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Revised 2015

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Mission Statement, Values & Goals

The mission of the University Libraries is to create an information-rich environment that fosters the intellectual development and creativity of the university community by providing services, collections, and other resources to meet the needs of the university’s students, faculty, staff and other researchers in a changing academic landscape.

Values:

- **Service**- Deliver exemplary service.
- **Stewardship**- Evaluate, select, and provide access to a broad range of information resources.
- **Intellectual Freedom**- Protect the privacy of individuals and their rights to find and use information relevant to educational and research needs.
• **Collaboration**- Form partnerships that support or advance the University Libraries’ mission.
• **Equality**- Provide access to the library and its resources without regard to national origin, background, or views.
• **Diversity**- Respect the richness of different ideas and cultures.
• **Empowerment**- Support student success and professional development.
• **Engagement**- Be a vital and welcoming center for educational and cultural activity.

Goals:

• Provide, strengthen, maintain, and preserve the University Libraries’ information resources.
• Pursue additional funding opportunities to stabilize the operating budget and enhance collections and services.
• Educate students and other researchers to successfully find, evaluate, and use information resources.
• Inform stakeholders through public relations and outreach about the evolving nature and value of library resources and services.
• Collaborate with potential partners inside and outside the university to strengthen and expand existing services and collections and to explore new mutually beneficial opportunities.
• Adopt new technologies to enhance the experience of library patrons and to improve employee efficiency.
• Recruit and retain highly skilled faculty and staff and facilitate the professional development of all University Libraries employees.
• Manage physical and virtual library spaces to provide environments conducive to learning and research.

**Introduction**

With an ever-increasing amount of material available at ever-inflating prices and processing costs, the library must have a stated policy which emphasizes wise selection and spending of monies for materials to strengthen the present collection. The Collection Development Policy for University Libraries has been written as a guide to assist the library in exercising its collection development responsibilities.

The overall objective of collection development is to ensure the coordinated growth and development of the library’s holdings and access to information in order to meet the goals and objectives of the University as expressed in the mission statement of University Libraries.
In keeping with the basic intentions of the Collection Development Policy, the library must be informed of forthcoming research and degree programs as time is required to obtain funding to acquire new materials and establish access to new online resources. Thus, it is extremely important that the library be actively involved in the review of curriculum changes which require changes in library resources.

**Objectives**

The library attempts to acquire all types of library materials to meet its major objectives. In order to meet the objectives, cooperation between faculty, staff and students is necessary. The objectives are as follows:

1. To obtain and make available those library materials needed for the instructional programs offered by the University.
2. To acquire and make available those library materials required by the students, faculty, and staff for their general research.
3. To make provision for access to information needed to support the instructional and research needs of the university community, but not available on site.
4. To develop collections in areas in which new and expanded responsibilities of the University are anticipated.
5. To collect and preserve all printed materials relating to the history, development and character of The University of Southern Mississippi. To acquire and preserve all publications of departments, schools, and agencies of the University in the University Archives.

In an effort to meet its obligations, the University Libraries follows these general guidelines:

1. Allocated funds, and some supplemental Foundation funds and endowments, are spent for materials to be housed in Cook Library, in Special Collections, and in the Curriculum Materials Center. The Gulf Coast Library and Gunter Library receive separate allocations for their own allocation designations and for contributing to electronic resources shared among all libraries. Library funds are not spent for materials to be housed outside the official library locations and/or the electronic access systems.
2. When lack of funds limit purchases, first priority is given to current publications rather than retrospective items.
3. Publications in the English language are given first priority.
4. Materials are acquired in an alternative format if originals are not available or if they are too expensive.
5. A duplicate of any item is purchased only by justification of heavy and continued use. Multiple copies for classroom use are not purchased.

6. Holdings of other libraries in the region are considered before purchasing expensive items or collections.

7. The library does not purchase extensive in-depth materials for specific thesis topics of graduate students or for short-term research of faculty members.

8. Works of contemporary authors who have achieved critical recognition may be purchased, otherwise current popular fiction and non-fiction will not be purchased when budgets are limited.

**Selection Standards**

All decisions made by liaison librarians are based on established selection criteria which include content, format, quality and use. Liaison librarians also review particular selection tools such as weekly notifications, publishers' announcements and catalogs, and book reviews in scholarly journals.

**Selection Responsibilities**

Selection of library materials rests with both teaching faculty and liaison librarians. Each academic department is responsible for recommending journals, books, media, and other materials that best support the teaching and research interests of the department. Research Services librarians select reference materials, and Special Collections curators have responsibility for selecting materials for Special Collections. See also Selection Standards under Gulf Coast Library below. Librarians participating in collection development through the liaison program are responsible for selecting titles to replace lost and damaged books and media, and for ordering titles in subject areas when faculty liaisons fail to do so. Liaison librarians may also carry out collection development special projects when funds are available.

Liaison librarians work closely with the departmental faculty liaisons to facilitate the ordering process for materials, and also coordinate with faculty liaisons to review weekly online notifications in InterACQ.

University Libraries honors requests from students for specific titles when funds are available and if they are for materials within the scope of the Collection Development Policy. Individuals requesting materials inappropriate for addition to the University Libraries' collections are referred to the public library or to interlibrary loan. Typical inappropriate requests are for books on hobbies, how-to books, popular fiction, romance fiction, and comic and joke books.
Collecting Levels


The three collecting levels are as follows:

**Level I: Basic/Core**
The basic library collection will consist of the core collection of general reference tools, standard works and selected current materials in a variety of subject areas. This level will also include materials which are outside the ordinary university curricula. The overall purpose of this level will be to introduce and define a particular subject. The acquisition of journals will be based on a highly selective basis. English will be the predominant language of all materials within this collection level.

**Level II: Undergraduate**
The basic purpose of Level II will be to provide teaching and research materials for the university community. It will include all basic works, complete sets by important authors and basic selections by secondary authors. For this level of collection development, University Libraries will provide current materials primarily but will also acquire, on a selective basis, retrospective materials. For the Undergraduate Level the collection also will acquire periodicals, reference sets and bibliographies which are appropriate for undergraduate studies at the university. Language coverage will be primarily in English but will allow for other Western Languages as course requirements and research needs demand. The overall purpose of the Undergraduate Level will be to provide materials for undergraduate students and the courses that are relevant to their education.

**Level III: Graduate**
The purpose of level III will be to provide materials for instructional research, independent study and research in scholarly areas. For this level there will be both current and retrospective purchasing. Materials will include complete periodical sets, reference sets, documents collections and bibliographies. To supplement the aforementioned items, the University Libraries will
acquire major journals and major indexing and abstracting sources. Overall, the Libraries will acquire for Level III the most current literature in all formats and all languages needed for library use. A collection at this level supports doctoral and other original research.

