

STScI Library Collection Development Guidelines

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I. Introduction

Purpose

This Collection Development plan is intended to guide STScI Library staff and inform other STScI staff and the wider astronomy community of STScI Library standards for selecting material (accessions), removing materials (deaccessioning), sharing, or purchasing materials. It may also serve as the basis for cooperative collection agreements with other astronomy libraries, e.g., AURA-affiliates, NASA, LISA network, JHU, etc.

Audience

The STScI Library serves all STScI staff and a number of external communities, with an emphasis on these user groups:

- Research astronomers and scientists
 - Early career/postdocs
 - Established astronomers and scientists, at Assistant Astronomer and STScI Scientist levels and above
- Various STScI Science Committees and the Executive Committee
- Engineers (Spacecraft and Flight Operations) and more specifically the JWST flight operations team
- Software engineers
- Business and administrative professionals
 - Human Resources
 - Business Resource Center
 - Grants
- STScI Leadership
- Information Technology Services Division (ITSD) staff
- Data science personnel
- Science communications staff (Office of Public Outreach)
- Optics and instrumentation personnel
- Institute working groups and forums (Diversity & Inclusion, Invision, Managers' Forum, ad-hoc)
- Interns and summer students
- Visitors
- ADS staff
- JHU staff, esp. Bloomberg Physics and Astronomy students and faculty
- Other astronomy libraries and their research staff, including USNO, Goddard, ESO, JPL, NRAO, Carnegie Institute, and other AURA centers such as D.C. administration and NOIRLab
- More broadly, other libraries in the OCLC sharing network and their constituents

About the Library

STScI serves as a prime contractor to NASA for the purpose of supporting the science operations of the Hubble Space Telescope (HST) and both the science and flight operations of the James Webb Space Telescope (JWST). The institute is also actively engaged in the concept and development of future and

proposed missions, including the Nancy Grace Roman Space Telescope (RST, formerly WFIRST) and Large UV/Optical/IR Surveyor (LUVOIR).

STScI is part of the Association of Universities for Research in Astronomy (AURA). AURA centers do not manage joint library collections in print and/or electronically. Each institution budgets for and maintains its own collection for local staff but actively shares when possible in accordance with applicable copyright laws, licensing contracts, and interlibrary loan policies.

The STScI Library provides knowledge services, networks, and resources enabling the science and missions of STScI and the astronomical community. The library was founded in 1982 with the institute, but without full space or funding. The initial collection was built from discarded George Washington University and USNO texts. Some of these original texts still remain. Library staff are actively engaged in deaccessioning, i.e., permanently removing, texts that no longer or never did fit the scope of STScI research and administrative needs.

Purchasing decisions are intended to directly support the institute's mission and four strategic goals.

STScI Mission

We help humanity explore the universe with advanced space telescopes and ever-growing data archives.

STScI Strategic Goals

- Excel in the science operations of NASA's current and future astrophysics flagship missions
- Advance state-of-the-art astronomical research, archives, and tools for scientific discovery
- Make the world's astronomical information accessible to all
- Promote an inclusive, equitable workplace and cultivate a diverse, engaged workforce

II. Resource sharing

Cooperative agreements and sharing networks

The STScI Library is a member of the worldwide OCLC WorldShare interlibrary loan community and reserves the right to pursue works suggested for purchase through interlibrary loan first in order to determine the appropriateness of the material for purchase. Typically, materials copyrighted more than five years ago will be pursued as an interlibrary loan, unless the material is the most recent work on a given topic and/or is highly relevant to the research and general interest areas that STScI Library actively collects, as defined in the **Subject Analysis** below. Earlier editions of works currently owned by the STScI Library will typically be borrowed via interlibrary loan, rather than purchased.

The STScI Library is also a part of the PAMNet (Physics-Astronomy-Math (PAM)) Division of the Special Libraries Association (SLA) and the "Astrolib" (Astronomy Libraries Worldwide) community that meets every three-four years for the Library and Information Services in Astronomy (LISA) conference. Resources – typically journal articles, observatory publications, and historic materials – may be pursued through these networks if purchase to article rights or a standard subscription is not economical, WorldShare interlibrary loan or JHU access is not an option, and/or the content falls outside the scope of STScI's primary collection.

