

Library Collection Development Policy

Texas A&M University at Qatar

Table of Contents

Library Collection Development Policy	1
1. Purpose	2
2. Community	2
3. Collection Focus	2
4. Selection Authority	3
5. Selection Criteria	3
6. Other Permanent Collections:	4
7. Temporary Collections	5
8. Electronic Books	5
9. Institutional Repository/Digitization	6
10. Maintenance and Deselection Guidelines	6
11. Donated Materials	7
12. Censorship and Content Restrictions:	7
Appendix A - Subject Areas of Importance	8
Collecting Level Definitions	8
Chemical Engineering	8
Electrical Engineering	9
Mechanical Engineering	12
Petroleum Engineering	13
Appendix B - Document History	16

1. Purpose

The primary purpose of the library at Texas A&M University at Qatar (TAMUQ) is to serve the information needs of the TAMUQ campus and the surrounding communities. The library supports the teaching, research, and outreach missions of the University in an environment that fosters learning and inquiry.

2. The TAMUQ Community

Since the fall of 2003, Texas A&M University at Qatar (TAMUQ) has offered Bachelor of Science degrees in chemical engineering, electrical engineering, mechanical engineering and petroleum engineering. Texas A&M at Qatar also offers two graduate degrees in chemical engineering since the fall of 2011: a Master of Science (M.S.) and a Master of Engineering (M.Eng.). In addition to engineering courses, Texas A&M at Qatar provides instruction in science, mathematics, liberal arts and the humanities. The curricula offered at Texas A&M University at Qatar are identical to those offered at the main campus in College Station, Texas. Courses are taught in English and in a coeducational setting. The reputation for excellence is the same, as is the commitment to training engineers equipped to lead the next generation of engineering throughout the world.

The Texas A&M University at Qatar Library serves a diverse community that consists of approximately 400 faculty and staff and 800 students. These library patrons come from many different cultures and backgrounds, primarily America, Europe, and the Middle East/North Africa region. The majority of students are undergraduates, however the university hosts a significant number of postgraduate students.

3. Collection Focus

As Texas A&M at Qatar is primarily an engineering school, the bulk of the collection is centered around engineering, technology, and general science. Other disciplines and fiction items make up a smaller percentage of the collection.

The primary areas taught and researched are the four engineering disciplines:

- Chemical engineering
- Electrical engineering
- Mechanical engineering
- Petroleum engineering

Specific subject areas within these disciplines can be found in [Appendix A: Subject Areas of Importance](#). These areas will be prioritized and should make up the majority of the library collection.

Of special concern are interstitial topical areas that might support emerging research interests specific to the collaborative projects between TAMU Qatar and other universities and industrial partners throughout the world. These are varied and broad in nature, but the library will work with researchers to include relevant and supportive materials.

Secondary subjects that support the core curriculum or research interests include courses in the Humanities and Basic Sciences. Basic as well as specialized materials are collected by faculty request as relates to teaching. These are primarily, but not limited to:

- Chemistry
- Communication
- Education and Instruction
- English
- Geology
- History
- Literature
- Mathematics
- Material Sciences
- Physics
- Political Science
- Psychology

Collections are organized using the Library of Congress (LOC) call number classification system except where it is determined by the library director that another system would be more appropriate.

4. Selection Authority

Final authority for selecting materials for the TAMUQ library rests with the library director. The library director is also responsible for monitoring the collection and updating the collection development policies as needed. The director may temporarily delegate these duties to any employees or other agents as they see fit.

5. Selection Criteria

Items will be selected for inclusion in the main collection based on the following criteria:

