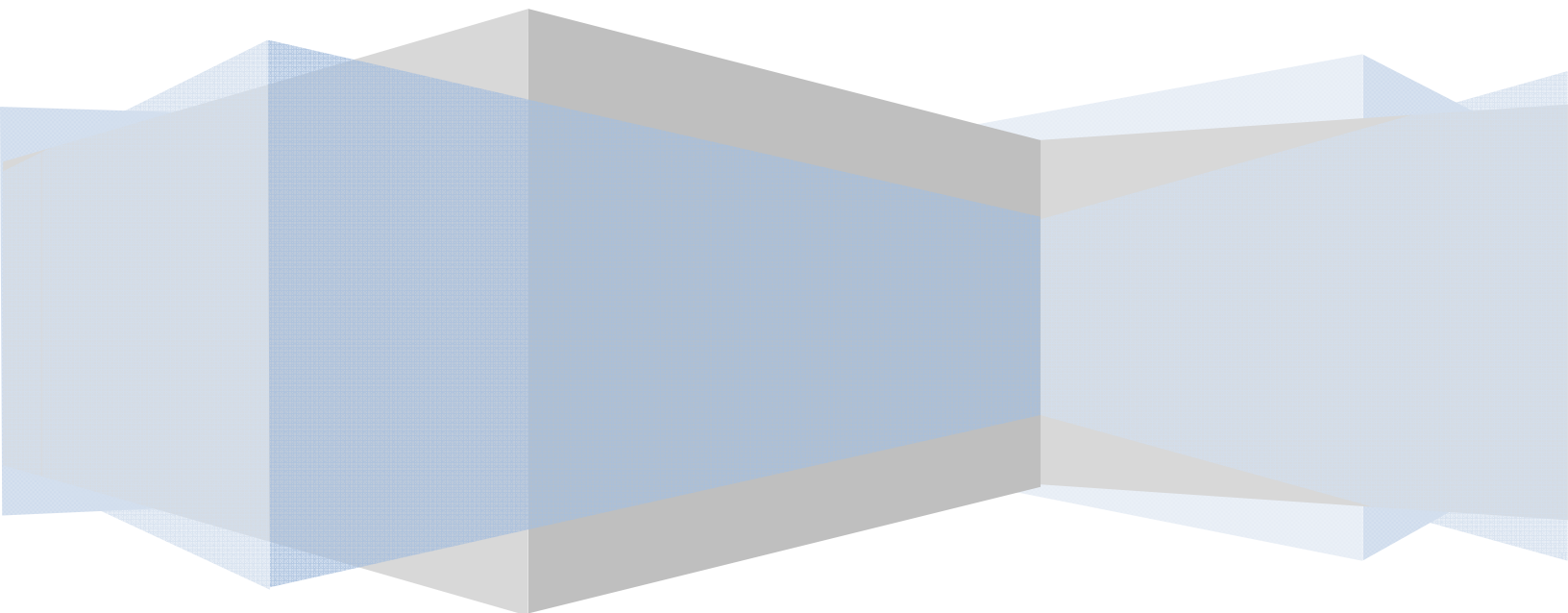


Colorado Mesa University

Collection Development Policy

Tomlinson Library



Approved July 5, 2012

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Collection Development Policy

Tomlinson Library
Colorado Mesa University

I. Purpose

As the vital information, instruction and research resource for Colorado Mesa University including Western Colorado Community College, the collections of Tomlinson Library must serve the needs of the students (both local and distant), faculty, staff and administrators of the institution. The massive production of information, rising costs, limited budgets and space require a critically considered selection process and reliance on cooperative resource sharing. The purpose of this Collection Development Policy is to serve as a blueprint for the collection and to provide guidelines regarding the selection, management and preservation of a collection that is responsive to the needs of the campus community. It ensures careful stewardship in the use of funds. It informs users of the principles guiding our collection development. It states Tomlinson Library's commitment to intellectual freedom and freedom of expression. This policy will continue to be developed and modified in response to the changing information needs of the University and the evolution of information delivery and access models.

II. Mission

A. University

The role and mission of the institution was reenacted in 2010 by the Colorado General Assembly (Colorado Revised Statutes 23-53-101) and amended in both 2011 when Mesa State College was renamed Colorado Mesa University and 2012 when admission standards were raised.

There is hereby established a university at Grand Junction, to be known as Colorado Mesa University, which shall be a general baccalaureate and graduate institution with selective admission standards. Colorado Mesa University shall offer liberal arts and sciences, professional, and technical degree programs and a limited number of graduate programs. Colorado Mesa University shall also maintain a community college role and mission, including career and technical education programs. Colorado Mesa University shall receive resident credit for two-year course offerings in its commission-approved service area. Colorado Mesa University shall also serve as a regional education provider.

B. Library

Tomlinson Library fosters academic success and excellence through its professional and support staff, who provide information literacy instruction and actively develop quality services, resources, and facilities.

III. History

Colorado Mesa University was founded in 1925 as Grand Junction Junior College. Its main building, the old Lowell School Building, was located on 5th Avenue between Rood and White Streets. The original book collection contained less than 2,000 volumes and was housed in locked cases in the Dean's office. With the hiring of Miss Lillian Sabin as the first professional librarian in 1933, the Library was officially organized in its own space on the second floor of the Lowell School Building. In 1937, the College was renamed Mesa College. 1940 saw the College move from the original downtown location to its present location at 12th and North. The Library, which had grown to 7,000 volumes, moved into the second floor of the main classroom building which is now Houston Hall and was named the Murr Memorial Library in honor of Hattie Pierson Murr who had given a grant in 1934. By 1965 the collection had grown to over 20,000 volumes and a new space was needed. Lowell Heiny Library, built with a federal library construction grant, opened in 1966. An area vocational school was added to the College in 1967 and by 1974 the College had evolved into a baccalaureate-granting institution.

