrow privileges.

**APPEALS PROCEDURE**

Library patrons wishing to dispute fines or other library obligations should appeal in writing to the Library Director. If the problem cannot be resolved to the satisfaction of both parties, the Library Appeals Committee will resolve the dispute.

**LIBRARY APPEALS COMMITTEE**

The Library Appeals Committee shall consist of the members of the Library Committee that represent each School of OPSU, the student representative, and the Library Director.

**RESERVE MATERIALS**

Faculty-owned or library materials placed on reserve status when delivered to the library circulation desk by a faculty member. Requesting faculty members must choose one option for each reserve material: 1) two hour in "In Library Use Only" or 2) "Overnight." All materials are removed from reserve status at the end of each semester unless the instructor requests otherwise.

## **COLLECTION DEVELOPMENT**

In support of the mission, the Library *acquires information resources* in a variety of formats, i.e. books, journals, newspapers, CD-ROM's, video and audio tapes, DVD's, digital files. We also *acquire access to information* through direct licensing from authorized providers, establishing connections to free resources, or making consortial agreements with publishers, libraries, or other organization. This document will refer to all of these resources as the Library's *collections*, whether they are owned, leased, or borrowed, and whether or not they reside physically in the Library.

The Library selects resources for its' collections primarily in support of the current and anticipated curriculum of the University. Faculty liaison librarians are assigned to specific university school and department faculty and work collegially to select relevant materials to support the educational curriculum of the University.

In addition to collecting these resources, the Library is responsible for promoting their use among the University community and outside of it, through cataloging the collections as well as more focused outreach to potential users. We will maintain and preserve archive materials that may be of long-term usefulness for the University and surrounding region.

## **SELECTION CRITERIA: GENERAL**

1. Relevance to the actual or potential needs of the University's educational curriculum.
2. Scope and content of materials are judged in relation to primary user groups in the University community, i.e. faculty, staff, students, distance students, concurrent students, ITV students.
3. Depth of existing collection in the subject is considered. Redundancy is avoided, duplicates can be purchased if high use is expected, and access instead of ownership may be considered.
4. Quality of a title must be evaluated weighing several factors collectively, i.e. its sponsorship; scholarship; level of creativity; lasting value; reputation of the author; the publisher; the contributors; the quality and importance of the illustrations; bibliographies included, etc.
5. Currency and timeliness is important in many disciplines and preference is given to titles that report new and revised information.
6. Bibliographic accessibility is necessary when evaluating user access, particularly in periodicals. Inclusion or exclusion of indexing and abstracting tools is employed to evaluate subscriptions.
7. The price, in addition to other criteria mentioned above, has to be considered when evaluating a purchase. When evaluating "free" or donated materials, the cost of acquisitions processing, cataloging, shelving, housing, and preservation must also be considered.



## **SELECTION CRITERIA: GENERAL**

### **Electronic Resources**

In addition to the General Selection Criteria outlined in the Library's Collection Development Policy, other criteria to be applied include:

- Selection of electronic information for the collection, as with other formats, must support the teaching needs of the University community.
- There should be demonstrated demand or a potential audience for the resource.
- Since materials in electronic format are frequently more expensive than print equivalents, selectors must determine that some value will be added by the electronic format.
- The technology and staff to deliver and support the resource is available at the University.
- The resource is user friendly. Resource should be "intuitive" to use with appropriate help screens, tutorials, index browsing and general ease of use.
- Whenever possible, access to electronic resources must meet these goals:
  - Support remote users of library resources
  - Deliver reliable remote access
  - Be available 24 hours a day, 7 days a week
  - Provide usage statistics
- The confidentiality of individual searches should be fully protected.
- The cost of the resources must be sustainable by the Library budget for the foreseeable future.
- The Library will participate in a consortial purchase for a resource when the agreement provides a significant price advantage over the cost as an individual institution.
- Library evaluation of usage, cost-effectiveness, and user satisfaction will determine renewal of electronic resources.
- Vendor and Licensing:
  - Trial period is available for examining the resources before a final commitment is made.
  - The vendor should be stable, reliable, and offer technical support.
  - Vendor license allows an appropriate number of users.
  - The license must be in accordance with any established University electronic resource licensing policy.

