

LIBRARY COMMITTEE
(Revised December 9, 1993) (Revised March 29, 1995)

I. The purpose of the Library Committee is to enrich the University library's holdings for the use of the faculty and students. To fulfill its purpose, each year the Committee shall:

1. Allocate the library funds normally available between 1) book purchases, that is, monographs, biographies, and similar works; and 2) major research material, such as back issues of newspapers, copies of manuscript collections, and the like; and 3) the purchase of scholarly journals and other appropriate periodicals, as needed. Added March 29, 1995: In special circumstances the committee may allocate the full amount to book purchases.
2. Allocate the book purchase funds to each member of the department.
3. Allocate any funds remaining after the deadline for book purchase orders has passed.
4. Request members of the Department to submit requests for .major purchases of research materials, and select major purchases from among those recommended by Department members. In selecting major purchases the Committee shall be guided by the following priorities: 1) first priority shall be given to purchase requests within the scope of either Department focus, local history or military/diplomatic history, submitted by members of the Department who are qualified to direct doctoral dissertations. In practice, United States local history purchase considerations under this priority shall be limited to Texas local history materials likely to be used by doctoral candidates, and in all other cases, to material likely to be used by doctoral candidates. 2) Second priority shall be given to requests within either focus, submitted by members of the Department who are qualified to direct masters' theses. In practice, consideration under this priority shall be limited to those materials likely to be used by graduate students. The same local history limitations in category 1 shall apply to category 2. 3) Third priority shall be given to requests for materials outside the scope of either Department focus, but likely to be used by graduate students. 4) Fourth priority shall be given to requests for research materials from members of the Department who are developing new fields or areas of study, whether or not such materials are likely to be used by graduate students. 5) Fifth priority shall be given to all other requests.
5. Stress the importance of using individual allocations to strengthen adequately secondary materials in the member's field of specialization. Personal allocations shall not be used to purchase research materials.
6. Establish deadlines for the submission of book orders, for the submission of requests for the purchase of major research materials, for informing members of the status of their book accounts prior to the deadline for the submission of book orders, and establish other deadlines, or modify deadlines as may be required.

II. The Chair of the Department:

1. Is *ex officio* a member of the Library Committee.
2. In consultation with available members of the Library Committee, acts in the stead of the Committee to purchase library materials from funds additional to those normally allocated, and whenever the Fall Semester or the Spring Semester is not in session.

III. The Chair of the Library Committee:

1. Calls meetings of the Library Committee.
2. Conducts the election of a Committee secretary.
3. Appoints such other officers of the Committee as may be necessary.
4. Performs other duties listed elsewhere in these guidelines, or as the Committee may direct.

IV. The Secretary of the Library Committee:

1. Keeps minutes of the Committee meetings.
2. Publishes the minutes.

V. The person designated by the Department Chair to process and submit book orders to the University library shall, under the direction of the Department secretary:

1. Process orders as received.
2. Return all order information not on library order cards to the members of the Department submitting it.
3. Submit a member's orders to the University library until the orders have exhausted the member's allocation, then process, but no submit to the University library, any additional orders from the member.
4. Inform the Department members of the status of their individual book accounts at the time set by the Committee.
5. Inform the Chair of the Committee of the status of individual book orders and the total book allocations after the deadline for book orders has passed, and before the Committee meets to allocate any remaining book purchase funds.

VI. These guidelines may be amended by the agreement of the Library Committee and the Department Chair.