As the College grew and evolved so did the Library. The collection numbered over 126,000 volumes by 1984 and once again needed more space. A new facility opened for Fall Semester 1986 and was named the John U. Tomlinson Library in 1988 to honor outgoing President Tomlinson for his commitment to improving library services. 1988 also saw a name change for the institution to Mesa State College. In 1994 the College was given authorization to begin offering graduate degrees. The first one was the MBA, followed by several masters in education, and then two advanced degrees in Nursing – MSN and DNP, the first doctorate. In 2005, the community college division was formally created as Western Colorado Community College. In 2011 Mesa State College became Colorado Mesa University.

Tomlinson Library has grown with the University and with the changes in the information world. Starting in the mid-nineteen eighties, there has gradually been an increased emphasis on providing electronic access to information. The first step was getting the online catalog through the Marmot consortium of academic, public and school libraries. This was followed by adding online periodical indexes and databases, e-journals, e-books and electronic ILL. An online list of journals available has gone through multiple versions. To further services and make materials more accessible, Tomlinson Library has affiliated with other libraries. These groups include Pathfinder Regional Library Service System (1978-2003), Marmot Library Network (mid 1980s-) which was housed in the Library for about 4 years, Prospector (2003-) and the Colorado Alliance of Research Libraries, hereafter the Alliance (2009-). The collection has been developed to support the information, instruction and research needs of the University. The collection by the fall of 2011 had grown to include over 402,000 volumes, about 600 current paper journal subscriptions, and electronic access to indexes, journal articles and books. Additionally, the Library is a partial depository for federal government publications many of which are received electronically. The Library serves the varied needs of the students enrolled in certificate, technical, associate, baccalaureate, and graduate programs on the main campus, online, and at the WCCC and Montrose campuses.

IV. Clientele and Scope of Collection

A. Clientele

The students constitute the Library's primary clientele and their needs are the first consideration for materials selected. The Library also serves the important information, instruction and research needs of faculty and staff. Consistent with the University's welcoming attitude towards the wider Grand Junction community, the Library provides access to its collections for the public.

B. Scope of Collection

The Library collects materials to support the curriculum and pedagogical materials that support instruction. The Library also collects supplemental materials that contribute to the development of an educated person. The Library will not add to its collection anything that is in violation of the Copyright Law.

V. Responsibility

Professional librarians serve as consultants to assigned disciplines and are responsible for developing the Library collection in each of those areas. The librarians accept recommendations for materials from the faculty of the disciplines they serve. However, the responsibility for the overall quality and balance of the library collection rests with the librarians. They are responsible for anticipating the need for specific items and acquiring them. The librarians are responsible for monitoring the strengths and weaknesses of the collections supporting academic programs in their assigned areas and for setting priorities for these collections. It is expected that faculty will work with the librarian assigned to their discipline to recommend appropriate materials and will involve librarians in collection analysis and development for proposed new programs and for departmental program reviews. Ultimate responsibility for the Library's collection rests with the Library Director who monitors the development and maintenance of the entire Library collection in consultation with the librarians.

VI. Funding

Tomlinson Library receives an allocation from the University for library materials which is generated primarily from student tuition and fees and to a small and shrinking extent from State financial support. Library Collection Assessments for new courses and programs which identify collection deficiencies in the assessment process are funded through the University's budget funding process. All appropriate grant applications generated by the University include a component for funding collections at Tomlinson Library. Financial gifts, Friends of the Library donations and gifts of library materials also contribute to the resources used to build the Library's collections. Tomlinson Library has an endowment, which when grown to sufficient size, will generate interest that will provide additional Library funding.

Part of the Library's allocation from the University is distributed to the librarians to purchase materials in their assigned disciplines. The rest of the Library's allocation for learning materials is used for the purchase of periodicals, databases, microforms, binding, cataloging services, consortial services and interlibrary loan. Purchasing new periodicals and databases frequently requires cancellation of existing subscriptions. Inflation in the cost of periodicals and databases requires either additional funds from the University or regular review and cancellation of subscriptions to remain within the Library's budget and to identify changing use patterns.

VII. Selection

Selection of materials is a continuous process affected by the changing curriculum as well as the availability of new materials. Primary criteria for selection are the extent to which the material is relevant to the curriculum, improves the overall Library collection and enhances access to information. There is no single standard that can be applied in all cases. The guidelines should be tempered by the judgment of the librarian with each item being evaluated on its own merit.

A. General Guidelines

1. Authority, Reputation and Competence

- Author or issuing agency
- Publisher
- Quality of scholarship
- Accuracy of information

2. Currency

- Current resources
- Retrospective works and digital back files
- Classics in a field and other works from various periods
- Lasting value and timeliness of content and format

3. Recommended Reviewing Sources

- Professional journals
- Publishers' catalogs
- User reviews

4. Academic Levels

- Undergraduate and graduate
- Appropriateness of level to intended users
- Treatment of subject matter

5. Relevance to the Curriculum

- Supports the information, instruction and research needs of the students and faculty by providing material for course preparation, lectures, assignments, and scholarly inquiry

- Contributes to the development of an educated person
- Provides general or recreational titles that appeal to student and staff interest

6. Colorado Mesa University and Consortial Holdings on Subject

- Strength and evenness of holdings on same or similar subject in Tomlinson Library
- Frequency of document delivery requests for material on same or similar subject
- Accessibility of materials held by other libraries

7. Ease of Use

- Style
- Clarity
- Intuitiveness
- Organization
- Indexing
- Layout
- Accessibility
- Suitability of format to content