**Deselection/Weeding**

As all materials are potentially valuable for research, materials are not generally removed as they become dated. Weeding of the collection can be considered on a subject by subject basis; for example, the Libraries may determine to discard outdated computer science books or print journals now available online. The Libraries also tend to discard materials in print and micro format when online electronic formats are available. Materials damaged beyond repair may be discarded and replaced, discarded without being replaced, boxed for protection, or placed in Special Collections. Items purchased on state funds must be given to other state agencies, sold appropriately at University Libraries’ book sales or discarded. Gift donations may be disposed of within the same guidelines as discarding items purchased with state funds. Replacement may be by exact copy, new edition, reprint, out-of-print search, or by a different title on the same topic. See also Deselection Policies under Gulf Coast Library below.

**Electronic Resources**

The University Libraries will consider electronic resources to be an essential element in collection development for enhanced access across campuses and access outside of the campus network. As the formats of primary and secondary materials develop and change, the Libraries will evaluate these formats for possible inclusion in the collections.

The acquisition of electronic resources will be initiated in the same manner as other resources: an academic department or an area in the library assigned a materials budget will submit a request to purchase or license the materials.

Electronic materials purchased from University Libraries materials allocations can be accessed from all campuses, with a few exceptions.
Controversial Materials

The University Libraries are guided by the Library Bill of Rights adopted by the American Library Association. (Appendix A). Our collections include materials relating to cultural practices, science and pseudo-science, religious, political, ethnic and social expression.

Materials providing alternative opinions or points of view may be suggested and will be considered for purchase.

Gifts

Monetary donations may be presented to the Dean of University Libraries and The University of Southern Mississippi Foundation. Donors may suggest subject fields for purchases when these fall within the research and curriculum areas supported by the collections. Specific titles will be purchased when they meet criteria for materials established in this policy.

Gifts in kind are added to the collection when they are in good condition and meet other selection criteria. They are obtained in Circulation or Acquisitions. Once accepted, the appropriate liaison librarian reviews the gifts to determine if they should be added to the collection. When added, the items will become an integral part of the Libraries’ collections. They will be fully cataloged, available to all users in accordance with the rules and regulations for borrowing, and shelved with other publications according to subject fields. These principles will be followed unless the gift items are appropriate additions to Special Collections already established, or are so special or valuable that they justify establishing a new area of Special Collections. Donations may be identified by bookplates through pre-arrangement with the Acquisitions Librarian.

Some considerations used in reviewing gifts books for addition are condition, curriculum and research support, duplication of title or material, and cost to catalog and shelve.

Once a gift is accepted, it is disposed of at the Libraries’ discretion, and for the benefit of the Libraries and the University. Gifts are not returned to the donor unless special arrangements are made before donation.

In general, the following are not added: mass market paperbacks; volumes from a broken set; sample issues of journals; and short runs of journals to which the libraries do not subscribe. Gift subscriptions by personal donor will not be used to replace a library subscription, or to establish a new subscription. Funds
to support a subscription placed by the Libraries will be accepted, but for the benefit of users, the Libraries must retain control over receiving and claiming issues. Second copy subscriptions, or bindery copies, may be considered for personal donor subscriptions.

Donors are asked to complete a Gift Materials Donation Form that stipulates the conditions under which gifts are accepted. A Deed of Gift is also available for use when manuscripts or other original materials are offered to the University Libraries. (These forms are included in Appendix B).

It is the responsibility of the donor to keep a list of items donated and to obtain an appraisal of value if one is wanted. Internal Revenue Service regulations prohibit libraries appraising gifts they receive. Gifts appraised at more than $5,000 are accepted only after it has been determined that the items are wanted for the collections.

Only the Dean of University Libraries may approve acceptance of gifts with special stipulations concerning copyright, legal title, restricted access, location, or other restrictions. Such agreements will be documented with a Memorandum of Agreement to supplement a Deed of Gift. Establishment of separate named and/or housed collections is discouraged, as collections are most useful when integrated with other books on the same subject.

**Periodicals**

Periodicals are continuing publications that are usually purchased through subscription or standing order. They include annual reviews, proceedings, indexing and abstracting services, journals, loose-leaf services, newsletters, newspapers, supplements, and yearbooks. Because periodicals require an ongoing commitment, new titles are initiated only when funds will continue to be available for their support. Some primary factors for consideration of new titles are cost, format, backfile depth, electronic availability, and availability in other libraries or through commercial document delivery. Also to be considered are accuracy, objectivity of contents, and frequency of citation appearance in standard indexes. Periodicals are not purchased to support an individual’s personal research interests. When loose-leaf publications are considered for purchase, location and responsibility for filing are established before ordering.
Cancellations of Journal Subscriptions and Standing Orders

Each journal title and standing order is assigned to an academic department or a department in the University Libraries system. If the department to which the title is assigned decides that it can no longer support the title, and wishes to cancel it, this recommendation is sent to the Serials Librarian. If the Libraries concur, the title will be canceled. Some considerations for journal cancellation include use, cost per use, accessibility in aggregator databases, and availability via interlibrary loan. In the event of cancellation, print volumes that have been received may be bound and retained in the collection. All bound journal volumes will be made available for circulation. If a subscription to an electronic journal is cancelled, the Libraries will maintain access to back issues published during the subscription period through an access fee if funding is available. Titles canceled before a full volume is received will not usually be retained.

Micro Materials

Materials are purchased in micro format when they are not available or affordable in paper, or when the original publications are not readily usable or preservable. These include collections of retrospective or unpublished materials, backfiles of journals, newspapers, and phone books. Micro materials are purchased only if the Libraries have the equipment to access them and the cabinets to store them. Some factors considered when purchasing collections are availability and cost of bibliographic records for the collection. Considerations for preserving journals in micro format rather than binding include quality of paper, number of advertisements, shelf space required by the bound volumes, and the price of the micro format.

General Collection Development

Collection development occurs as funds permit in all subject areas applicable to support the instructional and research programs of The University of Southern Mississippi. The primary criteria for selection of materials from Collection Development funds are the interdisciplinary nature of the materials and/or the filling of deficiencies in the collections.

All formats collected by the University Libraries are included.
Purchases are primarily English language materials, although foreign language material may be collected when appropriate. Preference is given to materials about the United States. Materials about all historical periods are collected.

Materials purchased from Collection Development funds will be found appropriately located throughout the University Libraries collections as applicable to each item.

Restrictions on individual materials purchased with Collection Development funds will be determined by the collection into which they are placed.

Materials will be identified for purchase primarily by liaison librarians.

**Collection Development Policies for Specific Collections:**

**Cook Library:**

*Reference*

The University Libraries reference collection includes selective, general, and specialized reference sources in all fields that support the teaching, learning, research and service functions of The University of Southern Mississippi. The reference collection includes print and online publications. Reference item types include almanacs, atlases, bibliographies, dictionaries, directories, encyclopedias, fact books, handbooks, indexes, and other materials that either answer questions directly or lead the user to where needed information can be found.

The type format preferred is based upon the nature of the information and the manner in which that information is used. Whenever possible, electronic format is preferred for expanded access to all users. The preferred paper format for reference is printed hardbound books. Soft-cover and loose-leaf materials are purchased when these are the best choices for the subject content or when these are the only formats available for the material. Some materials, primarily indexes, are purchased or leased in electronic format. Other materials that may be purchased include maps and micro materials.
Materials purchased are almost exclusively English language. The exceptions are foreign language dictionaries and foreign language encyclopedias.