- **Patron requests:** Highest priority will be given to requests from library community members for material that cannot be procured through other means.
- **Textbooks:** Books being used for courses are also the highest priority for inclusion. At least one (1) physical copy of each textbook used in a course will be purchased and retained by the library. As a general rule the library will keep copies of at least the two (2) newest editions of each course textbook. While being actively used in a course, textbooks will be housed in the Textbook Collection.
- **Subject Matter:** High priority will be given to material that is related to Engineering, technology, or general science. General educational items will also be prioritized. Other subjects will be included at a lower priority to round out the collection.
- **Language:** The TAMUQ Collection is generally an english language collection. Exceptions to this rule will be made on a case by case basis based on need, relevancy, and availability.
- **Currency:** The most current editions of items will be prioritized over older items. Items which are no longer relevant or outdated should not be included without justification. Items less than 10 years old are higher priority than older items.
- **Relevance and Authority:** Items should be selected based on their relevance to their field and the authority of their authors.
- **Geography:** Works published in all areas will be considered for inclusion. Items by local (Qatar and Gulf Region) authors or items dealing with local culture, language, religion, politics, history, and people will be prioritized if relevant to the collection.
- **Item quality:** New items will be purchased before used books in order to ensure their shelf life. For the same reason, Hardcover books are preferred to soft cover. Items which have been heavily used or are in poor condition will not be included in the collection unless no other options are available.
- **Suitability for Target Audience:** Items should generally be aimed at a high school and above reading level. College and advanced level material is preferred.
- **Space:** Decisions should be made in consideration of the library's physical space limitations. As it is a small space with little room for growth, collection development should include a similar amount of deselection to ensure stacks are not overcrowded.
- **Budget:** Selections may be limited due to budget constraints. Alternative versions of material may need to be considered at times for budgetary reasons.
- **Availability:** The library's location, vendor contracts, and shipping constraints mean that not all desired items may be available for purchase. The library must, by necessity, work within these constraints when necessary.

6. Other Permanent Collections:

- **Media (Qatar,med):** This collection contains visual and audio media on DVD and Blu-Ray Discs. With the advent of streaming media, DVDs and Blu-rays are becoming

less popular and less in demand. As such, items for the media collection will currently be added only at the specific request of patrons.

- **Equipment (Qatar,res):** Physical equipment is popular and high-use. Items should be replaced and new items should be added based on the needs of patrons, relevance of the technology, and availability of budget.
- **Foundation Readers (Qatar,rea):** The Foundation Reader Collection is meant to serve as an aid for students in developing English language skills. It is a relatively static collection. The collection should be reviewed periodically for use and relevance. Items will be added to meet the needs of professors and students as necessary.
- **Study Guides (Qatar,stg):** This Collection includes books which are meant for study and review for standardized tests (SAT, ACT, GRE, LSAT, etc.). Items in the study guide collection should be relevant and up to date, and focused on tests that many students need to prepare for. The collection should be regularly reviewed and older items should be replaced with newer ones.
- **Periodicals and Serials (Qatar,ser):** Physical subscriptions to periodicals should be relevant to engineering, science, technology, or education. As physical use of journals is shrinking, this collection is expected to likewise shrink over time.
- **Reference (Qatar,ref):** These items are meant for quick reference and include encyclopedias, handbooks, dictionaries, and other general reference materials. Due to space limitations, the reference collection is small and limited only to items that are not available online. Items will be added only as necessary or as requested by patrons.

7. Temporary Collections

- **Textbook Collection (Qatar,txt):** This collection contains all textbooks currently in use by classes for the current semester, as limited by availability. These items have a limited checkout period so as to ensure availability to all students.
- **New Books Collection (Qatar,new):** This collection contains selected books which are being showcased in the library display cases. These items are periodically replaced by library staff as needed.

8. Electronic Books

All E-book access is held in common with TAMU main campus library. Access to E-books will be purchased in accordance with need and availability. As with physical books, priority will be given to items which are requested by patrons. The library will ensure that any book which is being used as a textbook for a class is purchased in electronic format, subject to availability, budget, and other constraints. When feasible, multiple user licenses should be prioritized in order to ensure access for patrons.

E-books should also be considered when items are not available physically, or when cost; shipping issues; or timeliness of acquisition is a factor.

9. Institutional Repository/Digitization

[OAKTrust](#) is an open access digital repository for collecting, preserving, and distributing the scholarly output of Texas A&M University and its partners (Including TAMUQ). It provides increased access to the intellectual output of the University's research and scholarship endeavors, fosters the preservation of these digital copies for future generations, promotes increasingly rapid advances in scholarly communication, and helps deepen community understanding of the value of higher education. TAMUQ maintains its own subsection of collections on the OAKTrust platform.