8. Geographic Scope

- Subject discipline determines geographic region collected
- No geographical area will automatically be excluded
- Natural emphasis on the United States and where appropriate the West, Rocky Mountain region, Western Colorado, Mesa County, and Grand Junction

9. Language

- Primary collecting language is English
- Materials in languages other than English that support the curriculum and student needs
- Translations of major works

10. Cost

- Consideration of all purchases are based on the availability of funds
- Decisions regarding expensive purchases are made on a case-by-case basis considering current and anticipated needs and require prioritization
- Purchases over \$300 must be pre-approved by the Library Director

B. Format Guidelines

1. Books

Books are acquired primarily to support the curriculum and come from both purchased and gift materials. Popular reading materials are derived from gifts or through purchase. The Library may also subscribe to rental books. All books added to the collection should be appropriate to the needs of our patrons and collections.

a) Electronic

Electronic books should be selected instead of paper copies. Acquisition is dependent on accessibility, availability, cost, and whether the material would be best presented in that format.

b) Print

Paperback is preferred because it is less expensive and extends the budget. Paperbacks can also be rebound for a minimal price at a later date. A hardback copy will be ordered when it is the only version available, when demand supports the purchase of a more durable copy, or when a hardback version is specifically requested.

c) Duplicates

The Library does not collect or purchase duplicates.

d) Web Materials

The Library does not collect materials readily available on the Web.

e) Captioning

Captioned media are purchased when available.

2. Serials

The Serials collection refers to those materials that are continually updated by new issues. It includes but is not limited to newspapers, magazines, and journals. Currently available formats are print, microform, and digital. The Library adds new titles based on curriculum needs and faculty, staff, or student requests.

a) Electronic

Electronic is the preferred format for serial literature, whether by direct subscription, aggregated databases, e-journal databases, open access, or other modes of delivery. Not all materials are suitable in an electronic format so occasionally exceptions will be made.

b) Print

The Library maintains current and inactive print subscriptions. New titles will be added when there is an advantage to print over electronic but generally electronic is the preferred format. If a print title is added electronic access can be acquired if available.

c) *Microform*

Microform is primarily an archival format that is purchased to replace print and save space when it is the best alternative.

3. *Indexes and Databases*

The Library maintains a variety of online databases which are chosen for their relevance to the programs of study at the University. These are usually licensed products purchased from private companies or through consortia. Licenses of these products specify who may use them. They can also be open access, federal government products, locally produced, or other types. When available, full-text databases are preferable to index or abstract only.

4. *Government Documents*

The Library collects government publications in a variety of formats including print, maps, CDs, DVDs, microfiche and electronic. Electronic is preferred if available. If hard copy is desirable and electronic is also available, effort will be made to provide both.

5. *Standing Orders*

Standing orders are maintained for selected titles in many subject areas of the collection. Materials are generally purchased in either digital or print format unless a more appropriate format is determined by the Library staff. Titles are reviewed and evaluated on a regular basis to assure on-going appropriateness for the collection and may be recommended for cancellation due to fiscal or programmatic reasons.

6. *Media*

The Library orders materials in a variety of formats based upon the type of material requested and availability. Close-captioned is purchased when available. Materials should be compatible with current technology. Material based upon older technologies will be purchased only if not available otherwise and there is a demonstrable need. Online versions should be considered when available and fall within budgetary constraints. Gifts are added in a variety of formats providing they contain subject matter appropriate to the collection and use supported technologies. The Library also maintains a popular movie DVD collection.

7. *Newspapers*

The Library is committed to providing current and archival newspaper articles to its patrons. It maintains print subscriptions to 20-30 newspapers, including all of the local papers.

8. Music Scores

Music scores shall be acquired to support curricular needs. Scores not curriculum related but deemed to be of interest to our patrons are added from donations when available.

9. Microforms

The Library purchases microfiche or microfilm in the following circumstances:

- When electronic or print format is not available
- When the price of another format would be prohibitive
- When it is the format for periodical back files
- When the print item is produced on poor quality paper and long term retention is desired

10. Maps

Maps in a variety of formats shall be acquired depending on specific curricular and research needs. Print remains a preferred medium for local maps that may be used in the field, although an additional electronic copy may be made available. "Local" generally includes Arizona, Colorado, New Mexico, Utah and Wyoming. Another way of describing "local" is the Colorado Plateau and Rocky Mountain region. For non-local maps an electronic copy is generally provided.

11. Textbooks

The Library does not generally purchase current course textbooks. Specific titles may be acquired if faculty members recommend them specifically as important resources for the Library collection. Other textbooks may be added if they serve as an introduction to a topic, provide the best coverage of the subject, have a reputation as classics in their field, or when the work itself is of a seminal, historical, or other significant nature.

C. Tools Provided By the Library

The Library provides the faculty and librarians with various tools to assist in the selection of materials. These include vendor provided print and electronic notification of newly published materials and *Choice* reviews. Effort should be made to see that these tools are updated as technology provides more efficient access.

Other sources may also be used to identify materials for the collection. These sources may include, but are not limited to, professional journals, publisher's catalogs and websites, and lists of award winners.

D. Purchase on Demand

Tomlinson Library seeks ways to match acquisitions to immediate demand.

These programs spend funds more effectively to meet the needs of our students.

1. Interlibrary Loan Requests

Library staff will consider purchasing material on demand if requested items are not available through resource sharing networks. Requests not otherwise available will be considered up to the purchase price of \$300. Material must support the curricular needs of the University. Requests for purchase originating from Interlibrary Loan are sent directly to Acquisitions and paid from the general Library budget.

