THE FACULTY SENATE

November 11, 1997

Dr. Ray M. Bowen  
President  
Texas A&M University

Dear President Bowen:

At its regular monthly meeting held November 10, 1997 the Faculty Senate approved for your consideration the following guidelines pertaining to the creation of official branch libraries and the movement of library materials from Evans Library to its branches:

• Guidelines Pertaining to the Creation of Official Branch Libraries

1. Whenever policy decisions are made to construct new branch libraries, the Faculty Senate should be consulted at the initial stage and throughout the planning process.

2. In the planning of new branch libraries, provisions should be made for the additive costs of books, journals, and other information resources as well as staffing costs.

3. Official branches of the university library should have expert staff and essential resources to support the disciplines the branches are intended to serve.

• Guidelines Pertaining to the Movement of Materials Between Library Facilities

The movement of materials among libraries should be governed by the equitable treatment of all academic programs. Therefore, it is recommended that as necessary conditions for the movement of materials among libraries there be

1. general agreement among all academic departments that the materials can be moved and
THE FACULTY SENATE

2. assurance of reasonable access to all materials thus relocated, or

3. duplication of the materials in question in the same or other medium with due consideration given to faculty preferences before replacing one medium by another at a particular library facility.

Thank you for considering these items. Please inform me of your action on these recommendations.

Sincerely,

Wayne E. Wylie
Speaker, 1997-98

Enclosure
pc: Dr. Ronald G. Douglas, Executive Vice President & Provost
    Dr. James W. Kolari, Chair, Evans Library Council

APPROVED DATE