Last updated January 2022

Johns Hopkins University Library Access

The STScI Library and all STScI staff have on-site access to the JHU Eisenhower Library on the Homewood Campus in Baltimore. All STScI staff are eligible to borrow JHU materials that circulate, and can use nearly all JHU electronic resources such as databases and e-journals **on site** in the Eisenhower Library. One major limitation is that most JHU-licensed ebooks remain unavailable for download due to publisher restrictions. Unlike most e-journals, the majority of JHU ebooks can only be viewed on-site but not copied or downloaded. The STScI Library and STScI staff do not have the rights to use JHU-licensed e-resources off site, unless the staff member is also a JHU student or faculty member. The JHU Library is undergoing its own major deaccessioning and floor space redesign starting in 2016, and anticipated to last through mid-2020s. The STScI Library can rely on continued on-site access to journals and databases, but cannot depend on JHU for print texts that would reasonably be found in STScI's own collection. Many may be moved to off-site JHU storage or removed entirely from the JHU collection through the 2020s. Supplemental research in pure physics, humanities and social sciences affecting research, and journals for which there are relatively few requests per year (<50) are the most common materials retrieved or borrowed from JHU.

III. Collection Criteria and Evaluation

General philosophy

As a small-scale library, the STScI Library's collection is intended to meet the needs of the institute's users and support the institute's current and projected goals. Broadly speaking, the library collection is not meant to serve as a historic repository but keeps pace with changes in the institute and in the astronomical and related fields. This understanding guides the selection of new materials for acquisition, informs the evaluation of existing and legacy collections for retention or removal, and motivates the transfer of weeded materials to institutions that created the material or that have a funded mandate for preservation (see **Deselection Procedures** and consult "Collaborative Collection Development" by Hargis, Aronson, Novacescu in the LISA IX Proceedings for supporting information).

Formats

Electronic versus Print Formats

The STScI Library is actively pursuing an electronic collection in order to meet the needs of its satellite campuses, i.e., the Rotunda, and hybrid workforce. Electronic versions of books and journals are also considered for the purpose of limiting physical shelf space and to allow for better return on investment in cases where a single electronic copy is accessible to two or more individuals simultaneously. This means, whenever available, the STScI Library will first consider digital content, and then consider print if:

- a) The material is unavailable in a digital format;
- b) the individual, class, or research group requesting the material specifically asks for print;

- c) it is determined by library staff that print resources are needed to provide current representation on topical areas where the print collection is out of date;
- d) the title is identified as a core text, as defined under **Reference Collection** or **Appendix A**. These titles are typically purchased in both print and electronic formats when available.
- e) Economically, print is a better use of library funds given the content matter, likely number of library customers who would use the text, and type of usage.

eBooks

eBooks are the preferred format for standard monographs. eBooks can and often do cost substantially more than their print counterparts, but in some cases may be accessible to two or more simultaneous users without an increase in price per copy. eBooks are purchased through a variety of sources; see **Appendix B** for more information (internal access only). The most general platforms currently available include the EBSCOhost and ProQuest eBooks Central services. Most titles of research and general scientific/technical interest are available through one of these two services or via an academic publisher such as Cambridge University Press or Springer with whom the STScI Library already has a contract.

The library does not purchase eBooks via Kindle and similar proprietary services since these are tied to individual accounts and not institute-wide copies. In cases where account specific access is the only option, the library generally recommends that the staff member's sponsoring office or division make the purchase for the individual.

Audiovisual material

The STScI Library retains a very selective collection of CDs, mainly containing astronomical data that the Institute was instrumental in producing and publishing. These types of CDs are retained only if there is not a comparable product online. Many of the remaining CDs, if under STScI copyright, will be converted to other digital formats and made available through the STScI archive and/or MAST rather than the library.

The DVD collection is at a minimum and focuses on material produced by or about the Institute. The Library is no longer actively purchasing DVDs, even if related to Hubble or JWST, because so much of this material remains accessible through the public library system in Maryland, popular streaming services, or interlibrary loan. Other audiovisual formats, such as microfilm, microfiche, and floppy disks, have been removed from the collection since the library does not maintain hardware that will allow these formats to be read.