2. Demand Driven Acquisition Program

The Library participates in a demand driven acquisition e-book program with some Alliance institutions. Items selected through this program will initially be made available through a short-term loan. After a designated number of short-term loans, the item will be purchased. Materials will be owned by participating Alliance members.

E. Process

The Acquisitions Department is responsible for ordering materials in all formats that have been approved for order by a librarian. Anyone is welcome to submit a request to the Library to purchase materials. Most requests originate from faculty members and are submitted either directly to the Library or through a designated faculty member in their department.

When requests for materials arrive at the Library, they are routed to the discipline's librarian. The librarian approves items to order based upon appropriateness and availability of funds. Librarians often select items themselves; they are not limited to requests from others.

Librarians submit orders to Acquisitions. The Library acquisitions technician places the order with suitable vendors. Vendor choice is driven by price, dependability, and timeliness. As items arrive they are checked against the on-order file, confirmed, and passed on to be cataloged and processed.

VIII. Electronic Resources

The selection of online resources follows the same basic policies established elsewhere in this document. Though much of the same criteria for selection can be used for content, electronic formats require additional selection consideration such as single or multiple users, authentication, platform considerations, ease of use and management.

Recommendations for online resources may come from Library staff, faculty, or students. Initial consideration of online resources shall be conducted by the Liaisons Committee. At times, specific databases are recommended for purchase. At other times, a need for information is

identified and the Liaisons Committee seeks appropriate databases. Databases that are found acceptable by the Liaisons Committee shall be presented to the Library Director for approval. Purchase will depend on budget availability, priorities, and need.

A. Selection Criteria

- Resources which reflect high quality production and design in the interface are preferable
- Resources that provide for multiple users are preferable to those with single-user access
- Formats include, but are not limited to, citation or abstract databases, full text articles, databases, full text reference sources online, graphics and multimedia files and e-books
- Electronic products which allow resource sharing are preferred

B. Costs and Licensing

- The Library will participate in consortial purchases when the agreement provides added value or significant price advantage over the cost as an individual institution.
- The Library may purchase available back files of an electronic resource if affordable and deemed essential to the collection.
- Licensed content should be accessible to all campuses of the University and by authorized users off campus. Authorized users are determined by the license agreement.
- Licenses should permit fair use of all information for non-commercial, educational, instructional and research purposes by authorized users including but not limited to University faculty, staff, and students as well as walk-in general public users on designated University computer equipment.
- Vendors should provide licenses that are compliant with requirements of Colorado law.
- Careful analysis must be done to determine whether or not electronic resources should be purchased or leased when both options are available.

C. Functionality and Usability

- Resources should reflect the accuracy, depth of coverage, objectivity and authoritativeness expected of creditable library materials.
- Resources should be the work of acknowledged authorities, publishers, associations, and government agencies.
- Resources should be updated in a timely manner.

- Resources should demonstrate accessibility, usefulness, and adequate functionality for the intended use.
- Access to back files should be considered.
- Resources provided by a vendor should:
 - Be accompanied by thorough, clear documentation
 - Include customer support during working hours
 - Provide reliable usage statistics
 - Provide regular updates or new versions

D. Implementation and Maintenance

- The implementation process is assigned to the Electronic Resources Librarian working in conjunction with the Technical Services staff.
- Access is primarily through the Library’s web pages, the online catalog, and the *Journal Finder*.
- Electronic resources are subject to the same review and weeding process as other library materials.
- Change of vendors may occur at the discretion of the Liaisons Committee in accordance with guidelines previously established in this policy.

IX. Other Collections

A. Reference

The Library will collect reference materials to support the curriculum and information requirements of the University.

B. Business Services

The Business Services Collection houses those reference subscriptions that pertain to business, company and stock information.

C. Special Collections and Archives

The Special Collections and Archives Department is composed of four distinct collections: Books, Manuscripts, University Archives, and the CMU Digital Archives. These collections contain materials that support research on the history of the University and Mesa County, Colorado. In addition, the Department provides access to rare books and books that have been removed from the circulating collection because of their physical fragility or significant monetary value. For additional information see Section XV: Special Collections and Archives.

D. Government Publications

The Library is a selective depository for federal publications, currently collecting about 55% of the publications available through the depository program. Additionally, non-depository publications may be purchased as needed to meet instructional needs. Materials will be acquired in an appropriate format as established by availability, space needs, ease of access, and frequency of use. The Library's selection profile will be reviewed on a regular basis for both new and existing materials. The Library shall follow the Federal Depository Library legal requirements and regulations. For additional information see Appendix C: Government Publications Collection Areas.

E. Juvenile

Books appropriate for children from pre-school through 12th grade, including Caldecott and Newberry Award winners, will be collected to provide instructional support primarily for children's literature in English and Education courses.

F. Best Sellers

The Best Sellers Collection is a leased subscription service that provides recreational reading rather than curricular support. The collection is about 80% fiction and 20% non-fiction. Ten to fifteen titles per month are chosen by the Library staff. Books are retained for approximately two years. Books can then be purchased for the general collection upon librarian recommendation. Usage is restricted to the University community.

G. Popular Movies

The Popular Movies Collection was started with the *American Film Institute's 100 Greatest Movies*. It has been augmented with classic foreign films and Academy Award winners. New titles are added through purchase or donation.

X. Gifts and Exchange

A. Gifts

The Library welcomes and appreciates the contribution of gifts of resources and funds that will enhance the collections, facilities and services. Indeed, the Library relies heavily upon donors to help sustain its growth and many of the Library's most valuable resources and special collections originated in this way. Gifts of money, books, periodicals, equipment, and other research materials contribute to the Library's development. Modest gifts are much appreciated as are bequests, endowments, and larger contributions. The Library acknowledges all gifts it receives.