Special TAMUQ collections include:

- Faculty research and publications.
- Student honors papers and senior design projects.
- Campus history, including oral history interviews, photographs, campus publications and documents, event information, news clippings and press releases.
- Internal TAMUQ documents.

10. Collection Maintenance and Deselection

Items will be removed from the collection based on the following criteria:

- **Datedness:** Outdated or no longer relevant items may be removed to allow space for newer items. Textbooks that are more than one edition out of date should generally be removed unless there are extenuating circumstances.
- **Condition:** Items which have deteriorated or are otherwise in bad condition should be removed from the collection. They may be replaced with newer copies if deemed necessary.
- **Space:** Since the library's physical shelf space is limited, items may need to be periodically removed in order to make room for newer items.
- **Usage:** Item usage statistics should be examined before removal of items. Items which are high use should generally remain in circulation or be replaced with newer versions. Items which have not been used in several years can generally be removed.
- **Obsolescence:** Media materials in obsolete formats may be considered for replacement, preservation, or withdrawal.
- **Lost Items:** Items declared "missing" or "lost" may be withdrawn or replaced.

11. Donated Materials

The TAMUQ library generally accepts all donations of books and other information materials. These items will be reviewed for inclusion in the collection based on the same guidelines as purchased materials. Items which are not added to the library collection will be offered free of charge to students and faculty, or disposed of. The library reserves the right to refuse acceptance of any donated materials for any reason.

12. Censorship and Content Restrictions:

Like the main TAMU campus in Texas, TAMUQ operates on the basis of academic openness and intellectual freedom. Its courses and degrees are identical to those offered by the main TAMU campus in Texas, which brings with it the need for open academic discourse in a welcoming environment. In accordance with the American Library Association's [Library Bill of Rights](#), the TAMUQ library strives to provide materials supporting all points of view to people of all walks of life in an equitable manner. Items in the TAMUQ library will not be censored for content and users' information usage will not be monitored in any way while accessing the library or its materials. Material will not be excluded from the collection based on partisan, moral, national, or doctrinal concerns. Access to materials will not be limited based on users' race, religion, national origin, or other status.

As the library is located within an academic institution, it is assumed that patrons of the library are able to bear responsibility for their own consumption of information and materials. At no time will the library assume responsibility for a patron's use of its resources. The library and its representatives will not act *in loco parentis* (as parents) at any time. Children in the library should be accompanied by parents or other guardians at all times.

Patrons who take issue with any items included in the library collection should express their concerns to library staff or directly to the library director. Any concerns will be dealt with on a case-by-case basis under the consideration of local law, academic integrity, and fair use.

Current Library Director:

Shaun Torres

shaun.torres@qatar.tamu.edu

+974.4423.0404

Appendix A - Subject Areas of Importance

Collecting Level Definitions

Basic Level:

Collections that serve to introduce and define a subject and to support the needs of general library users through the first two years of college.

Instructional Support Level:

Collections that provide information about a subject in a systematic way and support the needs of general library users through college and beginning graduate instruction.

Chemical Engineering

General Support

Classification	Subject	Collecting Level
TP 1- 365	Chemical Technology	Basic
TP 778-1185	Chemical Technology - industries	Basic
TS 1-1935	Manufacturing	Basic

Curricular Support

QA 401	Engineering Mathematics	Instructional Support
--------	-------------------------	-----------------------

QA 901	Fluid Mechanics	Instructional Support
QC 320	Heat Transfer	Instructional Support
QD 251 – 253	Organic Chemistry	Instructional Support
QD 453	Physical Chemistry for Engineers	Instructional Support
TA 330	Engineering Mathematics	Instructional Support
TJ 265	Thermodynamics	Instructional Support
TP 55	Safety Engineering	Instructional Support
TP 155.5	Chemical Engineering Plan Design	Instructional Support
TP 156	Heat Transfer	Instructional Support
TP 157	Chemical Engineering Materials	Instructional Support

Electrical Engineering

General Support

Classification	Subject	Collecting Level
-----------------------	----------------	-------------------------

