

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy Name: Division of Library and Research Technologies

SRSU Policy ID: FH 3.01

Policy Reviewed by: Executive Vice President and Provost

Approval Authority: President of the University

Approval Date: March 8, 2023

Next Review Date: March 8, 2028

The Division of Library and Archives exists to connect the students, faculty, staff, and broader communities of Sul Ross State University with information and services to facilitate creative exploration, intellectual growth, and scholarly pursuits in support of the library and archives missions, and the university's, mission, vision, and strategic plan.

All Library and Archives staff assist in carrying out the functions of the Division: administration and management (including professional development and advancement), technical services (including collection development, analysis, and management, and information technology and access), and public services (including circulation, interlibrary loan, outreach and community engagement, programming, readers' advisory, reference services, and teaching and instruction). Specific objectives of the Division are to provide the following resources and services:

- Comprehensive research assistance and prompt responses to reference inquiries in-person and online;
- An active program of partnering with faculty to provide instruction on Library and Archives resources and research for classes;
- Assistance in locating and using Library and Archives materials and other information resources during all open hours;
- A strong, well-balanced core collection of materials in a variety of formats to support the teaching, research, and service functions of the university;
- In-depth collections in disciplines offering Master's degrees;
- Current reference and general information sources to support the informational and recreational needs of the campus communities;
- Special collections as are deemed essential to fulfill the purpose of the Library and Archives;
- Convenient bibliographic, and, where feasible, full-text access to all collections for on-campus and distance users (including Rio Grande College students, faculty, and staff) through effective utilization of the campus network and adequate open hours;
- 24-hour access to library.sulross.edu with an internet connection, featuring access to electronic collections, online services, guides, and tutorials;
- Services for locating and obtaining materials from other libraries through a strong InterLibrary Loan program;
- Welcoming, safe environment(s) giving students, faculty, staff, and community a place to gather, relax, and learn that is outside of the traditional classroom; and
- A friendly and professionally trained staff to develop and administer the resources and services offered.

A. Bryan Wildenthal Memorial Library in Alpine

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

The Bryan Wildenthal Memorial Library building in Alpine serves as the hub for SRSU Library and Archives functions, contributing to the instructional and research programs of the university by selecting, collecting, organizing, making readily accessible, and assisting students, faculty, staff, and community in the use of information resources in a variety of formats, in-person and online.

1. Administrative and Management staff oversee building operations and security, facilities requests, personnel, budget and purchasing, and professional development and onboarding for the Division, in addition to public relations and webmaster responsibilities.
2. Technical Services staff select, manage, and oversee maintenance of the physical and electronic collections of the Division. These staff administer specialized software and technical skill to streamline and preserve access to information resources and services online, and physically move holdings (books, newspapers, and periodicals) through acquisitions, processing, and repair when necessary. Technical Services staff ensure the collections are high-quality, current, relevant, and useful. Technical Services staff run the InterLibrary Loan and ScanIt services to make information resources available to patrons.
3. Public Services staff are the face of the Library and Archives in-person and online, constantly working to improve and increase access to information. Public Services staff embody Ranganathan's (1931) five laws of library science: "books are for use; every person [their] book; every book its reader; save the time of the reader; a library is a growing organism." In public services roles, librarians create and maintain tools to teach library research and information literacy skills, conduct tours, and assist faculty in making library resources and services discoverable in the Blackboard LMS. At the front desk, library staff assist patrons, provide technical troubleshooting, and manage and circulate physical materials.

The most current information about the SRSU Library and Archives is available online at library.sulross.edu.

B. Library Services for RGC in Eagle Pass

Library Services for RGC are based in Building D on the Eagle Pass campus, with available and evolving services to the Uvalde and Del Rio campuses.

1. Working with all staff in the Division, Library Services for RGC staff focus on promoting, enhancing, and evolving library services to students, faculty, staff, and community based in Del Rio, Uvalde, Eagle Pass, and elsewhere.

In addition to the Division's objectives to provide specified services and resources, specialized objectives of Library Services for RGC include:

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

- a. Provision of materials requested from the physical library collections of the Bryan Wildenthal Memorial Library in Alpine and through InterLibrary Loan service with Direct Mail options, with material delivered directly to students, faculty, and staff via home delivery or on-campus pick-up;
- b. Customized information literacy programming and course instruction, in-person and online;
- c. Development of specialized and appropriate physical collections to be housed in Eagle Pass where feasible;

The most current information about Library Services for RGC is available online at library.sulross.edu/rgc.

C. Archives of the Big Bend in Alpine

The Archives of the Big Bend is located on the second floor of the Bryan Wildenthal Memorial Library building in Alpine. The Archives' holdings document the unique history and diversity of cultures in the region. The scope of the collection encompasses all nine counties of the Trans-Pecos region of West Texas and corresponding areas of northern Mexico, particularly the three counties of the Big Bend: Brewster, Presidio, and Jeff Davis Counties. Collections are available for use by students, faculty, staff, visiting researchers, and the general public in the reading room under supervision by Archives staff.

Archives staff collect, preserve, arrange, describe, and provide access to research materials, including manuscript collections, photographs, oral histories, maps, and the University Archives. Services include archival reference assistance, instruction on the proper handling and use of archival materials, and general or course-specific presentations. Archives staff engage in best practices to preserve physical and digital holdings. Archives staff also provide high-quality reproduction services.

The most current information about the Archives of the Big Bend is available online at library.sulross.edu/archives.

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

D. Archives of the Big Bend

The Archives of the Big Bend collects, preserves, arranges, describes, and makes available for use research materials, including manuscript collections, photographs, oral histories, maps, and the University Archives. The primary area of scope is the Big Bend region of Texas; secondary areas include the area west of the Pecos River and east of El Paso County in Texas and related areas of northern Mexico. The archives holdings document the unique history and diversity of cultures in the region.

Collections are available for use in the reading room under supervision by archives staff. Patrons include Sul Ross students, faculty, and staff; the general public; and visiting scholars and students. Services include reference assistance, instruction to patrons on the proper handling and use of archival materials, and general or course-specific presentations on archives holdings. Arrangements for class activities may be made by contacting the archivist.

Hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, and by appointment.