While the Library encourages gifts of resources and funds, it reserves the right to accept or reject such gifts. The Library also reserves the right to dispose of gifts that do not meet the criteria for inclusion into the collection. Resources offered with restricting

conditions will be accepted only at the discretion of the Library Director. All gifts become property of the Colorado Mesa University Tomlinson Library.

The Acquisitions Department receives all gift materials and requires a signed gift donation form (Appendix B). The librarians then select the materials to be added to the collection.

The Library follows the recommendations of the American Library Association concerning the appraisal of gifts. To protect the donor and the University as interested parties, the Library will not establish values of the material gifts for donors. If the donor desires an appraisal, it is his or her responsibility to estimate values or employ the services of an independent consultant. The acceptance of a gift which has been appraised by the donor or by a disinterested party does not in any way imply endorsement of the appraisal by the Library.

B. Duplicate Exchange

The Library participates in a duplicate exchange program for journal issues. Lists of journals available for exchange are shared between participating libraries. The Library disposes of issues no longer needed and in exchange receives issues that are needed to complete volumes.

XI. Replacement of Lost or Stolen Materials

Lost or missing items are flagged as such by the Circulation Department. After they have been missing for one year, items are de-accessioned and librarians are notified so that replacements may be ordered. A fund is reserved for this purpose.

XII. Weeding

As part of the collection management process, librarians will engage in continual evaluation of resources in order to remove items from the collection that are no longer useful. Titles may be identified for withdrawal for reasons including, but not limited to, the following:

- Information contained is out-of-date and does not support the curriculum or general information needs of students, faculty, and staff
- Duplicate titles without a proven demand (circulation) for multiple copies
- Superseded editions containing no unique information
- Physical condition is damaged or deteriorated

Faculty will be encouraged to participate in this process. They, along with Library staff, will have an opportunity to review and revise decisions concerning materials identified for withdrawal.

XIII. Consortial Agreements

Tomlinson Library participates in library consortia and cooperatives that provide additional services including reciprocal borrowing at other Colorado libraries and significant discounts on resources. Examples of memberships in consortia include:

- *Marmot*, through which we purchase our online integrated library system and numerous resources
- *The Alliance*, from which we receive discounts on resources, professional development training, our digital repository, and our program of demand driven acquisition of e-books
- *Ask Academic*, an online chat reference service through which the students and faculty of participating members can submit questions to a librarian who responds personally in real time
- *OCLC*, a world-wide library consortium, which provides cataloging, interlibrary loan and WorldCat

XIV. Resource Sharing and Cooperative Collection Development

Tomlinson Library is committed to resource sharing and cooperative collection development because they enhance the Library's collections beyond its physical walls. The Library is a member of various resource sharing networks, some of which include: *Marmot*, *Prospector*, *OCLC*, and *RapidILL*. The Library is a member of the *Alliance Shared Collection Development Committee*. This committee considers procedures and agreements that might improve the quality of member library collections and lower acquisition costs.

XV. Special Collections and Archives

A. Introduction

The Special Collections and Archives Department (hereafter referred to as "the Department") acquires and manages its collections in accordance with professional standards, state statutes, University regulations, and all relevant federal law. These include standards set by the Society of American Archivists, American Library Association, American Association of Museums, Oral History Association, and National Association of Government Archivists and Records Administrators. The Department is composed of four collections: Books, Manuscripts, University Archives, and the CMU Digital Archives.

B. Collections

1. Book Collection

The mission of the Book Collection is to collect, preserve and provide access to books that support research on Colorado's Western Slope with an emphasis on the subjects listed below as they relate to or provide a context for that history. The collection also includes publications by local authors and University faculty, staff, students, and alumni. Rare books, and books that have been removed from the circulating collection because of their physical fragility or significant monetary value are also housed here.

- Agriculture
- Energy resources and industries
- Geology
- Management of public lands
- Outdoor sports such as skiing, mountain biking, river rafting, hunting, and fishing
- Politics
- Ranching
- Uranium mining
- Ute Indian Tribes and other Native Americans
- Water rights and resources

2. Manuscript Collection

The mission of the Manuscript Collection is to collect, preserve and provide access to primary source materials on water rights, other natural resources, and the management of public lands as they relate to Colorado's Western Slope.

In general, potential donors of manuscript collections not related to those topics or the history of the University will be referred to other appropriate repositories.

3. University Archives

The mission of the University Archives is to collect, preserve and provide access to University records that are of enduring historical, fiscal, administrative, or legal value.

The University Archives assists the University by serving as a repository for selected University records which are designated for permanent retention according to Schedule 8 in the *Colorado State Archives Records Management Manual* and which are open to the public. Additional materials that have enduring value in preserving the history of the University are also collected. These may include student publications, athletic media guides, photographs, and faculty research data. Records that are closed to the public, such as

personnel records, are not collected. Academic transcripts are held by the Office of the Registrar.

4. CMU Digital Archives

The CMU Digital Archives is a web-based repository that organizes, preserves, and makes available a selection of the creative, scholarly and institutional work of the University faculty, staff and students. It also contains additional materials from the Library's collections. It complements traditional paper-based archives by preserving files that are "born digital" or the results of digitization projects. In general, materials must fall within the Department's collecting scope in order to be considered for inclusion in the Digital Archives.

C. Acquisition Policies and Procedures

The Department acquires books in the following ways: 1) transfers from the circulating collection; 2) donations; 3) purchases. Manuscript collections and University records are acquired through donation. All donations must be approved by the Department Librarian prior to transfer.

