LIBRARY MANAGEMENT POLICY

PREPARED BY	ORGANIZATION	DATE
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Change Record

VERSION	DATE	REASON
1.1	5/19/20	Revisions
1.2	5/20/20	Revisions

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1 INTRODUCTION

1.1 Purpose

The purpose of this library management policy is to inform library staff, faculty and users of the principles that guide decisions concerning the management of the NRAO Library collection. Budget considerations, space limitations, and changes in the ways that users access information all contribute to the shape of the library's collection. These ever-changing factors necessitate the creation of a flexible policy that can respond and adapt to the needs of our users and serve as a guide to facilitate the decision-making process.

1.2 Community

The National Radio Astronomy Observatory Library supports organizational scientists, staff, fellows, and internal and external researchers. AUI and Green Bank Observatory staff are included in the broader staff category.

1.3 Cooperation

The NRAO Library will supplement its collection whenever necessary through interlibrary loan. Likewise, the library will share its resources through interlibrary loan with other institutions. Current cooperative arrangements include OCLC WorldShare, a consortium of academic, public, school and special libraries. Additionally, the library participates in the PAMNet and Astrolib listserve communities where ideas, discussions, and resource sharing thrive.

1.4 Intellectual Freedom Statement

The NRAO Library supports the principles set forth in the ALA Library Bill of Rights and adopted by the ACRL Intellectual Freedom Committee. Selection and preservation issues are decided without partisanship regarding matters of race, ethnicity, gender, sexual orientation, religion, political or moral philosophy.

1.5 Copyright and Fair Use

The NRAO Library supports the federal laws governing Copyright and Fair Use of all materials and formats, as set out in the 1978 Copyright Act, the 1998 Digital Millennium Copyright Act and the 2001 TEACH Act.

1.6 Statement of Revision

This policy will be reviewed and revised on an annual basis by the NRAO Library staff. Suggestions for changes to this document are welcome from all campus constituencies, but the professional librarians and the Observatory Librarian will agree upon all modifications. Changes will be communicated to the entire NRAO Library staff and to the appropriate members of the NRAO community.

1.7 Pandemic Response

NRAO Library operations during pandemic (March 2020-) have significantly changed in order to maintain the health and safety of the librarians, staff, and materials. See Library Procedures document attached.

2   NRAO LIBRARY COLLECTION

2.1   Holdings

Books
Organizational Publications
Observatory Publication Exchanges
Periodicals
Electronic Journals
Audiovisual materials
Proposal Cover Sheets (Restricted)

2.2   Selection Criteria and Levels of Collection

The following are general criteria that are considered when selecting materials for the collection:

- Perceived level of usefulness to the primary user community
- Appropriateness of content in terms of educational and scientific merit
- Reputation of author or publisher
- Cost of item
- Currency of the material
- Appropriateness of format
- Added value to the collection of materials for that subject.

3   SUPPLEMENTAL LIBRARY POLICIES

3.1   Borrowing

The NRAO Library lends collection materials directly to NRAO Staff and students. The Borrowing Policy exists to ensure the widest availability of all collection materials to NRAO staff and students while providing for materials maintenance and to prevent losses. The Borrowing Policy also outlines the hold process for items already in use by another patron.

3.2   Interlibrary Loans (ILL)

The NRAO Library is a member of the worldwide OCLC WorldShare interlibrary loan community and reserves the right to pursue works suggested for purchase through interlibrary loan first in order to determine the appropriateness of the material for purchase. Typically, materials copyrighted more than five years ago will be pursued as an interlibrary loan, unless the material is the most recent work on a given topic and is highly relevant to the research and general interest areas the NRAO Library actively collects, as defined below. Earlier editions of works not currently owned by the NRAO Library will typically be borrowed via interlibrary loan, rather than purchased.

3.3   Publication Support

The Observatory Librarian administers the publication support program from budget funds provided by the Scientific Support and Research (SSR) division. Support is provided to authors from US institutions using NRAO instrument data to produce new scientific results. Full program details are outline in the NRAO Library Publication Support Policy.

3.4   Bibliometrics

The NRAO Library identifies papers in the Astrophysics Data System (ADS) that present analysis of NRAO telescope data or are by NRAO staff members not using NRAO telescope data. Bibliographic records are maintained in the NRAOPapers application and retained in a supporting MySQL database. Each bibliographic record is coded for statistical and reference purposes. Data is made available for public review via the Blacklight search facility of NRAOPapers. The Observatory Librarian provides support for deeper MySQL queries and analysis upon request.

3.5   Editorial

The Library Web pages will use standard editorial conventions as outlined in this policy. The standards exist to limit table of contents length in addition to consistent writing. The policy also explains excluded or stop words, addresses when and how corrections will be made, and confidentiality concerns.

3.6   Reference

The library provides reference assistance to a broad array of patrons. The policy details the procedures and considerations applied to reference assistance.

3.7   Space Use

The NRAO Library supports various uses of its spaces described in this policy. Space use includes both reserved and unreserved options. The policy includes a layout of the library.