APPENDIX B: THE UNO FACULTY AUTHORS COLLECTION

After many years of sporadic efforts to collect publications by UNO faculty authors, in April 2001 the Earl K. Long Library instituted the UNO Faculty Authors Collection, which is housed in and administered by the Louisiana and Special Collections Department. With materials already in Special Collections as its nucleus, this collection will be expanded—by donation, purchase, and transfer from the library’s circulating collection—to include additional works, current and past, by UNO faculty authors. Because of the impossibility of obtaining copies of all relevant works, the Library is also initiating a comprehensive database which will include citations, print and electronic, reported by UNO faculty authors. The Chair of the Louisiana and Special Collections Department shall serve as collection development librarian for the UNO Faculty Authors Collection.

WHO IS A UNO FACULTY AUTHOR?

The basic criteria are authorship, as indicated by the appearance of one’s name on the title page (or, in the case of journal articles or collected essays, following the title), and, usually, employment on the faculty at the University of New Orleans at the time a particular work was published. This includes permanent, part-time faculty but excludes temporary adjunct faculty. Materials published before an author became employed at UNO may be included if the author spent a substantial part of his/her career here. Research publications from departments, research institutes, centers, etc., will be included, as well as publications by individuals.

WHAT IS INCLUDED?

- Monographs by UNO faculty authors, entirely or in collaboration with others
- Textbooks by UNO faculty authors, entirely or in collaboration with others
- Collections of essays when the editor or any contributor is a UNO faculty author
- Editions of papers or documents edited by UNO faculty authors
- Offprints or photocopies of articles by UNO faculty authors, entirely or in collaboration with others, or copies of individual issues in which the articles appear
- Commercially published nonprint media presenting performances, works of art, etc. by UNO faculty
- Research publications from departments, research institutes, centers, etc.

WHAT IS EXCLUDED?

Journals edited by a faculty member

Book reviews

Revised 2011
Conference papers, not otherwise published
Unpublished theses and dissertations
Nonprint media that are not commercially published

**HOW DO WE OBTAIN PUBLICATIONS BY UNO FACULTY AUTHORS?**

**MONOGRAPHS**

Donation from the authors

It is hoped that publicity and interest surrounding the UNO Faculty Authors Collection will foster donation specifically to the collection. To as great an extent as possible, the collection development librarian for Special Collections will contact faculty authors of new books to suggest that a gift would be welcome. Other collection development librarians are requested to encourage gifts when it is convenient to do so, such as in an annual Fall message to the faculty of their departments.

When other collection development librarians receive gift books by UNO faculty authors, these donations should be sent to the collection development librarian for Special Collections with a gift form or note indicating that the book is by a UNO faculty author and which collection development librarian sent it.

**Purchase**

If funds become available, second copies of high-demand circulating books by UNO faculty authors shall be purchased for the UNO Faculty Authors Collection by the collection development librarian for Special Collections. Recommendations by other collection development librarians shall be welcomed.

**Transfer from stacks**

Books may be transferred from the circulating collection to the UNO Faculty Authors Collection at the discretion of the collection development librarian for Special Collections if either of the following criteria is met: (1) multiple copies are available in the stacks, and at least one circulating copy will remain available; or (2) in the case of a single copy, it has not circulated for at least five years. Books that fail to meet either criterion remain in the circulating collection. The collection development librarian for Special Collections shall contact other collection development librarians in case of doubt (e.g., multiple volumes with varying circulation history) or to propose exceptions.

**ARTICLES**

Donation from the authors of offprints, issues of journals, or photocopies

Revised 2011
Articles from journals shall be collected only when the authors provide copies. No effort shall be made to photocopy articles from journals owned by the library or to secure articles from other journals through document delivery. Donated articles shall be collected regardless of whether the library owns the journals containing them. Authors are expected to provide complete bibliographic information (title, volume number, and date) of the source in which the article was published.

CITATIONS
Reported by authors

A bibliographic database containing citations to works by UNO faculty authors shall be maintained by the collection development librarian for Special Collections. Criteria for inclusion in the database are the same as criteria for addition to the UNO Faculty Authors Collection (see “What is included?” and “What is excluded?” above). Retrospective data shall be added as time permits. The database shall be made available electronically via the Louisiana and Special Collections web page. A mechanism for obtaining data shall be established in cooperation with the deans of the colleges.

HOW ARE THESE PUBLICATIONS ARRANGED AND HOUSED?

MONOGRAPHS

Fully cataloged, with “UNO faculty author” note in OPAC.

Housed in Special Collections in the bookcases in the Reading Room

ARTICLES

Not cataloged

Housed in file folders (arranged alphabetically by author’s surname) in file cabinets in UNO Archives area

CITATIONS

Include standard bibliographic data

Data available in alphabetical lists (arranged by author’s surname) of all contents and of items added during the current academic year, and in lists arranged by department

Revised 2011