

Library Development Policy and Guidelines

Approved Feb 18 2006

Mission of the Library:

To support the research and educational objectives of the Chihuahuan Desert Research Institute by providing access to print and non-print media, to include books, reprints/ offprints, monographs, professional journals, magazines, prints, paintings, posters, slides videos and photographs for educational and research uses as such materials are pertinent and relate to the mission, purpose and functions of the Chihuahuan Desert Research Institute.

These materials will provide:

- permanent and managed reference and historic material on natural history, ecology, biology and biota; physiography, climatology and geology and any other subjects and topics related to the mission of the CDRI,
- support of current and anticipated research projects and education programs of the CDRI,
- identification field guides for natural history subjects, particularly of the Chihuahuan Desert and Trans-Pecos region,
- professional materials for the CDRI staff, including materials for training staff, docents and other volunteers, and visitors.

Materials Selection:

The Executive Director and the Library Committee, with science counsel, are responsible for all decisions related to the selection (acquisition, retention and withdrawal), organization, maintenance, and use of all library materials.

Acquisition:

Books, periodicals, offprints/reprints and other print and non-print media shall be purchased and/or accepted as gifts for inclusion in the library to support the purpose and function of the library within the mission of CDRI.

All additions to the library, whether by purchase or by gift, must have the approval of the Director of CDRI, or delegated appropriate staff with this responsibility, in consultation with the Library Committee. Acquisition of materials to the CDRI library are managed and controlled by the Director of CDRI and Library Committee with ultimate authority for the CDRI library. Books, journals, archival materials, offprints/reprints, audio-visual materials, and natural history illustrations (paintings, prints, photographs, and other graphic print and non-print materials may be acquired 1) by purchase through the appropriate designated allotment or fund; 2) by gift; and 3) by exchange for CDRI publications.

Acquisition by vendor (broad sense) will be to the economic and/or service efficient advantage of CDRI, i.e. prices, discounts, shipping charges, and delivery time will enter into decisions to purchase an item or items from any vendor. When dealing with vendors, library discounts should be sought and requested.

Library Gifts:

The CDRI will accept donations of books, periodicals, offprints/ reprints, and other reference materials with the understanding that if these materials cannot be used in the library or are otherwise unsuitable or inappropriate to the purpose and function of the library as stated above, the disposal of same shall be the

prerogative of the Director of CDRI, or a delegated staff member with that authority, and the Library Committee. Gifts, whether individual or collective, will be accepted only as a “no strings attached” agreement with the donor or the qualified and legitimate representative of the donor. That is, an item will not be added to the permanent collection if said item does not fit the purpose and function guidelines of CDRI library, and CDRI will be free to dispose of any item or group of items as most convenient and advantageous to the Institute. Secondly, as a matter of policy, collections will not be housed nor maintained as a unit, but rather, CDRI is obligated to place all suitable and appropriate items in the library’s current and unified classification scheme or other accepted order for optimal utility to the Institute..

It is understood that in accepting such gifts, CDRI, its staff, board members and volunteers cannot provide the donor with a monetary evaluation or assessment. Such evaluation is the responsibility of the donor or donor’s representative. Acknowledgements of such gifts in kind are the responsibility of the CDRI Executive Director or delegated staff or a board member liaison for that gift (co-signed by the CDRI Director).

Withdrawal/Disposal:

Books, magazines, offprints/reprints and other materials may be removed from the library at the request and approval of the Executive Director or delegated staff and the Library Committee or by consensus of staff members with review by the Executive Director and the Library Committee. This includes either surplus, unnecessary duplicates or other materials deemed irrelevant, inappropriate or superfluous to the purpose and function of the library. Disposal intent is to either maximize value back to CDRI in the event of sales or to re-direct reference materials to a more appropriate library or institution. All or select portions of the materials in the collection will be examined on a systematic and periodic basis by the Library Committee in consultation with the Executive Director or appropriate staff to determine their condition and continued usefulness. Materials which have become outdated, or are damaged beyond repair shall be withdrawn from the collection.

Loan and Use:

In the spirit and intention of the stated purpose and functions of the library, there is no general circulation nor checkout privileges except to staff, and in general principle, materials are not to leave the premises without the approval of the Executive Director and only by following the trackable and retrieval procedures (to be) established for the library for any CDRI library materials. Field guides and general reading materials may be used with the permission of and with the recognizance of CDRI staff. Materials designated as reference are not to leave the library. Guests may use materials in the library with permission and supervision by the Executive Director or delegated staff.

Policy Review:

This CDRI Library Development Policy shall be reviewed by the Executive Director and Library Committee each February. Necessary revisions will be presented to the Board of Trustees for consideration at the following board meeting.