Preference is given to materials about the United States and North America; however, basic information sources for all geographical areas of the world are collected. Detailed and specialized reference sources about the state of Mississippi and the southern region of the United States are collected.

Most reference materials are housed in the Reference Stacks. Reference books in this section may be checked out for 24 hours by University students, staff, and faculty. Selected reference titles are located on separate shelves at or near the Research Assistance Desk. These items are identified as Ready Reference. More frequent use is the primary criterion for inclusion in Ready Reference. These items do not circulate. In many cases, current volumes of reference periodicals are housed in the reference stacks with older volumes located in the general collection or in microforms. Selected reference materials may be located in the reserve collection. Faculty requests to put reference items on reserve are reviewed by Research Services librarians.

Older editions of encyclopedias and older volumes of indexes may be housed in the general collection or discarded. Bibliographies of a more general nature are almost always housed in reference stacks, while bibliographies with a more narrow, specific focus are often placed in the general collection. Whenever there is a doubt as to where a particular bibliography should be placed, a Research Services librarian reviews that item and decides on its disposition.

Overall, the reference collection is continuously reviewed to effect the transfer on a regular basis of older editions of certain titles into the general collection. Decisions on the circulation status of these transferred older editions are made by the Research Services librarian reviewing the items. In some instances older editions of particular reference titles may be removed from the collection altogether. Usually this happens in those instances when the new edition completely supersedes the previous one and/or the older edition is physically
worn or damaged to the point that removal is the most appropriate option to exercise.

Duplication within the collection of some heavily used volumes is desirable but may be restricted in order to purchase new titles. Duplication may be in alternative formats. There may be infrequent duplication of materials in Special Collections.

Materials are selected by the Research Services librarians, with participation by other interested faculty. Requests from all library users are considered. Whenever possible, materials should be placed on standing order. Standing orders are regularly reviewed by the Research Services librarians.

_Government Documents_

By virtue of congressional designation as a member of the Federal Library Depository Program, The University of Southern Mississippi Libraries has been a selective federal depository since 1935. Selective depositories are not required to receive all federal publications, but only those items best suited to the needs of the area served. University Libraries presently select approximately 32% of the items offered by the Government Publishing Office (GPO). A regional depository is required to receive and maintain all items distributed by GPO and provide assistance to the selective depositories. The regional depository for Mississippi is the University of Mississippi's library in Oxford. The depository collection of Cook Library serves the Fourth Congressional District, which includes fifteen (15) south Mississippi counties.

Selection and collection development decisions are based, in part, on curriculum and research needs of the University. Also considered are the information needs of citizens of the Fourth Congressional District. Selection decisions are made in accordance with guidelines elsewhere in this document and in _Instructions to Depository Libraries_.

All subject areas represented in U.S. government publications are collected. Materials not generally selected include those such as, procedural manuals,
which are designed for administrative and operational use of federal
governmental units, and individual agency directories.

All formats offered by the GPO are selected. As the GPO has provided electronic
access and links to government publications, the University Libraries have
significantly converted from print and other formats to electronic format. As a
result, there has been a significant reduction in depository selections.
Subscription to MARCIVE's Documents Without Shelves provides direct access
to over 55,000 titles published by the Government Publishing Office (GPO), as
well as catalog records to supplement access. Additional formats include books,
periodicals, loose-leaf, pamphlets, maps, microfiche, CD-ROM, DVD, and
computer software. Materials in other formats will be considered when available,
but preference is given to electronic access.

Since some depository materials are available for a limited time, materials may
sometimes be selected even though the library does not presently own the
equipment or software needed to access the information.

Materials covering all geographical areas and from all historical periods available
are collected. Primary emphasis is placed on materials pertinent to Mississippi
and adjacent states.

The serials coordinator responds to GPO surveys for new materials as they are
sent.

The serials coordinator makes selections and deletions to the item number
selection survey each October, although changes can be made at any time of the
year. The coordinator will undertake an annual zero-based review of item
number selections. The result is a profile which tells GPO which categories of
materials are to be sent to the library. Other Research Services librarians and
faculty make suggestions for additions of item numbers and purchases of
materials.

Depository materials which are superseded according to the GPO's superseded
list and its updates will be discarded. A document will be discarded if it is a
duplicate copy received in error or as a gift. Materials will also be discarded if the University Libraries have, in the interest of space, acquired a duplicate in an alternative format such as microfiche.

Most of the materials in the government documents collection are received free of charge on deposit through the depository system of the Government Publishing Office. In exchange for use of these documents, which remain the property of the U. S. Government, the University Libraries are required by federal statute to provide free access to the general public to the documents.

Desired duplicate copies of heavily-used materials are purchased with funds from the Reference allocation. Some materials may be accepted as gifts. Before they are accepted, they are evaluated according to the Gifts Policy of the University Libraries.

Government documents are often republished by commercial sources with varied degrees of enhancement. Every effort will be made to ensure that materials with little or no enhanced value, which can be obtained free from GPO, will not be purchased. If, however, the information value of the commercially-produced product is significantly higher than that of the document, its purchase may be considered.

**Juvenile**

The Juvenile collection is located in the Curriculum Materials Center. This collection supports programs in the College of Education and Psychology and the Department of English. Departmental allocations support most purchases for the collection, and general collection funds are used for resources purchased from the Junior Guild. Duplicate titles in the Juvenile Collection may be transferred to the de Grummond collection, and de Grummond may send duplicate volumes for addition to the Juvenile Collection.
Media

The Media Collection supports the University's teaching, learning, and research efforts by providing appropriate non-print resources for circulation or to be checked out for classroom use. They appeal to the sight and/or hearing of the library user, usually require additional equipment for usage, and do not rely on the printed word for the essence of the message. Many music and video collections are also purchased through web-based sources.

University Libraries will purchase audiovisual materials needed to support its mission in all appropriate formats. Materials are selected from departmental allocations by teaching faculty and liaison librarians. Criteria include the nature of the curriculum, intended use, faculty and graduate research needs, quality of the item (both content and form), and cost. When possible, audiovisual materials are previewed or reviewing sources are consulted before purchasing.

Materials are primarily in English, except for foreign language materials specifically to support the study of foreign languages. There are no geographic or historical limits on production date or on subject area covered.

Resources are not purchased in multiple copies or formats. However, within copyright guidelines and licensing agreements, materials may be duplicated for instructional purposes.

Curriculum Materials Center

The Curriculum Materials Center (CMC) provides resources supporting teacher education and preparation for p-12 grades. Current textbooks approved for use in Mississippi schools, juvenile literature, manipulatives kits, activity books, audiocassettes, computer disks, and State of Mississippi curriculum guides make up the collection. These resources are provided free of charge from the Mississippi State Department of Education through a supplier, and they are then divided between the CMC and the Curriculum Lab at Gulf Coast Library.
Theses and Dissertations

Cook Library holds print copies of dissertations from 1962 to August 2010 in print format or in microforms. Beginning with December 2010, all USM dissertations are available through ProQuest Digital Dissertations. Some print and digital dissertations may be embargoed for a period of time by the author’s request. A print archival copy of all dissertations (through May 2015) is also sent to McCain Library and Archives (after May 2015 print copies are not bound for any collection). Full-text PDFs of USM dissertations are available through the ProQuest Dissertations & Theses Full Text database.