### **REQUEST FOR RECONSIDERATION**

A request for reconsideration form will be available for all patrons. The Library Director will review all requests and provide a written response. If the matter cannot be resolved to the satisfaction of both parties, the patron can submit a written request to ask the Library Appeals Committee to resolve the complaint.

### **AVAILABILITY OF LIBRARY POLICY**

Official library policy is periodically subject to change by the Library Committee. Current official library policies are available for review upon request at the library circulation desk and available online: <http://www.opsu.edu/library/policy/policy.htm>.

### **INTERLIBRARY LOAN POLICY**

#### **Interlibrary Loan Address:**

Interlibrary Loan  
Marvin E. McKee Library  
Oklahoma Panhandle State University  
P.O. Box 370  
Goodwell, OK 73939  
(580) 349-1548

#### **Books:**

Will lend: Yes  
Length of Loan: Thirty Days  
Renewable: Yes  
Charges: None  
Average turnaround time: 24-48 hours

#### **Periodicals:**

Will not lend

#### **Audiovisual materials:**

Will not lend

#### **Photo duplication service (In-State and Out-of-State):**

Charges: None  
Average turnaround time: 24-48 hours

#### **Postage charged borrowing libraries:**

None

### **INTERLIBRARY LOAN SERVICE**

Occasionally, a book or periodical needed for research is not among the titles at McKee Library. In such a case, the Interlibrary Loan Service may be able to obtain the material from another library.

### **What is Interlibrary Loan?**

Interlibrary loans are transactions, usually involving online telecommunications, in which one library lends original or photocopied library materials to another library for a patron's use. NOTE: Libraries lends to libraries—Never directly to an individual patron. The borrowing library remains ultimately responsible for the materials borrowed. While the process is standardized, each loan is negotiable based on conditions and charges initially stated, within automatically set time limits, by a library able and willing to lend the materials. The borrowing library must fully accept, specifically decline, or otherwise request exceptions to the conditions on behalf of the patron desiring the materials. Honoring requests is not mandatory. Requests stemming from a library known for causing unnecessary inconveniences in identifying and locating materials or returning items overdue or damaged (even though the individual patron was at fault) may in time simply be ignored by potential lending libraries.

### **Who May Borrow Through Interlibrary Loan?**

Any OPSU faculty member, staff, student, or valid library cardholder in good standing at McKee Library may request an interlibrary loan.

### **What May Be Borrowed?**

Most printed materials may be requested. Works of limited interest or in limited editions may take longer to obtain.

### **What May Not Be Borrowed?**

Ordinarily, other libraries do not lend the following materials through interlibrary loan:

1. Reference or rare books.
2. Materials in great demand.
3. Complete issues of periodicals. Requests for photocopies of articles are usually honored. Photocopy charges are the responsibility of the patron. Photocopy charges vary widely among libraries. Library patrons should state the maximum amount they will pay for copies when the request is initiated.
4. Audiovisual materials and computer software.
5. Most theses and dissertations.

These restrictions ensure the lending library's patrons of having access to popular items or basic library materials.

Note: Consultation with the interlibrary loan librarian may result in obtaining acceptable alternatives.

### **Unacceptable Requests**

McKee Library does not ordinarily accept interlibrary loan requests for the following:

1. Materials for mass student assignments. For interlibrary loan purposes, copyright law is generally interpreted to limit each institution to receiving five (5) photocopies from any periodical title in one (1) calendar year.
2. Duplicates of titles owned by McKee Library. Since interlibrary loans are based upon mutual cooperation among libraries, each library is expected to make no unreasonable demands on another library's staff or resources.
3. More than five (5) interlibrary loan requests per week per patron.
4. Renewal requests less than four (4) days before the due date.

