

Five College Library Repository Collection Policies Five Colleges, Incorporated

March 2002; revised July 2008; revised January 2013; revised September 2015

Introduction

The Five College Librarians Council (hereafter “Librarians Council”) adheres to the principle that the Five College Library Repository Collection (hereafter “FCLRC”) is a trusted repository and that all collections transferred to the FCLRC are considered persistent deposits. The FCLRC is intended to be used primarily for lesser-used and infrequently circulating periodicals, serials, and books. Designating the FCLRC as persistent is intended to give all Five College libraries and all Affiliate Members the assurance they need if they want to withdraw duplicates of materials placed in the FCLRC from their campus collections and rely with confidence on access to the copies placed in the FCLRC.

The FCLRC is housed by Five Colleges, Incorporated (hereafter “FCI”) in one or more off-site shelving facilities (hereafter “shelving facilities”).

The policies contained in this document have been developed by the Librarians Council and approved by the Board of Directors of FCI. Implementation of these collection management policies is the primary responsibility of library staff members responsible to the Librarians Council.

1. Governance

1.1 The Librarians Council is the governing body for the FCLRC. FCI governs the facilities in which the FCLRC is housed with advice and counsel of the Librarians Council.

2. Participation

2.1 Full participation in the FCLRC is restricted to the libraries of the associated institutions of FCI. Libraries outside the Five Colleges may apply for Affiliate Membership (see 18. below)

3. Facilities

3.1 FCI currently leases approximately 10,000 square feet from Amherst College for the FCLRC and for shelving of other items. Five Colleges, Incorporated may lease, build or operate additional facilities to house portions of the FCLRC.

3.2 The current use of Amherst College space by FCI does not limit FCI’s options to explore alternative or additional facilities to house part or all of the FCLRC. FCI may explore with Amherst College whether to rent additional facilities from Amherst College.

4. Facility Conditions and Maintenance

4.1 The Librarians Council will establish standards for the climate control and maintenance of the FCLRC facilities and will work with FCI to ensure adherence to such standards at facilities that FCI leases or owns.

4.2 Amherst College, and/or the owner of any additional or subsequent facility leased to house any portion of the FCLRC, is responsible for the maintenance of the physical facility while it is leased for the FCLRC, with the cost of non-FCLRC-specific aspects of the facility borne by the owner of the facility.

4.3 FCI will bill to the FCLRC operations budget the costs maintaining any physical facility FCI owns for the purpose of housing the FCLRC.

5. Operational Costs

Ongoing operational costs for staffing and maintaining the FCLRC and for the FCLRC-specific aspects of maintaining and operating facilities in which the FCLRC is housed (not covered by grants or outside agencies) will be paid by FCI and assessed to the five campuses on the “11ths” formula used for other shared library expenses for the Five Colleges. This formula (whether for all shared library expenses or for the FCLRC specifically) may be changed with the consent of the FCI Board of Directors.

6. Deposited Material in the FCLRC

6.1 Deposits

6.1.1 The FCLRC is intended to be used for a de-duplicated set of lesser-used and infrequently circulating print copies of periodicals, serials, and books. Other catalogued library materials may be accepted into the FCLRC at the discretion of the Librarians Council.

6.1.2 Each of the five libraries in FCI will select materials for deposit in the FCLRC based on its local needs.

6.1.3 The FCLRC will not accept materials infested by mold or in an advanced state of deterioration.

6.1.4 No library will discard the last copy in the Five Colleges libraries of periodicals, serials, or monographs in serviceable condition and deemed to have intellectual/research value. Instead, said library will deposit said items in the FCLRC.

Definitions.

6.1.4.1 “serviceable condition” - physically usable.

6.1.4.2. “intellectual/research value” - determined by a qualified library selector.

6.2 Ownership of items in the FCLRC

6.2.1 FCI owns materials deposited in the FCLRC by Amherst College, Hampshire College, Mount Holyoke College, and Smith College. FCI will retain or dispose of said materials in accordance with guidelines approved by the Librarians Council.

6.2.2 The University of Massachusetts Amherst owns the materials it deposits in the FCLRC.

6.2.3 When reporting statistics to national and regional organizations, Amherst College, Hampshire College, Mount Holyoke College, Smith College and the University of Massachusetts Amherst may count as owned all volumes deposited in the FCLRC.

6.2.4 FCI owns materials accepted as deposits from Affiliate Libraries. FCI will retain or dispose of said materials in accordance with guidelines approved by the Librarians Council.

7. *Deposit of Other Materials in the Facilities Used for the FCLRC*

7.1 FCI will consider requests to shelve other materials in the same facilities used for the FCLRC, but FCI will first consult with the Librarians Council (which may wish to consult with the Repository Collection Advisory Group) about such uses, considering security, access, encroachment on space needed for the FCLRC, and staffing needs, before making a decision. Extra (or proportionate) operating costs related to such materials may be charged to the owners of those materials. These may include, but are not limited to archival records for FCI and proprietarily held library materials of any of the five libraries not designated to be added to the FCLRC.

7.2 FCI will not accept materials infested by mold in any facility used for the FCLRC.

8. *Return of Materials from the FCLRC to the Institution of Origin*

8.1 The University of Massachusetts Amherst may move back to its campus any materials it placed in the FCLRC on either a temporary or a permanent basis. The University agrees not to withdraw from its collection any materials it moves back to its campus from the FCLRC collection.

8.2 Amherst College, Hampshire College, Mount Holyoke College, and Smith College may not move back to their respective campuses material they placed in the FCLRC since following deposit those materials are owned by FCI.

8.3. Affiliate Libraries may not move back to their respective campuses material they placed in the FCLRC since following deposit those materials are owned by FCI.