The Cook Library master’s thesis collection ranges from 1948 to August 2010. A print archival copy of all master’s theses (through May 2015) is sent to McCain Library and Archives, but since 2010, print copies are not added to the Cook Library collection.

Cook Library also contains USM undergraduate theses from 1968 to May 2011. A print archival copy of each thesis is also sent to McCain Library and Archives through May 2011.

Full-text PDFs of USM dissertations and theses are added to the Aquila Digital Community and are openly available to all researchers. Aquila has dissertations since December 2013 and an archive of links to dissertations available from the ProQuest database; master’s theses since 2014; and undergraduate honors theses since December 2011.

McCain Library and Archives

Special Collections are located in McCain Library and Archives. Materials in Special Collections do not circulate. The Special Collections development policy is described in Appendix C of this document (see “Special Collections Development and Acquisitions Statement”).
Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections

Special Collections acquires materials that are unique in one or numerous ways. In an effort to continually add relevant items to the collection and to guarantee the preservation and security of rare materials, a periodic review of the general collections in Cook Library and Gulf Coast Library is performed in an effort to move rare materials from the circulating collections to a more secure environment in Special Collections.

The below procedures were created as a group effort including constituents from various departments who will be impacted by the transfer of collections.

Transfer Criteria

Each item is unique. Due to this, each item requires a different approach to evaluating worth, uniqueness, and other qualities that necessitate the move to Special Collections.

The criteria for evaluating materials include:

1. Books published in Mississippi prior to 1930
2. Books published in the U.S. prior to 1850
3. Materials published prior to 1825
4. Children’s books published prior to 1920
5. Travel books published prior to 1920
6. Mississippi cookbooks published prior to 1964
7. Items published in the Confederate States of America, 1860-65
8. Items having a market value over $500
9. Items printed in editions of 100 or fewer
10. Materials with 10 or fewer holdings in WorldCat
11. Federal documents relating to WWII, soldier movement, etc. WWII handbooks
12. Etiquette and other advice books prior to 1965
13. Railroad publications
14. Mississippi civil rights books not found in Special Collections
15. Ephemera
16. Original manuscript material
17. Materials owned by prominent Mississippians
18. Mississippi genealogy not held in Special Collections
19. Books by local authors that have not circulated for 10 years

If Special Collections does not accept the item for transfer, the item will be forwarded to the subject specialist for review.

Procedures for Transferring Items to Special Collections

1. Identify materials to review
   a. Techniques used to review items
      i. Shelf read
      ii. Produce review lists from the online catalog and WorldCat based on author name, title, imprint date, place of publication, literary genre, subject, provenance, and other relevant elements.
      iii. Consult bibliographies, databases, dealer catalogs, dealer websites, and other reference tools.
iv. Identified by library staff in the circulating collections based on the established transfer criteria (see: Transfer Criteria).

2. Review and decision to transfer
   a. The curator will review the items to determine if the materials are to be transferred to his/her collection based on the Transfer Criteria.
   b. Item condition, binding, research value, and other elements will be considered when reviewing items for transfer.

3. Preservation Treatment
   a. Items determined worthy of transfer but needing preservation enclosures will be transferred to the Preservation Unit in Cook Library prior to cataloging.

Gulf Coast Library

The Gulf Coast Library is part of the University Libraries system.

Selection Criteria

Priorities for acquisition are as follows: first, materials needed for instructional programs offered by the Gulf Coast campuses; second, materials required by the students and faculty for their general research; and third, materials required for general information and reading in subject areas not covered by instructional and research programs. When lack of funds limits purchases, first priority is given to current publications in the English language. Materials are acquired in an alternative format if originals are not available or if they are too expensive. A duplicate copy is purchased only by justification of heavy and continued use. In the Curriculum Lab, three copies may be considered a usual maximum.

Selection Responsibility

The selection of materials for the library is the dual function of the library and departmental faculty, with input from staff and patrons. All decisions made by the library faculty are based on established selection criteria which include content, format, quality, and use. The departmental faculty share in the collection development responsibility by choosing materials related to the curriculum and by utilizing their subject expertise in the selection of materials. Periodical titles may be added upon faculty recommendation and in accordance with criteria for collection development listed in this policy.
Budget Allocations

A portion of each year's library capital outlay budget is set aside for the purchase of books and audiovisuals. A separate portion is allocated for periodicals, including microforms, indexes, newspapers, and electronic resources.

Gifts

Gulf Coast Library follows the Gifts policy stated above under Cook Library.

Deselection

Gulf Coast Library follows the Deselection policy stated above under Cook Library.

Controversial Material

Gulf Coast Library follows the Controversial Materials policy stated above under Cook Library.

Individual Collections:

Reference

Gulf Coast Library follows the same criteria as Cook Library.

Media

Gulf Coast Library follows the same criteria as Cook Library.

Curriculum Lab

The Curriculum Lab houses historical and contemporary children's literature, current textbooks approved for use in Mississippi schools, and other curriculum materials to support use by teachers, prospective teachers, and faculty. Formats include hardback and paperback books, oversized books, subject kits, and education tests. Materials are in the English language, with no restrictions on geographic area or publication
date. The subject area covered is limited to that which pertains to elementary and secondary education instruction areas.

All items in the Curriculum Lab collection are available for circulation to faculty, staff, and students under the general circulation policy.

Except for award-winning titles in the children’s literature section, materials generally are not duplicated. Selectors for this collection are librarians and faculty in the College of Education and Psychology.

Mississippi Authors Collection

This is a circulating collection comprised of books by Mississippi writers.

Hurricanes Collection

This is a circulating collection comprised of books and media on hurricanes and other storm-related subjects.

Gulf Park College for Women Archives

This is a closed collection of archival materials pertaining to Gulf Park College for Women (1921-1971). Materials in this collection do not circulate and primarily consists of donated yearbooks, photographs and artifacts.