### **How to Make Requests**

1. Accurate, complete, and timely bibliographic information is essential in processing interlibrary loans. It is highly desirable that an ILL application be completed in personal consultation with the librarian negotiating the loan. Experience has shown that in the absence of such an interview, unnecessary delays, greater expenses, or inability to obtain materials within the time the patron needs them may be incurred.
2. Request forms are available from the office of the Interlibrary Loan Librarian, ML1112, and at McKee Library's circulation desk.
3. Two types of request forms are available: one for books and one for periodical articles. Transactions are performed more efficiently when complete information is provided. Completed forms are best submitted directly to the Interlibrary Loan Librarian, but may be left at the circulation desk.
4. The patron is notified upon receipt of the material. Interlibrary Loan materials are checked out at the circulation desk. All special instructions on the material's use must be observed.
5. Materials are returned to the Circulation Desk. Materials must be returned on or before the due date.

### **Essential Information**

The following information is essential for an interlibrary loan request:

1. Patron's name, phone, address, and need-by date.
2. Author's last name, first name, and/or initials
3. Complete title of book, periodical, and/or article.
4. a. For books: publisher, publication/copyright date.  
b. For periodicals: volume, issue date, pages.
5. Edition number/name, if patron requires a specific edition.
6. If requested item is part of a series, name of the series as well as name and volume number of the item.

7. Name of translator(s) and editor(s), is patron wants titles to which these specific individuals have contributed.
8. On periodicals request form, patron's own signature attesting to having read the copyright restriction warning section on the form.

### **Clues**

The patron may not have all of the necessary information regarding the desired materials. In most cases, if the author and title are correct, the librarian can assist in locating the additional information. However, this information is often difficult to locate. The patron may be able to provide important clues:

1. Where did the patron read or hear about the material?
2. Is the material fiction, biography, travel, a collection of essays, etc?
3. If the publication date is not known, the patron may be able to assist in determination of an approximate date.

### **Time Factors**

Loan periods are determined by the borrowing library based on conditions stated by the lending library, and usually vary between two and three weeks.

### **Interlibrary Loan Fines**

McKee Library's fines for overdue interlibrary loan materials is \$1.00 per day per item, OR the lending library's overdue fine, whichever is greatest.

### **Interlibrary Loan Renewals**

Renewals of interlibrary loan materials are controlled by the lending library. Any requests for renewal should be made at least four (4) days before the due date.

### **Restrictions**

McKee Library and its patrons are bound by any restrictions imposed by the lending library. Some libraries require the borrowed material to be used in the borrowing library only, or photocopying may be prohibited. Some libraries require the reader's signature for unpublished dissertations. The borrower should not allow others to use materials secured by interlibrary loan unless prepared to accept full responsibility for the material's safety.

**Charges**

McKee Library does not charge the patron for processing interlibrary loan requests. The patron is responsible for any charges assessed by the lending library up to an agreed maximum. Until such charges are paid in full, the borrowing library will not release the item in question to the patron.

**What Makes it Work?**

Interlibrary loan is based upon cooperation among many libraries and is necessary because no library can own all of the materials needed by its patrons. McKee Library participates in interlibrary loan services in an effort to provide access to needed and timely information.

**WITHDRAWAL POLICY**

The acquisition and withdrawal of library materials are both facets of the same continuous process: practical consideration and shelf-space. Withdrawal or weeding is an important function in all libraries that do not intend to be permanent repositories of all that has been published. Weeding may be viewed as “pruning dead wood” in order that the collection remains viable. “On the average, about 5 percent as many books are discarded as are acquired” (University Library Administration. Rogers & Weber. NY: H.W. Wilson Co., 1971, p. 144.).

Withdrawals in the following areas will be determined in relation to the library collection:

1. Duplications: once heavily demanded, no longer needed.
2. Mistake in initial selection: variant printings; vanity press; low quality materials; specialized materials of no interest or usage.
3. Obsolete material: not relevant.
4. Outdated material: outlived usefulness.
5. Poor physical condition: beyond reasonable repair. If material is still valid, replacement will be considered.
6. Superseded work: old edition replaced by newer edition; preliminary edition; cumulative issues.
7. Unreliable material.

The following are suggestions to be used in various subject areas (Building Library Collection. Carter & Bonk. Metuchen, N.J.: The Scarecrow Press, Inc. 1969, p. 140-142).