The library generally does not purchase audiobooks in physical format (CD, mp3) due to cost and limited interest. The most common audiobooks requested are related to management, leadership, and mass media topics in science. Many of these are available at no added cost as part of the STScI Library license for the Skillsoft and O'Reilly online learning platforms or via Maryland and other state public libraries/interlibrary loan; the STScI Library will assist staff with locating a free copy. Most EBSCOhost and ProQuest eBook Central ebook titles are compatible with standard screen readers and low vision software if accessibility is of concern. The library does not purchase audiobooks via Audible and similar commercial services as these are tied to individual accounts and not institute-wide copies.

Software

The STScI Library does not collect software. Refer to the institute's [GitHub policy](#) (internal access only) if software preservation is required for your work.

Newspapers

Newspaper subscriptions are managed and accessed via the Office of Public Outreach (OPO). STScI Library staff can assist users with locating current and historical newspaper articles via the Maryland public library system's online databases as needed.

Scope

Languages

Current acquisitions focus on English language materials. Foreign language print periodicals and retrospective monographs are maintained on a case-by-case basis.

Geographical coverage

American and European publications form the bulk of the collection with the inclusion of significant works from international or regional astronomical societies and observatories, and a limited set of worldwide works on archaeoastronomy.

Chronological coverage

Subject history is covered at a basic study level; emphasis is placed on 20th and 21st century materials. "Core texts" (see **Appendix A**) are retained regardless of the date of publication and if removed are generally replaced by updated editions or similar, modern works.

Current/retrospective coverage

Acquisitions are almost entirely in current releases and newer materials, defined as items published in the past five years, or in earlier works that represent the most current publication available on a given topic. Examples of earlier works which may still qualify as "current" despite being published 10+ years ago are core industry spacecraft engineering texts for which the earliest available edition is dated in the 1990s or early 2000s. Should a revised edition become available, the STScI Library would purchase it, and likely remove the earlier text. Retrospective works are purchased/retained selectively to replace or maintain core texts, or at the request of research staff if the retrospective work cannot be obtained via interlibrary loan or the library's networks.

Duplication

Typically, the STScI Library purchases single rather than multiple copies of print works. The library may elect to purchase both print and electronic for titles depending on user demand and institute need. Duplicate print and digital copies will be maintained for core texts (see **Appendix A**), for core materials in satellite locations, and for content with significant STScI authorship or subject treatment. Works related to a class, training, or speaker series, or which are expected to remain highly relevant through the next decade, will also be considered for duplicate copies.

With the exception of these cases, available electronic versions will be considered in lieu of, rather than as a supplement to, print access. The decision to purchase an ebook licensed for single, multiple, or unlimited use is based on publisher pricing models/availability, the library's budget, and user demand

across the institute. In general, ebooks are purchased with a three-user license when possible in order to accommodate STScI's hybrid workforce.

Types of publications

Periodicals (electronic and print)

If research using data from HST, JWST, RST, or other future missions is published within a journal, it is eligible for inclusion in the library's subscriptions. Library and MAST staff must have access to fulltext content in order to assess whether articles belong in the mission bibliographies. Research dependent on data from MAST missions, such as Kepler/K2, IUE, TESS, GALEX, etc. must also be accessible to MAST staff for evaluation. Likewise, if STScI staff publish in a given journal, it is eligible for inclusion, though not every journal STScI staff currently publish in or historically contributed to may be included due to budgetary constraints.

Adapting the National Oceanic and Atmospheric Administration (NOAA) Library policy, "electronic journal titles are intended to be actively weeded each year if the price per download rises above the threshold where article purchase on demand becomes more cost-effective." The point at which article purchase on demand becomes cost-effective depends on each title, with cost per download ranging from \$20 to \$100+ for individual purchase. Typically, the STScI Library will not discontinue an electronic journal unless a downward trend in fulltext downloads continues for three or more years. In these cases, feedback from staff is also considered before making a final determination to eliminate a subscription. In most cases, the library retains the rights to the years licensed in the past, but not future years; exact terms depend on publisher licensing.