Gunter Library

The Gunter Library is located in the Richard L. Caylor Building at the Gulf Coast Research Laboratory (GCRL), Ocean Springs, MS campus. Gunter Library provides technical information for the research staff, resident faculty and students, and visitors. Included are files of abstracts and reprints, books and journals, expedition reports, dissertations, and reference works. Special book collections support the academic program of the Laboratory. The Gunter Library is a unique resource designed to support research, education, and service in the marine sciences.
The Gunter Library collection is comprehensive and composed of materials reflecting the scope and depth of research and teaching done at the Laboratory. Specific subject areas include:

- botany
- environmental and analytical chemistry
- invertebrate and systematic zoology
- geology
- toxicology
- fisheries research and management
- aquaculture
- parasitology
- microbiology
- ichthyology
- oceanography
- marine ecology and conservation

In addition to a large collection of books, Gunter Library also contains an extensive collection of serial titles are in the collection received by subscription, gift and exchange. In recent years, many of the print serial holdings of Gunter Library have been transferred to electronic format. The collection also contains reprints, expedition reports, theses and dissertations, Sea Grant, U.S. Environmental Protection Agency, National Oceanic and Atmospheric Administration, U.S. Fish and Wildlife Service, U.S. Geological Survey, Army Corps of Engineers, and other state, national, and international government documents. The Gunter Library maintains an archive of GCRL staff publications. A small collection of clippings, photographs, and scrapbooks documents the history of the Gulf Coast Research Laboratory.
Appendix A: Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

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


Appendix B: Gift Documents

Gift Policy

Gift Materials Donation Form

Deed of Gift
The University of Southern Mississippi

University Libraries

Gift Policy

The University of Southern Mississippi Libraries have been enhanced with gifts of books and other materials from students, faculty members, alumni, artists, authors, and local residents. The University Libraries Gift Policy is aimed to enrich the current research and special collection materials in the University Libraries and to provide guidelines to potential donors pertaining to gift books, periodicals, media, art, and monetary donations.

Potential donors may drop off materials at the Circulation Desk at either Cook Library in Hattiesburg or Gulf Coast Library in Long Beach. Whenever possible, we should visit a donor to preview a substantial donation of materials. Special Collections Curators and Archivists are also contacted regarding gift collections.

1. When the Libraries accept materials from donors, it is with the understanding that the donation is for review and may not be added to the collection. The Libraries reserve the right to determine retention, location, cataloging treatment and other considerations relating to use and disposition. Donations may be designated for a specific purpose, project or collection. The Libraries will not normally return donations not added to the collection unless previously approved by the Dean. All donors with special requests should contact the Dean of the Libraries prior to submitting the donation.

2. The Libraries may ask to pre-select items from donations before they are accepted. Items that are tattered, moldy, wet or otherwise in poor physical condition are not accepted.

3. Donors offering materials in areas of special interest or rare books will be referred to an appropriate subject bibliographer or curator to ensure the material is appropriate for acceptance.

4. A letter acknowledging the donation is provided to the donor upon request.

5. The appraisal or establishment of an item’s value for tax purposes is the responsibility of the donor and must be completed before the materials are donated. Donors may receive further information on valuation of property from the Internal Revenue Service and IRS Publication No. 561, “Determining the Value of Donated Property.”

6. Gift subscriptions to periodicals should be given only with the intent that they will be continued indefinitely, preferably with an initial three-year subscription. To conform to standard business ethics, we must also require that individuals pay institutional rates for those periodicals that charge such rates. All subscriptions must be approved in advance by the Dean and are ordered through the University Libraries Serials Unit. Personal gift subscriptions may be considered.

7. All monetary donations should be presented to the Dean of University Libraries or to The University of Southern Mississippi Foundation. (Contact: Dr. John Eye, Dean of the University Libraries at (601) 266-4362).
The University of Southern Mississippi Libraries
Gift Materials Donation Form

Date ___________________ Number of items _______________________

Donor Name

All gifts of books, periodicals, media, and other library materials are accepted
with the understanding that upon receipt the materials become the property of
the University Libraries. Therefore, University Libraries reserves the right to
determine retention, location, cataloging treatment, and other considerations
relating to use and disposition.

The appraisal or establishment of an item’s value for tax purposes is the
responsibility of the donor and must be completed before any materials are
donated.

I have read and agree with this statement:

__________________________________________  __________________________
(Donor’s signature)  University Libraries Staff signature

If you would like to receive an acknowledgement letter, please fill out the
information below.

Donor’s name (please print)

__________________________________________  __________________________
Address  Telephone no.

__________________________________________  __________________________
City, State, ZIP  E-mail address
DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to The University of Southern Mississippi Libraries, subject to the Terms and Conditions attached hereto, all right, title, and interest that I possess in the physical property described in Section 2 of this Deed, below.

1. Donor Information

Name: __________________________ Telephone Number_____________________

Street Address: ________________________________________________________

City/State/Zip: _________________________________________________________

E-mail address: _________________________________________________________

2. Brief Description of the Property (additional detail may be attached):

☐ Appraisal attached (optional)

3. Intellectual Property This section deals with the copyright, literary rights, artistic rights, or patents (collectively, “Intellectual Property Rights”) that may be associated with the physical materials being donated.

A. Intellectual Property Interests:

☐ I control the Intellectual Property Rights in some or all of the donated materials. (Please indicate below or on a separate page the materials for which you control the Intellectual Property Rights and the nature of your rights, e.g., copyright, sole/joint owner, heir, literary executor, etc.)

☐ I do not control/I do not know who controls the Intellectual Property Rights of the donated materials.

☐ To the best of my knowledge, the Intellectual Property Rights are controlled by:

Name: __________________________

Address: ______________________________________________________________

Phone Number:____________________ E-mail:______________________________
B. **Intellectual Property Conveyance:**

*If you have indicated that you own the Intellectual Property Rights for some or all of the donated materials, please check one of the following boxes:*

- [ ] I have checked this box indicating that I wish to transfer, convey and assign to the University Libraries all Intellectual Property Rights that I control in the above-described materials, subject to the limitations, if any, stated below.

  Limitations, if any: __________________________________________________________

- [ ] I have checked this box indicating that I do not wish to transfer Intellectual Property Rights, but I give permission for the University Libraries to digitize or copy the material for scholarship and research purposes.

**4. Future Gifts**

This form will also serve to convey any further gifts of materials that I wish to make to University Libraries at a later date and each gift will be described in an addendum.

---

**Donor’s Signature**  **Date**  **Librarian**  **Date**

On behalf of the University Libraries

---

Office Use Only: Date of donation transfer:
Terms and Conditions for Gift Donations

The University Libraries have accepted the Donor’s gift of the Property (and, if applicable, Intellectual Property) listed above subject to the following terms and conditions:

1. By execution of the Deed of Gift, Donor expressly represents and warrants to University Libraries that he or she is the sole lawful owner of title to the Property or that Donor is fully authorized by such owner to enter into this Deed of Gift. Donor further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that Donor has the right to give or transfer the Property.

2. Donor acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of the University Libraries. The display, use, maintenance, and disposition of the Property are at the Libraries' sole discretion.

3. The University Libraries do not advise donors on tax matters and may not conduct appraisals. Donor may direct any questions regarding donations as charitable contributions to Donor’s tax advisor or an office of the Internal Revenue Service. Written appraisals are required to substantiate tax deductions for gifts valued in excess of $5,000. Appraisals are required prior to acceptance.

4. Any exceptions or special dispensation will require prior approval by the Dean of the University Libraries or their appointee. (Attach documentation)
APPENDIX C

UNIVERSITY LIBRARIES SPECIAL COLLECTIONS
COLLECTIONS DEVELOPMENT & ACQUISITIONS STATEMENT

Adopted February 2014
(Amended June 2015)

This Collections Development & Acquisitions Statement (“Statement”) establishes definitions and procedures for the management and care of tangible special library and archival collection materials (“Special Collections”) owned by The University of Southern Mississippi (“USM”) and managed by the University Libraries Special Collections Curators (“Curators”).