Donations of material to be deposited into the Digital Archives must be accompanied by a *CMU Digital Archives Deposit Agreement* signed by the copyright holder. Donors may or may not transfer copyright to the University, but they must give permission for the University to make the materials available online. For more details, see the *CMU Digital Archives Deposit Agreement* available in Appendix D. This does not apply to materials for which CMU already owns the copyright.

The collections include a variety of formats including paper, electronic records, video, photographs, data sets, PDF files, and artifacts.

Materials that are in poor condition are not generally acquired, unless the age or research value of the material preempts condition as a criterion. Duplicate copies of books will not be kept except in special circumstances as determined by the Department Librarian or the Library Director.

Materials may be rejected if the resources necessary to process, store, preserve or make them accessible to researchers are beyond the Department's capacity. The determination of whether a book or other materials belong in the Department will be made by the Department Librarian in consultation with the other CMU Librarians.

D. Access and Use Policies

The collections are available under the general archival principle of "equal access." In addition, the Department abides by the "Joint Statement on Access to Research

Materials in Archives and Special Collections Libraries” of the Society of American Archivists (SAA) and the Rare Books and Manuscript Section (RBMS) of the Association of College and Research Libraries (ACRL) of the American Library Association (ALA). The CMU Digital Archives Collection is available online. The non-digital collections are available to University students, staff, and faculty, and the general public with the following stipulations:

- Non-digital material does not circulate. Researchers may not take collection material outside the Department and must accept and follow all policies and procedures set forth in the *Research Registration Form* (Appendix D).
- The Department’s holdings are available for use during normal business. Hours may vary and appointments are strongly recommended.
- Public records in the University Archives are accessible under applicable state statutes. Some records that contain personally identifiable information may be closed to protect individual privacy. The closure of University records is subject to compliance with applicable federal and state laws.
- Researchers may take photographs to copy materials only with the permission of the Department Librarian after completing the *Camera Use Agreement* (Appendix D). Researchers are not permitted to scan or photocopy archival materials, but reproductions may be ordered from the Department Librarian. Requests for reproductions of fragile and oversized materials may not be granted if the process could damage them.
- Theft and mutilation of Library and Archival materials is against the law and we reserve the right to search any user’s papers and belongings before that person leaves the Library. Perpetrators will be prosecuted to the fullest extent of the law.

Anyone violating these stipulations may be barred from further presence in the Department and use of the collections.

E. De-accessioning Policies and Procedures

The Department may de-accession material from its holdings that meets one or more of the following conditions:

- It does not fall into the scope of the current Collection Development Policy or is no longer relevant and useful to the mission of the Department
- It cannot be properly stored, preserved, or used
- It no longer retains its authenticity or physical integrity
- It is unnecessarily duplicated in the collections
- It is part of a larger collection owned by another repository that makes its holdings accessible to the public

The Department always considers the donor's intent in the de-accessioning process. Documented restrictions relating to the Library's custody accompanying the original donation are followed unless adherence to such restrictions is no longer possible or would be detrimental to the collections or to the Library. When the acquisition includes a restrictive statement regarding custody, the Library will consult the donor or donor's heirs before proceeding to de-accession. If necessary, the Library may seek relief from such restrictions through legal action. Procedures for the de-accessioning of orphan works will be governed by state regulations.

Due consideration should be given to the library community in general when disposing of items. The donation of de-accessioned collections to other institutions will be explored. If the destruction of de-accessioned material is appropriate, the Department uses authorized methods of destruction outlined in the Colorado State Archives Records Management Manual.

Books that are currently part of the collection that do not fall within the scope of this policy may be moved to the circulating collection.

Documentation of the disposition of de-accessioned archives and manuscript materials is maintained as part of the Library's permanent records.

F. Ethics Statement

A possibility for conflict of interest exists whenever an employee of the Library collects items of a type collected by the Department. When collecting, those individuals should always consider the interests of the Library over their own personal interests.

Library employees may not use their institutional affiliation to promote their own or their family members' personal collecting or business activities. No employee may participate in any dealing (buying or selling for profit as distinguished from occasional sale or exchange from a personal collection) in material similar or related to material collected by the Department.

Tomlinson Library staff cannot give tax advice, nor are they permitted to appraise the monetary value of a collection. Donors are encouraged to speak with their tax accountants or attorneys about possible tax breaks for donations of private collections. It is up to the donor to arrange for and bear the cost of any such appraisal.

G. Forms

Forms for both researchers and donors are found in Appendix D. These include:

- Researcher Registration Form
- Document Reproduction Request
- Camera Use Agreement

- Permission to Publish Application
- Deed of Gift
- Oral History Deed of Gift
- University Archives Record Transfer Form
- CMU Digital Archives Deposit Agreement

XVI. Intellectual Freedom

Tomlinson Library endorses the Intellectual Freedom Documents listed below. The full text of the documents may be found in Appendix A.

- Library Bill of Rights (ALA)
- Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights
- Intellectual Freedom Statement (ALA)
- Freedom to Read (ALA)
- Freedom to View (ALA)
- ALA Code of Ethics

Appendix A: Intellectual Freedom Documents

I. Library Bill of Rights (ALA)

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

II. Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the [Library Bill of Rights](#) form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the *Library Bill of Rights*, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999

Adopted by ALA Council July 12, 2000

III. Intellectual Freedom Statement (ALA)

"Intellectual freedom can exist only where two essential conditions are met: first, that all individuals have the right to hold any belief on any subject and to convey their ideas in any form they deem appropriate, and second, that society makes an equal commitment to the right of unrestricted access to information and ideas regardless of the communication medium used, the content of work, and the viewpoints of both the author and the receiver of information."

Intellectual Freedom Manual, 7th edition

ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.

IV. Freedom to Read (ALA)

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.

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.

