OP 46.01: Angelo State University Library

DATE: September 8, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to matters relating to the libraries. The libraries consist of the Porter Henderson Library and the West Texas Collection.

REVIEW: This OP will be reviewed by September every three years, or as needed, by the executive director of library services and the vice president for external affairs with recommendations for revision presented to the provost and vice president for academic affairs.

POLICY/PROCEDURE

1. Porter Henderson Library

The Porter Henderson Library hosts a variety of resources in formats sufficient to support the university’s degree programs in all their modalities. ASU students and faculty members may request additional resources via interlibrary loan or similar cooperative agreements with other libraries.

a. ASU faculty members are strongly encouraged to submit items for Course Reserve to the Circulation Department at least seven days prior to the date they will be needed for use; items are processed in order of their receipt. The default format for reserve items is electronic. Those faculty members using Course Reserves are responsible for lawful compliance with copyright and fair use.

b. Non-circulating items may be borrowed briefly by faculty members only with permission from a librarian or a circulation desk supervisor.

c. Interlibrary loan access is available for all authorized library constituents.

d. Librarians offer general library orientation as well as instruction in specific subject areas. The library’s Research and Instruction Services Department works with faculty members to confirm reservations as well as lesson plans for this popular service. Online tutorials and Research Guides are always available without appointment.

e. ASU faculty members, students, and staff may archive pre-prints/post-prints of journal articles, working papers, datasets, conference proceedings, and other scholarly output in the ASU Digital Repository.
f. Every ASU library constituent is responsible for all items checked out on their own card and to their dependents.

2. West Texas Collection

The West Texas Collection (WTC) is the special collections department of the ASU Library. WTC’s main focus is west Texas. Per ASU OP 02.07, the WTC also serves as the primary depository for documents and records related to the history, development and operations of Angelo State University and oversees the campus records retention program.

a. Due to the rare and fragile nature of the materials housed in the WTC, resources from the special collections department do not circulate. Many materials are accessible to WTC patrons subject to standard archival policies. Selected records are also available in the ASU Digital Repository.

b. WTC staff is available to conduct instruction in primary sources and research for ASU classes as well as provide presentations for area school students.

c. Materials in the WTC are primarily acquired by donation. WTC staff uses discretion in the acceptance and accessioning of materials based on various factors such as relation to the stated mission, uniqueness of the material as well as physical condition and space considerations. Materials of interest include but are not limited to personal, business, and political correspondence; journals and diaries; photographs; business and organizational records; records related to major regional events and items pertaining to the history and development of Angelo State University. Items not typically accepted are general serials and books not related to the region; items without connection to West Texas; newspapers largely accessible in other formats; and three-dimensional objects not directly related to the region and useful for research purposes. For assistance reviewing their donation standards, contact WTC staff for an appointment.