The term “collections development” refers to the acquisition of materials for and development of the Special Collections. This Statement provides a comprehensive description of subjects and formats that USM strives to collect in accordance with the section of the University Libraries mission “by providing services, collections, and other resources to meet the needs of the university’s students, faculty, staff, and other researchers in a changing academic landscape.” USM also seeks to further develop outstanding Special Collections.

This Statement further outlines acquisition responsibilities of Special Collections Curators. It also instructs the staff of USM and provides guidance and information for potential donors and other interested members of the public. To ensure its currency, this Statement will be reviewed annually by the Curator(s), and any suggested changes will be submitted to the Dean of University Libraries for review and consideration for approval.

I. STATEMENT OF PURPOSE

Much of the prominence and importance of the University Libraries as a learning and research environment is derived from its Special Collections. The interests of the public for which these collections are held in trust, the intent of a donor in the case of a gift, and the ability of the USM to meet inherent functional and financial obligations shall always be considered. Changes in cultural, scholarly, and educational trends and strength and specialization developing in other institutions may also be considered in developing, assembling, enhancing, and maintaining these collections.

II. ADDITIONS TO THE COLLECTIONS

A. Nature of Ownership

Items may be added to the collections by means of gifts, bequests, purchases, exchanges, or any other appropriate transaction by which full and absolute title is effectively
transferred to USM. USM does not accept for accessioning items and collections on “deposit,” on long-term, indefinite or permanent “loan,” or in any other manner whereby USM is not the owner of the items, except in a unique instance when the Curator(s), in consultation with the Dean of University Libraries, approves such an arrangement for a uniquely valuable item or collection that would further the USM mission. Acquisition of all items shall be accompanied and supported by documentary evidence warranting ownership in the prior owner and effectively transferring such ownership to USM. The current USM Deed of Gift (Appendix C.1) shall be used for any items to be conveyed.

USM and/or a Curator will not knowingly acquire for its collections any item that has been stolen, illegally exported from its country of origin, or whose recovery involved unscientific or intentional destruction of or damage to historic sites. Every effort will be made before acquisition to determine that the item has a clear and legitimate provenance.

Whenever possible, USM will attempt to acquire whole collections rather than breaking up assemblages with meaningful contexts and potential for further research.

Ownership by USM shall normally be unrestricted as to use of the items being acquired. Any limitation on use, or any restriction or condition affecting ownership by USM, shall be subject to review by the Curator(s), in consultation with the Dean of University Libraries. Such agreements will be documented within the USM Deed of Gift. Separately named and/or housed collections may be considered by the Curator(s), depending on the manner that the items and/or their finding aids are best integrated for researcher access.

It has been a goal to collect “original” or “first generation media” records, but an exception may be made in an extraordinary instance when the mission will be clearly served by accepting surrogate copies. The Curator(s) of such a potential collection may make such a determination. If USM acquires or makes such a copy, it shall attempt to receive a copyright or right to use any surrogate as copied, regardless of media form. If the owner of the original item retains ownership and/or copyright, such ownership and/or copyright shall be clearly indicated.

It is the responsibility of the donor to keep a list of items donated and to obtain an appraisal of value if one is wanted. Internal Revenue Service regulations prohibit libraries appraising gifts they receive.

B. Criteria Authority for Acquisition

In no event shall any item be acquired on behalf of USM without specific prior comment and/or approval of the Curator(s) responsible for the collection to which the item is to be added. Prior to committing to an acquisition that readily appears will have a significant impact on space, technology systems, or any other USM resources, the Curator(s) shall advise the Dean of University Libraries and request approval to proceed with such an acquisition. Ordinarily in determining whether items are appropriate to be accessioned, written documentation shall be prepared in advance.
The designated Curator(s) responsible for the collection to which the item is appropriate and is to be added, having given due consideration to the above factors and to the subject areas and formats described in Part III below, may accept on behalf of USM such unrestricted gifts as they deem appropriate. The USM Deed of Gift shall be used for all gifts. The Curator(s) may also purchase items in accordance with this Statement and also in strict accordance with all applicable USM and University Libraries financial and purchasing policies and procedures.

III. SUBJECT AREAS AND FORMATS OF THE COLLECTIONS

The “collections” are those groupings of related items accessioned and maintained by the Special Collections in all media formats and on all subjects associated with important individuals, groups, organizations, events, places, or other aspects related to the specific purpose of contributing to the mission of University Libraries. The collections areas are managed by their respective Curator(s) as designated.

A. Subject Area Collections and their primary collecting emphases include:

1. De Grummond Children’s Literature Collection

   The collection includes historical and contemporary children’s literature and reference books specifically related to children's authors, illustrators, and literature. These may include, but not be limited to: contemporary series books and mass market titles; primarily monographs and periodicals, preferably in hardcover (paperback items may be acquired when hardcover is unavailable or when separate editions are collected); original manuscripts, typescripts, illustrative materials, and other materials related to the production process of children’s literature; first editions; prize-winning books; specific publishers; comparison of various editions of the same work; genre studies; magazines for children; artifacts and toys (selected and limited); supporting collection of biographies, bibliographies, scholarly studies, and vertical file material. The Collection contains examples of fables, folktales and fairy tales, courtesy books, alphabets and nursery rhymes, primers and readers, grammars and schoolbooks, children's Bibles and religious books, almanacs, puzzles and riddles, sports and games, science fiction, fantasy, and fiction. Historical as well as contemporary titles are acquired, as well as the landmark books of children's literature with the emphasis on American and British works but also those reflecting the great diversity of culture, style and subject matter available in current literature for children. There are no limits on geographic area, publication date, or subject area covered. The collection is primarily English, but other languages are not excluded.

2. Historical Manuscripts (including visual/photographic materials)

   The collection includes primary source materials documenting the political and social history of Mississippi. The collection is especially strong covering: events
in Hattiesburg connected with the civil rights movement in the 1960s; prominent politicians’ papers; the American Civil War and other conflicts; the lumber industry; the tung oil industry; the Natchez Trace; the railroad industry, and southern history and culture in general. The collection is primarily in English, with some Spanish and French. The geographic area covered is primarily central and south Mississippi from the 1500s to date. Many subjects may be found within a manuscript or visual collection, and the following is a general guide to subjects ordinarily collected:

- Businesses
- Churches
- Civil Rights
- Civil War
- Fine Arts
- Hattiesburg, Mississippi
- Historical
- Hurricane Katrina
- Jewish
- Literary
- Lumber Companies
- Mississippi Politicians
- Native American
- Organizations
- Railroads
- University of Southern Mississippi Faculty and Staff
- World Wars and Other Non-Civil War Conflicts

3. Mississippiana

The collection includes publications about Mississippi, Mississippians, and by Mississippi authors; Mississippi state documents; materials commercially or privately published in Mississippi when they are short press runs or otherwise not widely distributed. Books by Mississippi authors that have no subject connection with Mississippi are also collected. Duplication is limited to two copies, with the exception of heavily used reference materials. The collection is primarily English, but other languages, particularly French and Spanish, are not excluded.