3. *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.

4. *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.

5. *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.

6. *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.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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](#)

V. Freedom to View (ALA)

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

VI. ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to

information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Appendix B: Gift Donation Form



1200 College Place Grand Junction, CO 81501-7611
970.248.1406 (o) 970.248.1930 (f)

Donation of Library Resources (General Collection)

Donor: _____

Address: _____

Telephone: _____

Please Note: The Tomlinson Library does not prepare lists of materials donated but will verify lists prepared by the donor. The Tomlinson Library will not establish values of donated materials. An acknowledgement will be sent to the donor if requested.

NUMBER OF MATERIALS DONATED:

_____ Monographs (books)

_____ Periodicals (magazines)

_____ Other

WOULD YOU LIKE A BOOKPLATE TO COMMEMORATE YOUR GIFT? YES ___ NO ___
PLEASE PRINT NAME AS YOU WOULD LIKE IT TO APPEAR ON THE BOOKPLATE.

I hereby donate the above materials to the Colorado Mesa University Tomlinson Library and transfer all ownership in said materials. I understand that the Library may elect to keep, sell or otherwise dispose of these materials without any restrictions.

FACULTY: for special handling, see the Library Director

Donor Signature: _____ Date: _____

Accepted by: _____ Date _____

Revised 8/10/2011

Appendix C: Government Publications Collection Areas

1. Collecting Patterns of CC, CMU, CSU, Mines, and UNC (Selectives) by Stem.
2. University of Colorado at Boulder (Regional) is collecting in all SuDoc Stems.

Revised 11/15/2011

SuDoc Number	Agency	CC	CMU	CSU	Mines	UNC
A	Agriculture			X		
A13.69	Rocky Mountain Forest and Range Experiment Station	X				
A 57.38	Soil Surveys: Colorado				X	
A 98	USDA Food and Nutrition Service					X
C3	Census	X				X
C13	National Institute of Standards and Technology				X	
C55	National Oceanic and Atmospheric Administration	X		X		
CR	Commission on Civil Rights	X				
CS	Civil Service Commission	X				
D	Defense	X				
E	Energy		X		X	
ED	Education					X
EP	Environmental Protection Agency		X		X	
ER	Energy Research and Development Administration		X		X	
FCD	Federal Civil Defense Administration	X				
FS5	Office of Education					X
FT	Federal Trade Commission	X				
HE5, HE19	Office of Education					X
I1	Interior		X	X	X	
I17	Geographical and Geological Survey of the Rocky Mountain Region	X	X		X	
I18	Geological and Geographical Survey of the Territories	X	X		X	
I19	Geological Survey	X	X	X	X	X
I20	Bureau of Indian Affairs	X				X
I21	General Land Office	X			X	
I27	Bureau of Reclamation		X	X	X	
I28	Bureau of Mines		X		X	
I29	National Park Service		X	X		X
I49	Fish and Wildlife Service			X		
I53	Bureau of Land Management		X	X	X	
I71	Office of Surface Mining Reclamation and Enforcement		X		X	
I72	Minerals Management Service		X		X	
L38	Mine Safety and Health Administration				X	
M110	Engineer Department				X	

NAS	National Aeronautics and Space Administration				X	
NS	National Science Foundation				X	
PE	Peace Corps	X				
PREX 14	Council on Environmental Quality		X			
RC	Federal Radio Commission	X				
S	State	X				
SI	Smithsonian	X				
W7	Engineer Department				X	
Y3.At7	Atomic Energy Commission		X		X	
Y3.N21/5	National Advisory Committee for Aeronautics				X	
Y3.N88	Nuclear Regulatory Commission		X		X	
Y 3. M 66:	Federal Mine Safety and Health Review Commission				X	
Y 3. T 22/2:	Office of Technology Assessment				X	
Y4.Ag8/1	Committee on Agriculture (House)			X		
Y4.Ag8/2	Committee on Agriculture and Forestry (Senate)			X		
Y4.Ag8/3	Committee on Agriculture, Nutrition and Forestry (Senate)			X		
Y4.Ed 8/1	Committee on Education and Labor (House)					X
Y4.Ed 8/2	Committee on Education (House)					X
Y4.Ed 8/3	Committee on Education and Labor (Senate)					X
Y4.En2	Committee on Energy and Natural Resources (Senate)		X	X	X	
Y4.En2/2	Ad Hoc Committee on Energy (House)		X		X	
Y4.En2/3	Committee on Energy and Commerce (House)		X	X	X	
Y4.In8/13	Committee on Interior and Insular Affairs (Senate)			X	X	
Y4.In8/14	Committee on Interior and Insular Affairs (House)			X	X	
Y4.M66/1	Committee on Mines and Mining (House)		X		X	
Y4.M66/2	Committee on Mines and Mining (Senate)		X		X	
Y4.P96/10	Committee on Environment and Public Works (Senate)		X	X		
Y4.R31/3	Committee on Natural Resources (House)		X	X	X	
Y4.Sci2	Committee on Science, Space, and Technology (House)				X	
Y4	Any hearings that refer to Colorado, esp. education, water, Indians, national parks.					X

Appendix D: Special Collections and Archives Forms

Forms needed for both researchers and donors to Special Collections and Archives are included here in the following order:

Researcher Forms:

- Researcher Registration Form
- Document Reproduction Request
- Camera Use Agreement
- Permission to Public Application

Donor Forms:

- Deed of Gift
- Oral History Deed of Gift
- University Archives Record Transfer Form
- CMU Digital Archives Deposit Agreement

RESEARCHER REGISTRATION FORM
Special Collections and Archives Department
970.248.1864 archives@coloradomesa.edu

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Affiliation: CMU student CMU faculty/staff CMU alumni Other _____Purpose of research: Article Book Thesis/Dissertation Course assignment Other _____

In order to use the Department's non-digital materials, researchers are required to show a photo I.D. and agree to follow the policies as listed below.