TK 1-7884	Electrical Engineering. Electronics	Basic
TK 1-5104.2	Electrical Power or Energy	Basic
TK 5107-7805	Telecommunication	Basic
TK7806-8404	Electronics	Basic
TK 9900-9971	Popular or general topics in electronics	Basic

Curricular Support

Classification	Subject	Collecting Level
QA 76-76.9	Computer Architecture and Design	Instructional Support
QA 273-74	Random Signals and Systems	Instructional Support
QA 4023	Linear Control Systems	Instructional Support
QP 461	Electric and Magnetic Fields	Instructional Support

TJ 220	Linear Control Systems	Instructional Support
TJ 213-223	Digital Control Systems	Instructional Support
TJ 213-223	Digital Signal Processing	Instructional Support
TK 454	Electrical Circuit Theory	Instructional Support
TK 2000	Electric and Magnetic Fields	Instructional Support
TK 7868-7895	Digital Systems Design	Instructional Support
TK 5102	Random Signals and Systems	Instructional Support
TK 5103-5105	Digital and Wireless Communications	Instructional Support
TK 7816-7867	Electronics	Instructional Support
TK 7871	Electronic Properties of Materials	Instructional Support
TK 7881	Power Electronics	Instructional Support
TK 7895	Microprocessor Systems Design	Instructional Support

Mechanical Engineering

General Support

Classification	Subject	Collecting Level
TJ1 - TJ 1570	Mechanical Engineering and Machinery	Basic

Curricular Support

Classification	Subject	Collecting Level
QA	Dynamics Systems and Controls	Instructional Support
QA 274	Statistics and Particle Dynamics	Instructional Support
QA 845	Dynamics and Vibration	Instructional Support
QC 320	Heat Transfer	Instructional Support
TA	Dynamics Systems and Controls	Instructional Support
TA 165	Mechanical Measurements	Instructional Support
TA 174	Materials and Manufacturing Selection	Instructional Support

TA 350	Solid Mechanics	Instructional Support
TA 357	Fluid Mechanics	Instructional Support
TA 401-03	Materials Science	Instructional Support
TA 404	Materials and Manufacturing Selection	Instructional Support
TA 405	Mechanics of Materials	Instructional Support
TA 418	Engineering Analysis for Mechanical Engineers	Instructional Support

Petroleum Engineering

General Support

TN 600-799.4	Nonmetallic Minerals. Petroleum	Basic
TP 685-700	Petroleum Refining	Basic

Curricular Support

QA 612.6	Statistics and Particle Dynamics	Instructional Support
-----------------	---	------------------------------

QE 26-261	Physical Geology	Instructional Support
QE 33.2	Geostatistics	Instructional Support
QE 429-499	Petrology	Instructional Support
QE 501	Structural Geology and Tectonics	Instructional Support
QE 571	Sedimentology and Stratigraphy	Instructional Support
TA 329-348	Engineering Mathematics. Analysis	Instructional Support
TA 605 – 645	Mechanics of Materials	Instructional Support
TD 878	Geostatistics	Instructional Support
TJ 265	Principal of Thermodynamics	Instructional Support
TN 87-871	Well Performance	Instructional Support
TP 690.3	Petroleum Drilling Systems	Instructional Support

TN 865-871.3	Petroleum Production System	Instructional Support
TN 270-273	Prospecting	Instructional Support
TN 870 -870.5	Geology of Petroleum	Instructional Support
TP 870 - 870.5	Petroleum Engineering	Instructional Support
TN 870.5 – 871	Reservoirs Petrophysics	Instructional Support
TN 870.5-871	Reservoir Models	Instructional Support
TN 870-871.2	Drilling Engineering	Instructional Support
TN 871	Reservoir Fluids	Instructional Support
TN 871	Reservoir Development	Instructional Support

Appendix B - Document History

Action	Date/Initials	Date/Initials	Date/Initials	Date/Initials
Draft/Update	04/15/2009/ct	6/23/2009/ct	4/19/2023 SDT	
Reviewed by Discipline Group	5/21/09			
Reviewed by Funding Governance Committee		7/1/2009		
Approved by Head, Collection Development Operations		6/30/2009 CNP		