The “genealogy collection” includes original historical county records and family histories, cemetery records, published church records, military and pension records, marriage and death records, wills and estate records, tax lists and census records, and Native American materials related to Mississippi. The collection includes books and periodicals, loose materials, maps, microfilm, and privately published family histories. Genealogy materials not related to Mississippi and support materials for Genealogy, such as books describing how to do genealogical research or compile genealogical materials, are located in Cook Library.
4. **Special Collections and Rare Books**

Special Collections houses a significant collection of works from fine presses, early printing, first editions, Confederate imprints, and other rare materials obtained largely through the acquisition of substantial collections from individuals like Ernest Walen and Cleanth Brooks. A main collecting focus for rare books is to enhance the strengths established by these major acquisitions. These include but are not limited to:

- Poetry
- Twentieth-century literature and history (especially Southern)
- Southern literature
- Early printing
- Literary criticism
- Romanticism
- Civil War
- Southern history
- English and American Periodicals (18th-20th century)
- Shakespeare

Secondary collecting areas include but are not limited to:
- Printing: All items printed prior to 1800; American books prior to 1870
- Printed works associated with collections of historical manuscripts
- Book arts (selected for particular press affiliation, binding, typography, etc.)
- Travel
- European history
- United States history
- Artist’s books
- Little magazines

5. **University Archives**

The University Archives collects and documents the history and services of USM, as set forth (in part) by state law. This includes, but is not limited to, records and publications of USM such as: copies of all printed materials relating to the history, development and character of USM; all publications of departments, schools, and agencies of USM; records of organizational activities, campus offices, and campus branches; and USM theses and dissertations (i.e., an archival, non-circulating copy of each University of Southern Mississippi thesis and dissertation is maintained in the University Archives). The materials are primarily in English, 1910 to date. Access to many archived departmental materials is limited to those within that department unless prior written permission has been obtained from the head of that department. University publications, memorabilia, photographs, and general history items are open to the public. State-approved Records Retention Schedules establish retention periods and specify which records have historical value (i.e., indicating they will be accepted into the University Archives).
B. *Formats and Content Types* of items accessioned and maintained include, but may not be limited to:

1. **Printed or Published Material**
   - Atlases (selected and limited)
   - Biographies and Autobiographies
   - Books and Pamphlets
   - Broadsides
   - Directories
   - Ephemera (selected and limited)
   - Imprints (by any means printed or published in Mississippi, or those that have a Mississippi theme; includes Confederate imprints; others selected and limited)
   - Mississippi Literary Works (selected and limited)
   - Local Community Histories (Cities, Counties, Districts, Regions, Towns, Townships and Villages)
   - Maps (selected and limited)
   - Memoirs, Journals, and other First Person Accounts (e.g., travel)
   - Moving Images (published motion pictures, video and similar formats)
   - Newspapers (selected and limited)
   - Periodicals
   - Sheet Music (selected and limited)
   - Sound Recordings (selected and limited)

2. **Manuscript and Archival Material**
   - Architectural Records (inactive)
   - Audio Recordings (selected and limited)
   - Business Records (inactive)
   - Correspondence
   - Diaries and similar First Person Accounts (e.g., travels)
   - Maps, Surveys and similar Geographical Representations
   - Oral Histories (selected audio recordings and limited transcripts)
   - Organizational Records (inactive)
   - Professional, Personal, and Family Papers and other Documents
   - Scrapbooks (selected and limited)

3. **Visual Material**
   - Ambrotypes
   - Autochromes
   - Cirkut (Panoramic) Photographs
   - Daguerreotypes
   - Engravings
   - Graphic Art and Illustrations
   - Lithographs
• Moving Images (single motion pictures, video and similar formats)
• Paintings (selected and limited)
• Photographs (negatives and prints)
• Postcards
• Posters
• Sketches
• Stereographs
• Tintypes
• Woodcuts

4. **Artifacts**

The Curator(s) responsible for the collections described above in Part III.A, of which a three-dimensional or textile-based artifact is a part, may consider including such artifact(s) within the acquisition. Such artifacts should be acquired on a selected and limited basis, depending on the artifact’s significance, its condition, and the space and other resources required for storage, preservation, and access.

5. **Digital Image or other Electronic Record Formats**

- The Curator(s) responsible for the collections owned by USM and as described in Part III.A above may consider creating or adding to digital image collections available on the University Libraries website using selected items in any of the USM Special Collections. The collection development of these digital collections is at the discretion of the Curator(s). By measuring aspects such as research value, rarity of items, and material condition, Curators determine which collections and materials best highlight collections and provide valuable resources for researchers. Such digital collections shall be annually identified and prioritized by the Curator(s) and communicated to the University Libraries’ internal technical and/or digital laboratory manager(s) in order to mutually determine plans, schedules, and resources needed to digitize, catalog, and make accessible the items. Digital collections may contribute to both the preservation of research materials and promoting teaching and scholarship by providing online digital access to the resources of Special Collections.

- The Curator(s) may also consider for acquisition selected items originally created or produced by others in a digital or other electronic records format if accessible for research, migration, and preservation using industry accepted technologies that also meet the University Libraries’ internal technical standards (if applicable). Prior to such acquisitions, the Curator(s) shall ensure that the necessary electronic storage and retrieval system resources of the University Libraries will be sufficient and available. The following minimum information is needed about such digital images or other electronic records: title or name of the file(s), sources, creator, subject, and date(s). If the
electronic records or digital images were made from published items, then additional information is required: title, author’s name, page numbers, or other identification of imaged or transcribed pages and evidence of any alterations made thereto. Instructions must also be secured for crediting a copyright holder, any owner’s permission to publish on the web and disclosure if the same material has been given to any other individual(s) or organization(s).

C. Items ordinarily not collected, except selectively with limitations:

1. **General Fiction** (generally, except Mississippi Writers and such other works as may be determined by Curator(s) to be appropriate for certain collections, such as other Southern writers, children’s literature fiction, etc.)

2. **Official Government Records** (except when transferred pursuant to a statutory process or by an authorized agent or legitimate owner)

3. **Portrait Studio Collections** (except when Curator(s) may determine an acquisition further and significantly documents and supports existing collections and/or subject areas)

4. **Private Press Books** (except those having a clear Mississippi connection)

5. **Stamps and Postal Covers**

D. **Competing or conflicting collecting areas with other historical organizations.**

USM ordinarily does not compete for items such as: materials under copyright by another organization; areas emphasized by active regional archives; records of federal, state or local governments (except when transferred pursuant to statutory process or by an authorized agent or legitimate owner); records of churches which have an active denominational archives in the state or region; the records of universities in the state where there is already an established archival program actively involved in the collection and preservation of such records.