8.4 See section 19 for details on the dissolution of the FCLRC.

9. Duplicate Materials

9.1 Each of the Five College libraries may, at its discretion, retain on its respective campus duplicates of titles deposited in the FCLRC by it or other members of FCI.

9.2 The Five College libraries agree to send to the FCLRC only volumes not already part of the FCLRC.

10. On-Site Access

10.1 The FCLRC collections as shelved are not open to browsing by library patrons.

10.2 Five College community members and members of the general public may arrange to use items from the FCLRC on site at the facility where those items are normally shelved by appointment with the staff members serving the FCLRC.

11. Hours of Operation and Services

11.1 Facility hours for operation and access to the FCLRC will be established by FCI in consultation with the Librarians Council and adjusted to meet the reasonable needs of the Five College community.

12. Circulation Policies

12.1 Circulation of Periodicals from the FCLRC

12.1.1 The staff serving the FCLRC will provide electronic copies of periodical articles from volumes in the collection (rather than the volumes containing those articles) whenever such copies will suffice.

12.1.2 When copies will not suffice, the staff serving the FCLRC will circulate print volumes containing requested periodical articles, so long as

12.1.2.1 the borrowing institution is an associated institution of FCI or an Affiliate member of the FCLRC, and

12.1.2.2 the borrowing institution restricts use of the volume(s) circulated to a controlled environment within that institution's library.

12.1.3 A defined run of a periodical from the FCLRC may be circulated to the library of an associated institution of FCI for an extended loan to meet an extraordinary curricular or research need.

12.1.4 The loan period for periodicals will be established and adjusted by the Librarians Council to meet the reasonable needs of the Five College community consistent with existing Five College consortial loan policies.

12.1.5 FCLRC staff members may restrict use of volumes in fragile condition.

12.2 Circulation of Books from the FCLRC to Five College libraries

12.2.1 The loan period for books will be established and adjusted by the Librarians Council to meet the reasonable needs of the Five College community consistent with existing Five College consortial loan policies.

12.2.2 Books may circulate to Five College Libraries for reserve use.

12.2.3 FCLRC staff members may restrict use of books in fragile condition.

12.3 Circulation of Serials from the FCLRC.

12.3.1 The loan period for serials will be established and adjusted by the Librarians Council to meet the reasonable needs of the Five College community consistent with existing Five College consortial loan policies.

12.3.2 Serials may circulate to Five College libraries for reserve use.

12.3.3 FCLRC staff members may restrict the use of serials in fragile condition.

13. Circulation Procedures

13.1 Returnables

13.1.1 Five College requests for loans of returnable FCLRC materials will be initiated through the Five College library management system.

13.1.2 Delivery and return of returnable FCLRC materials within the Five Colleges will be accomplished using the existing Five College delivery service.

13.2 Non-returnable copies.

13.2.1 The process for requesting non-returnable copies of FCLRC materials will be established by the FCLRC staff designees in consultation with the Librarians Council or its designee.

13.2.2 Non-returnable copies will be delivered either in paper or electronic form or both in accordance with technological capabilities and the needs of the user.

13.3 Delivery Time Standards.

13.3.1 The Librarians Council or its designee will determine service standards for document delivery requests.

14. Interlibrary Loan Outside of the Five College Libraries

14.1 Requests for loans of returnable items or copies of FCLRC materials to libraries other than Five College libraries will be processed through standard interlibrary loan procedures and will follow the National Interlibrary Loan Code for the United States. Loan of returnable items will be handled by the ILL staff of the University.

14.2 Requests will be fulfilled in harmony with loan policies for the FCLRC in section 12.

15. Use of FCLRC Materials for Reserve at the Five College Libraries

15.1 Books and serials from the FCLRC may circulate to Five College Libraries for reserve use as per section 12.2.

15.2 Requests for periodicals will be fulfilled as per section 12.1.

16. Lost or Damaged Materials

16.1 If material borrowed from the FCLRC is lost or damaged, the library that initiated the borrowing request will be responsible for replacing the item and sending the replacement to FCLRC.

17. Statistics

17.1 Statistics will be collected regularly for the purpose of reporting to federal, national, and regional organizations and for internal management purposes.

17.1.1 Statistics will be shared with the Librarians Council and other Five College library staff members as appropriate.

18. Affiliate Members

18.1 Libraries outside CI may apply for Affiliate Membership. Terms and conditions for Affiliate Members of the FCLRC are set forth in separate Affiliate Membership agreements signed by FCI and the Affiliate Member(s). FCI sets fees for Affiliate Members in consultation with the Librarians Council; fees generally increase annually.

18.2 An Affiliate Member may request to make deposits to the FCLRC. If those requests are accepted and the deposits are made, the Affiliate Member assigns ownership to FCI of all items deposited to the FCLRC.

19. Dissolution of the FCLRC

19.1 In the event of the dissolution of the FCLRC, the Librarians Council will determine how to distribute volumes owned by FCI to Amherst, Hampshire, Mount Holyoke, and Smith colleges or the University of Massachusetts Amherst.

20. Policy Revision

20.1 These policies may be revised by a unanimous vote of the Librarians Council, with additional approval as needed by the Five College Board of Directors, e.g., for major policy changes on advice of the Five College Deans, and for decisions on major changes in costs with advice from the Deans and Principal Business Officers.

Adopted unanimously by the Five College Librarians Council and approved by the Board of Directors of Five Colleges, Incorporated on September 22, 2015. This policy supersedes earlier versions of these policies (called Five College Library Depository Policies) as revised in March 2002, May 2008, and January 2013, as well as the Copy of Record Agreement.