As a general rule of thumb, journals featuring <50 articles per year may be accessed via JHU or other academic libraries as needed. A journal is appropriate for interlibrary loan only in cases where the library can reasonably expect staff to request five or less articles from the most recent five years. This is in order to comply with copyright law and [CONTU guidelines](#) whereby interlibrary loans are not meant to take the place of an institutional subscription. For journals where the library expects to need five or more articles in recent years, on site access via another academic library such as JHU, purchasing rights to articles one-by-one, or a direct subscription may be appropriate.

The STScI Library may pursue electronic "archive", i.e., backfile collections for high-use journals in order to remove physical volumes. The library has removed as many bound print journals as possible whenever permanent, duplicate access exists online and/or library staff can confirm that fifteen or more major astronomical libraries still retain print access, in cases of historical content. The library reviews holdings via OCLC for the following institutions when making decisions about journal access, both print and online: Johns Hopkins University, United States Naval Observatory, University of Maryland, University of Delaware, Harvard/CfA Wolbach Library, Princeton University, Stanford University, University of California, CalTech, NASA libraries, University of Colorado, and MIT, among others.

In addition to the above safeguards, the STScI Library frequently repatriates society publications with the society or university which originally published the content when removing it from the STScI Library. Many institutions and society publishers did not maintain complete holdings of their own publications. The STScI Library donates journal and observatory content back to the original society whenever

possible. This ensures the organization which has the rights to digitize the material now have the content in order to make it accessible to the wider astronomical community. In most cases, STScI is not legally permitted to digitize content in bulk even if it had the resources and staff available to do so.

Monographs (electronic and print)

See **eBooks** and **Subject Analysis** sections.

Textbooks

Selected to provide basic coverage of topical areas where collection occurs at the *basic study* or *advanced study* levels; textbooks will also be selected in order to provide introductory and foundational knowledge in areas where collection occurs at the *research* level (ex: astronomy, physics, and optics).

Conference proceedings

Proceedings of key conference and society meetings are available primarily through electronic subscription. Print collections of proceedings are maintained for some influential series, such as the recent IAU Proceedings. The library is actively removing most duplicate print and redistributing to less well-resourced astronomy libraries when possible.

- ASP (Astronomical Society of the Pacific, i.e., PASP): most print volumes have been removed unless the conference was hosted at STScI, or deals substantively with STScI and MAST missions.
- EAS (European Astronomical Society): 2001 – 2016, complete series online; little to no print duplication.
- IAU (International Astronomical Union): 1928 – current online, with gaps in coverage. For ease of access, print volumes that cover gaps in online coverage as well as the most recent 5 years in print are held in the main stacks. Earlier volumes are accessible to all users in the library Annex.
- SPIE (Proceedings of the SPIE): The entire SPIE Digital Library is accessible to STScI staff, including Proceedings of the SPIE, SPIE ebooks, and other ad hoc conference proceedings. Little to no print duplication.
- *AIP (American Institute of Physics) formerly available 1970 – current; online access ceased in 2020 since subscription was rarely used over a period of 5 years. Few duplicate print. Individual AIP proceedings may be requested via interlibrary loan or article-by-article purchase.

Chronological series and publications

Chronological works such as the Astronomical Almanac are made available in print if complete online access is not available, or the online option is less comprehensive than print.

- Annual Reviews – v. 1 to current; will continue to be held in print for ease of use even though online duplication exists; conservative approach at the request of STScI research staff. The most recent 5 years in print are held in the main stacks with earlier volumes accessible to all users in the library Annex.
- Apparent Places of Fundamental Stars – this has mostly historic value for researchers interested in the previously measured location of objects. The most recent 5 years in print are held in the main stacks with earlier volumes accessible to all users in the library Annex. Print may be removed in future if a quorum of institutions with historical collections can make content available as needed to STScI staff.

- Astronomical Almanac – will continue to be held in print for the entire run; no decent online equivalent though widely available at many institutions including USNO which publishes it. Most applicable to solar system objects. The most recent 5 years in print are held in the main stacks with earlier volumes accessible to all users in the library Annex.