IV. **CONSERVATION**

Special Collections are located in McCain Library and Archives. These materials do not circulate. Photocopy restrictions are placed on fragile materials, with copies made by staff, not the public. Use of rare and fragile items may be available only under strict supervision.

Special Collections items shall only be (or obligated to be) restored or treated with the concurrence and oversight of Curator(s) responsible for the those items in the collections.
or items are being considered for acquisitions that need diagnosis, stabilization, conservation, or long-term protection. The unique characteristics and condition of each item should dictate the appropriate treatment. Contracting for services must also be in accordance with USM and University Libraries financial policies and procedures.

V. DEACCESSIONS.

Item(s) may only be considered for removal (deaccession) from the Special Collections in order to improve the Special Collections and if the Curator(s) of the collection from which the item(s) may be deaccessioned submits a written recommendation to the Dean of University Libraries in accordance with the following procedure:

A. The written recommendation shall state the reason(s) for the deaccession (e.g., no longer within in the collecting scope, no longer used by researchers, financial or other resource limitations due to the physical condition of or storage space needed, appropriateness for possible transfer to another educational or historical institution, and/or other extraordinary circumstances, etc.).

B. The written recommendation shall describe the provenance of how the item(s) came to USM, include a copy of any conveyance instruments, and note any restrictions or other information regarding notification required by the donor(s).

C. The written recommendation shall describe the anticipated method for disposal of the deaccessioned item(s), such as public sale, transfer to another institution, or other disposal (including physical destruction if appropriate). Under no circumstances may any USM employee be eligible to purchase or receive these item(s) at the time or venue of their disposal.

D. The written recommendation shall be considered for approval by the Dean of University Libraries, who may also consult with any other USM staff before approving the recommendation to deaccession.

E. Upon written approval by the Dean of University Libraries, the item(s) may be deaccessioned and disposed of by the Curator(s) of the collection from which the item is to be removed. Any applicable USM policies governing the sale or disposal of tangible property shall also be followed.

F. This deaccession procedure does not apply to the normal and routine practice of sorting and culling down of large or duplicative collections in accordance with generally accepted best practices archival processing and/or cataloging. The Curator(s) responsible for that activity and any subsequent disposals will ensure that uniquely valuable items are not disposed of without following the deaccession procedure outlined in this Statement.
VI. FINANCIAL, FACILITIES, AND OTHER RESOURCE CONSIDERATIONS

A. **Annually budgeted and specifically allocated funds**, and some supplemental and/or restricted or specific Foundation funds and endowments (or available interest from endowments or funds) may be spent by Curator(s) for items to be acquired for Special Collections as described in this Statement, *in strict accordance with all applicable USM and University Libraries financial and purchasing policies and procedures*. Library acquisition and/or collection development funds are not to be spent for materials to be housed outside the official University Libraries locations.

B. **Financial support** for new acquisitions, collections processing (including conservation), enhanced access (including digitization), and other collection development purposes may be sought by Curator(s) and the Dean of University Libraries in the form of gifts and grants from individuals, foundations, government entities, or other appropriate sources in strict accordance with applicable USM and University Libraries financial and gift policies and procedures.

END
APPENDIX C.1 DEED OF GIFT

I, ______________________ (“Donor”), hereby donate the materials described herein to The University of Southern Mississippi (hereinafter “USM”) for inclusion in the Historical Manuscripts Collection [or other named collection, e.g. the de Grummond, Mississippiana, or Rare Books Collection] in the McCain Library and Archives at the USM Libraries.

I hereby irrevocably and unconditionally give, transfer, and assign to USM by way of gift, all right, title, and interest in, to and associated with the materials described below. I affirm that I own or otherwise have the right to donate said material and that to the best of my knowledge, I have good and complete right, title, and interests to give.

[Describe the materials in general terms here as to age, quantity, formats, and condition; reference any attached inventories, appraisals, or similar documents; also note here if any courtesy copies are to be made for donor]

These materials are transferred to USM for use in the ______________________ so that they may be preserved and/or made available for study by students, scholars, and the public in accordance with University Libraries’ access and use policies. USM is authorized to display any donated materials in exhibitions both on campus and at other remote locations.

I understand that all decisions regarding displaying and exhibiting (including the basic decision of whether to display) the material will be left to the sole discretion of USM.

Title to the materials shall pass to USM upon delivery to the University Libraries’ personnel, and shall be placed in University Libraries’ collections according to established collection development guidelines. Materials retained may be examined during the regular business hours of University Libraries’ units.
Materials may be made available for special needs of the Donor. In the case of literary collections, materials required for the reprinting of a title will be loaned to the publisher as requested in writing by the Donor or his/her heirs.

In the event that the Donor may hereafter give, donate, and convey to USM additional papers and other materials, such gifts will be governed by the terms and conditions stated above. A description of the additional materials so donated shall be prepared and attached hereto.

1. **Transfer of Copyright** (Donor to select below by initialing)

   ____ The Donor hereby **transfers title** to such copyright as he or she may possess to USM.

   ____ The Donor hereby **retains title** to such copyright as he or she may possess. However, paper or electronic copies may be provided to researchers under the Fair Use provision of the U. S. Copyright Law.

2. **Permission to Display Online** (Donor to select below by initialing)

   ____ The Donor hereby **grants permission** for USM to display digital reproductions of some or all donated items on the Internet to promote scholarship by providing electronic copies for personal study and not-for-profit educational uses. University Libraries may also apply archival best practices necessary to continuously preserve the electronic copies in appropriate file formats and environments.

   The following (or similar) statement should accompany the online archive of these items:

   Copyright protected. Use of materials from this collection beyond the exceptions provided for in the Fair Use and Educational Use clauses of the U.S. Copyright Law may violate federal law. Permission from the copyright holder is required to publish or reproduce this material.

   ____ The Donor **does not grant permission** for USM to display digital reproductions of donated items on the Internet for use by researchers.
3. **Public acknowledgement of Donor** (Donor to select below by initialing)

   ____ USM is authorized to acknowledge the Donor’s gift in publically available finding aids and exhibits using the following format for the Donor name(s):

   *Provide specific wording in long and short formats, etc.*

   ____ USM is not authorized to acknowledge the Donor’s gift in publically available finding aids and exhibits.

4. **Disposition of Materials** (Donor to select below by initialing)

   ____ USM is authorized to dispose of (or transfer to another institution) any material deemed inappropriate for inclusion in University Libraries collections.

   ____ Material deemed inappropriate for inclusion in University Libraries collections will be returned to the Donor.

5. **Release of Contact Information to Users** (Donor to select below by initialing)

   ____ The Donor hereby grants permission for USM to release his/her contact information to users of materials in this collection. The following information may be released (Donor to select below by checking one or more boxes):

   - □ Mailing address
   - □ Email address
   - □ Phone number

   ____ The Donor does not grant permission for USM to release his/her contact information to users of materials in this collection.

SIGNED: ____________________________________________DATED: _____________
Donor

SIGNED: ____________________________________________DATED: _____________
The University of Southern Mississippi /The University of Southern Mississippi Libraries

[Printed name and title of authorized USM employee, curator, etc.]