- Material does not circulate. Researchers may not take collection material outside the Department.
- Food and drink are not permitted in the research area.
- The Department is a no-pen zone. To help prevent inadvertent damage to the records, only pencils and laptop computers may be used.
- Do not mark, take notes on or trace on top of library materials.
- Keep all materials flat on the table; do not place items in your lap or hold them up.
- Use only one box at a time.
- Maintain the folders and the materials in them in their original order. Use one folder at a time and replace it in the document box before removing another.
- Use great care when handling fragile material.
- Wear provided lintless gloves when handling photographs.
- Researchers may take photographs to copy materials only with the permission of the Department Librarian and after filling out the Camera Use Agreement. Researchers are not permitted to scan or photocopy archival materials, but reproductions may be ordered from the Department Librarian. Requests for reproductions of fragile and oversized materials may not be granted if the process could damage them.
- The theft and mutilation of library and archival materials is against the law and we reserve the right to search any user's papers and belongings before that person leaves the Library. Perpetrators will be prosecuted to the fullest extent of the law.

I hereby request permission to examine materials held by the Special Collections and Archives Department of the Tomlinson Library. I have read the above regulations and agree to abide by all requirements. I understand that I may not publish or reproduce any materials without written permission of the copyright owners. I assume full legal responsibility for any violation of copyright or publication rights belonging to Colorado Mesa University, the author, photographer or artist, or any heirs or assigns.

Signature: _____ Date: _____

FOR STAFF USE ONLY:

Drivers License/State ID/CMU Student ID: _____

01	Title of Collection or Item	Box # / Folder #	Date Used
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			

TOMLINSON LIBRARY

DOCUMENT REPRODUCTION REQUEST
Special Collections and Archives Department
970.248.1864 archives@coloradomesa.edu

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Affiliation: CMU student CMU faculty/staff CMU alumni Other _____**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of this order would involve violation of copyright law. I understand that copyright is not conveyed with this copy. I will not publish, reproduce, or broadcast any material in this copy, in whole or in part, without written permission from the copyright holder. The Tomlinson Library retains the right to ask for the return of copies when the user is finished with them. I agree to indemnify and hold harmless the Board of Trustees of Colorado Mesa University and the Tomlinson Library and its staff against all suits, claims, actions, and expenses arising out of my use of materials here, including, but not limited to, the production, sale, distribution, or use of copyrighted material. I also understand that citations to this copy must identify the location of the originals in the Special Collections and Archives Department, Tomlinson Library, Colorado Mesa University.

Signature: _____ Date: _____

FORMAT: Black and White Photocopies Color Photocopies JPEG - DPI: _____) Other _____DELIVERY: Email Pick up at Library Mail

FEES: (The Library reserves the right to make changes in the fee schedule as needed)

_____ = .10 cents x _____ black and white photocopies

_____ = .25 cents x _____ color photocopies

_____ = \$1.00 x _____ pages of digital scans

_____ Postage and handling (\$3.00 minimum)

_____ Flash Drive (\$25)

_____ TOTAL

FOR STAFF USE ONLY (fill in dates):

_____ Payment received _____ Order completed _____ Order picked up or sent

01	Description of document including date	# of pages	Title of Collection	Box # / Folder #
02				
03				
04				
05				
06				
07				
08				
09				
10				

CAMERA USE AGREEMENT
Special Collections and Archives Department
970.248.1864 archives@coloradomesa.edu

Cameras must be used according to the policies stated below. Failure to comply with the following procedures could result in camera privileges being revoked.

- Digital images may only be used for personal reference and research purposes. Use of images for any other purpose, including publication, display online, and broadcast, requires the completion and approval by the Department Librarian or the Library Director of an Application for Permission to Publish.
- All materials must be handled with care as described in the Researcher Registration Form. Staff will offer guidance in the care and handling of materials.
- Use of a flash, outside lights, handheld or flatbed scanners, or tripods is prohibited.
- Copy loose manuscript materials one document at a time from one folder at a time. Keep documents in their original order.
- Materials must remain flat on the desk or in the stand/cradle provided.
- Customers may not push on bindings, stand on table/chairs, or hold up materials.
- The preservation needs of the material outweigh the technical limitations of the camera.
- Place a "Copy - Colorado Mesa University Special Collections and Archives" template on each item you photograph. Staff will supply template.
- The Department reserves the right to restrict the use of fragile materials or items with donor restrictions.
- The researcher accepts full responsibility for determining whether or not U.S. copyright law protects the materials being copied and whether or not his or her use exceeds the limits of fair use.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," the user may be liable for copyright infringement.

I agree to the terms and conditions above.

Signature: _____ Date: _____

Please Print Name: _____

LIST OF MATERIAL PHOTOGRAPHED

01	Title of Collection	Box # / Folder #	Description of Item

PERMISSION TO PUBLISH APPLICATION
Special Collections and Archives Department
970.248.1864 archives@coloradomesa.edu

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Affiliation: CMU student CMU faculty/staff CMU alumni Other _____

Description of material for which permission is requested (attach additional pages if necessary):

Collection Title	Description

Publication Information:

Format: Exhibit/Display Film/Video/TV Online Periodical Reprint/Reuse

Thesis/Dissertation Other _____

Title of proposed publication: _____

Author: _____

Publisher/Production Company: _____

Contact Person for Publisher/Production Company: _____

Telephone: _____ Email: _____

Expected Date of Publication/Broadcast/Exhibit: _____

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