**Religion and Philosophy**

Retain systems of philosophy, but discard historical and explanatory texts when superseded, older theology works, old commentaries on the Bible, sectarian literature, sermons, and books on the conduct of life, popular self-help psychology, and other guides to living which are old or no longer popular. Be sure to take into account the use made of such materials, which will vary greatly from community to community.

**Social Sciences**

Requires frequent revision because much of the material deals with problems of temporary interest that can be replaced later by historical coverage of these topics. Economics need careful watching for dates. Superseded almanacs and yearbooks should be discarded.

**Language**

Discard old grammars and ordinary school dictionaries (rarely discard the larger dictionaries). Weed the rest of the collection on the basis of use.

**Pure Science**

Discard books with obsolete information or theories and all general works that have been superseded, unless they are classics in their field. All ordinary textbooks can usually be discarded after ten years. Botany and natural history should be inspected carefully before discarding.

**Applied Sciences**

Try to keep this section up-to-date by discarding older material. Five to ten years will date much material in fields such as medicine, inventions, radio, television, gardening, business, etc.

**Arts, Music, Hobbies, etc.**

Discard in the fine arts sparingly. Keep collections of music, engravings, finely illustrated books.

**Literature**

Keep literary history unless it is superseded by a better title; keep collected works unless definitely superseded; discard poets and dramatists no longer regarded in literary histories and no longer read; discard the works of minor novelists whose works have not been reissued and who are no longer of interest to readers.

**History**

Discard inaccurate or unfair interpretation, much contemporary writing which is now recorded in basic histories (as World War II materials), historical works which are only summaries and not authoritative, and works of travel over ten years old, unless distinguished by the style or the importance of the author. Keep histories which have become literary classics.

**Biography**

Keep collected biography, but individual lives of persons whose importance is no longer great may be discarded after several decades.

Generally, the following classes should be inspected carefully as potential areas for much weeding: privately printed verse, memoirs, and essays; subjects not currently popular; unused or unneeded volumes of sets; publications of municipalities; multiple editions of books; incomplete runs of periodicals, or periodicals without indexes.

**Process of Withdrawal**

Withdrawal selections will be made by trained library personnel. As a crosscheck, faculty opinions may be solicited in their special areas of expertise.

A probation period may be established in the determination for final withdrawal. A check may be made on the use or demand for a specific work over a set time period. All withdrawal materials must be withdrawn completely. All catalog cards and shelf list cards will be removed from the files. The withdrawal of the specific materials will be so noted (with the date) in the accession records. The materials will then be transferred to surplus property for disposition.

**GIFTS POLICY**

Gifts to the library will be judged by the same criteria used for acquisitions and withdrawals.

**ARCHIVES POLICY**

The Archives Collection of the McKee Library contains a wide range of formats that support the Library's mission to better serve the needs of the Oklahoma Panhandle State University community. Gifts in many areas are sought and considered, and the Archives continues to welcome such gifts in order to enhance the research and intellectual value of our holdings. Gifts to the Archives will be judged by the same criteria used for library acquisitions and withdrawals. All materials are non-circulating and are for use only in the Archives except under special circumstances with the express permission of the Library Director.



The Archives collects materials relating to the history of Oklahoma Panhandle State University, the state of Oklahoma, and all surrounding regions with which the University is culturally and economically affiliated. The great importance of the No Man's Land Museum is acknowledged in this area, and every effort will be made to coordinate collection efforts with the Museum and with any other local or state agencies.

Works of historical importance or research value may also be transferred from the General Collection. Works in any format will be considered for transfer if those items are within the scope of the Archives Collection. The transfer of materials is based on the following criteria, characteristics, and circumstances:

- Age
- Author affiliation
- Condition
- Content
- Edition
- Intrinsic importance
- Market value
- Rarity

These are flexible guidelines; special circumstances may apply and will be reviewed on a case-by-case basis. These items will be cataloged and organized according to Library of Congress Classification System and will not be available for general circulation or through Interlibrary Loan.

\*This policy was modified from information on the Hanover College Library Archives and Special Collections website, <http://www.hanover.edu/Library/aspcolldev.html>