Popular works and biographies

Collected at a basic level for the general interest of scientific staff; also meets the needs of non-scientific staff at the Institute seeking to enhance their understanding of STScI research, as well as Office of Public Outreach writing.

Dissertations

The STScI Library maintains a collection of print dissertations written by current or former staff if deposited, but is not actively adding to this collection. There is also a collection of dissertations requested in the past for research purposes. The Library's dissertation holdings will be reduced over time, dependent on online duplication via the publishing university, ADS, and ADS-ingested dissertation repositories such as [AstroGen](#) or the [Astronomy Thesis Collection](#) on Zenodo.

Special collections

Space Telescope Science Institute Publications

Where possible, the STScI Library collects at least two copies of published works that are authored by STScI, to which STScI is a major contributor, or which discuss STScI or its missions significantly in subject matter. This applies to technical, government, and scientific publications. Generally, only one copy of popular works about STScI and/or its missions will be purchased because they remain widely available through the Maryland public library network and the WorldShare interlibrary loan community in the event of loss or damage. Typically, one additional copy of STScI-authored technical, government, or scientific materials – with the exception of standard refereed journal articles – are also deposited with the STScI Institutional Archive digitally and/or in print. Records, papers, photographs, technical reports, non-monographic, electronic publications, and other materials documenting the history of the Institute are maintained separately by the STScI Institutional Archive.

Observatory publications

The STScI Library houses a unique mix of annual reports, newsletters, and observing manuals from observatories across the globe. We are actively working with the observatories and organizations that produced the materials to transition to online access while ensuring unique historical copies are preserved either in ADS, with the content creators, or at STScI if necessary. As of 2010, about 50% of the library's existing observatory materials were indexed by ADS and about 33% was available full-text online. The print footprint of this area will be reduced over time. This area requires the most curation because few copies exist worldwide for many of these publications. In some cases the observatories, societies, and educational institutions who produced the original content are no longer in existence. These "orphaned works" require the most care when making decisions and the greatest level of coordination with ADS, USNO, the IAU, and/or the Library of Congress.

Reference Collection

For ease of access, print books at the STScI Library are almost exclusively circulating. The Library's small legacy Reference collection was integrated into the circulating stacks in 2018. A truly minimal number of print materials remain non-circulating, e.g., Allen's Astrophysical Quantities. These works are appropriate for brief consultation and can be found interfiled with the main print book collection. Typically, at least one print circulating copy and/or an electronic copy of each reference title is available.

Works using copyrighted STScI images (Hubble Etc., Defunct)

Officially, any publication that used an STScI-copyrighted image should have been deposited with STScI. This was a policy determined by the Office of Public Outreach (OPO) and the STScI Library in the 1990s before the advent of online publishing. OPO and the STScI Library did not actively pursue materials using STScI-copyrighted images, but depended on the author and publisher to adhere to the policy. Adherence to the policy was minimal and the "Hubble Etc." collection represented only a small footprint of works using copyrighted STScI images. Works that were sent for deposit which fit our general collection criteria were cataloged and put into circulation with the rest of the collection. Popular, esoteric, fiction, humorous, and other works that did not fit the overall selection criteria were not cataloged but were available to browse in the library. This collection was removed entirely in 2021.

Deselection procedures

Past and ongoing deselection

The STScI Library underwent a partial deaccessioning process in 2007-2008, and is undergoing its second major deselection process beginning in late 2017. The complete collection review is expected to last until the end of calendar year 2023, with rotating review thereafter. [The comprehensive review was delayed due to limited on-site access in 2020-2022 during the COVID-19 pandemic]. Deselection is an important part of library service and allows library staff to actively pursue newer titles or editions and ensure its collection and the information therein remains timely, relevant, and accurate.

After the second comprehensive materials review is completed in ~2023, deselection will consist of a review of all materials that have not circulated in-house or outside the library in the previous five-year period. Use of comprehensive circulation statistics will take into account limited on-site access in 2020-2022 during the COVID-19 pandemic and JWST launch. During this time, STScI librarians and staff had no or very limited access to print materials, so these years are not factored into decisions on what to retain or remove. For example, if the year the library assesses in 2024, the library will run reports in the circulation module of its catalog to determine what has not circulated from 2017-2019 and 2023-2024 inclusive. Items with limited use may also be evaluated for deselection. "Limited use" is defined as two or fewer circulations in a five-year period (with exception of 2020-2022).

Deselection Criteria and Evaluation Process

There are a number of steps in deciding which titles can be removed and which should stay. The STScI Library considers how many other libraries in the U.S. carry the book in print and where those libraries are located, since the institute cannot access other libraries' ebooks and rarely have access to international print materials. Assessing the quantity of print copies on the continent tells staff how likely it is to get a copy via interlibrary loan.

In many cases, library staff look at metrics such as check outs, in-house use, ADS citations, other libraries' recommended texts lists, and Google Scholar citations to understand the text's impact in the field. The library may also reach out to institute subject matter experts for their opinion when trying to assess a book's continued relevance and value to the institute.

Electronic resources are typically not deaccessioned even when a newer edition becomes available because they do not take up physical shelf space in the library and require limited staff time and maintenance once added to the catalog. However, the library reserves the right to remove records for electronic resources if they are deemed outdated and have zero or low five-year use. Reporting tools, such as publisher-hosted administrator platforms and COUNTER statistics for electronic journals and ebooks may be used to determine the use and retention of electronic resources.

Physical space is also a factor that affects the library's decision to assess the collection and remove older or duplicate content. In cases where one can reasonably expect content will remain accessible online – either because the library purchased rights to the content or because the content is maintained by a learned society such as the IAU or AAS at low or no cost – the library may elect to remove print duplicates even if they are accessed periodically.

Retention

There are some titles or types of content that are generally considered ineligible for removal. The STScI Library will not remove titles listed in the Core Collection without seeking a replacement, similar work, or updated edition. For titles that are revised regularly, the STScI Library will make every effort to maintain the most recent edition, the second most recent edition, and the first edition (if already owned).

The library will not remove a title that still appears to have relevance no matter how "old" it is or how infrequently it was checked out. Texts that are considered seminal to their respective subdisciplines or having historical significance to our understanding of the development of astronomy or a branch of astronomy may be retained even if they show infrequent use. An example is the *Physics of Astrophysics* by Frank Shu.

Any text related to astronomy (directly or indirectly) for which we are the only institution that carries a copy will typically be retained. The STScI Library uses a fifteen-copy threshold to make decisions on retention. In most cases, we will contact the publishing institution and try to repatriate a rare historical astronomy text with the publisher, or donate it to the USNO Library, Library of Congress, the Wolbach Library at Harvard University, the Princeton University/RECAP group, or other research library with appropriate funding and a vested mission to retain historical texts. When this is not possible, we may elect to retain one of the few copies in existence

Any and all texts relating to the history of STScI and its missions (past, current, or proposed) are retained in print unless an electronic version exists. In particular, those published solely or jointly by STScI about HST, NGST/JWST, WFIRST/RST, or future decadal flagship missions such as LUVOIR will remain in print. Some texts related to missions for which MAST serves as a data repository (GALEX, Kepler, TESS) are also intended to be kept in perpetuity if they aid our archive scientists in understanding the mission and data. Any and all texts relating to other AURA observatories and institutions (NSO and NOIRLab—comprised of NOAO, Cerro Tololo, Gemini, and Vera C. Rubin Observatory—formerly LSST, etc.) will be removed with caution. Most histories and information about non-AURA observatories in book format

will also be retained or efforts will be made to send them to other libraries because there are few copies in existence.

General interest texts which do not "age out" in the same way technical and research titles do may not be subject to the five-year circulation rule, unless they are widely available via interlibrary loan. Examples include biographies, foundational mathematics, etc.

Removal and disposal of materials

In many cases for books, the STScI Library recycles print materials or places them for a brief time in a community discard location used for the removal of other limited value materials. There are circumstances when the library will contact a worldwide listserv of other physics and astronomy libraries or nearby universities to inquire if they would like duplicates or older editions of titles. It is important to note the reason the STScI Library is removing the texts is because they were not appropriate for the scope of the collection to begin with, or have since been superseded by newer material or a more widely accessible digital format. This often means other libraries are not interested in acquiring materials removed from the STScI Library.

In the interest of moving forward and to avoid the appearance of a conflict of interest, the STScI Library does not participate with book resellers.

Materials that no longer belong in our collection are placed on the window sill outside the cafe in the Muller building (if appropriate) and staff may choose items of personal interest. In the interest of protecting STScI and AURA from any appearance of waste, fraud, and abuse, the library does not take "orders" for withdrawn materials from staff. If the library has elected to remove material for reasons stated above, staff may take it from the discarded pile, but the library does not set aside materials for staff. If staff believe a text in the discard box is still of interest to the institute, it is more appropriate for the library to retain the text and check it to the staff member. Items circulate for one year and can be renewed indefinitely if no one else requests the same title.

IV. Sources of acquisition

Purchasing channels

- Direct digital collection/title subscriptions (see **Appendix B** for complete licensing details and subcontract details. *Appendix B is internal STScI use only*).
 - Britannica Online: Merriam Webster online dictionary and the Encyclopedia Britannica Academic; annual subscription
 - Cambridge University Press (select ebook access); perpetual ownership with annual platform hosting fee
 - Cambridge University Press Higher Education Platform; annual lease of full STM collection including physics, astronomy, computer science, engineering, mathematics and earth/planetary sciences
 - *IEEE (access to very limited subset of titles via master serials contract); annual subscription
 - IOP: All astronomy ebook packages through current (beginning with 2018); select single titles in physics, engineering, computer sciences.

- O'Reilly Learning: supplements most software, data science, technical, and engineering topics for which we buy print on an as-needed basis only. Over 60,000 ebooks, videos, coding scenarios, self-paced trainings, and live trainings
- Oxford University Press: Oxford English Dictionary (OED) online; annual subscription.
- SPIE (access to complete Digital Library); annual subscription
- Springer (Physics and Astronomy ebook Collection with Lecture Notes); annual subscription
- University of Chicago Press: Chicago Manual of Style and Scientific Style and Format; annual subscription
- Vendor blanket contract for monographs: The STScl Library acquires most monographs (both print and ebook) through a wholesale book vendor. The vendor provides the option for a selection profile. Staff review pre-selected material on a biweekly to monthly basis to decide if the material warrants purchase in ebook or print format. If price is the same or lower via standard websites like the publisher's bookstore, Amazon, Alibris, or Barnes and Noble, the library may acquire via an alternate vendor rather than the blanket contract. Under the existing contract, the library has a subcontract to acquire ebook titles in the ProQuest Ebook Central platform and EBSCO ebook platform. The library can also purchase individual titles from Elsevier, Cambridge University Press, Oxford University Press, Wiley, and World Scientific via subcontract through the main vendor (see Appendix B for complete licensing details and subcontract details. *Appendix B is internal STScl use only*).
- Master Serials Subscription Contract: the majority of journals – both print and electronic – are acquired and invoiced through the master subscription service.

Gifts

Gifts-in-kind are common and welcome at the STScl Library, occurring particularly when divisions are physically relocating within the Institute, or as individual staff members approach retirement. Gifts originating from outside the Institute are rare, but apply equally under this policy. Adapting the San Jose State University Library policy, all gifts will be subject to the same criteria used for new purchases and should support the missions, research, and technical needs of the Institute. Recent, non-duplicative content supplementing the Library's collection will be favored, in addition to Space Telescope publications not already held in duplicate. The Library assumes ownership of all donations and reserves the right to add donated materials to its collections or to exchange, transfer, or discard them as appropriate. The Library does not accept donated collections which must be kept intact or items offered conditionally, temporarily, or with restrictions (adapted from Wolbach Library). The Library will not provide or arrange for appraisals of the donated items for income tax purposes; however, an acknowledgement letter can be provided to the donor upon request.

Purchase Requests

STScl staff are welcome to suggest items for purchase that would advance their research, technical, or administrative work. Purchase requests are given serious consideration by library staff and in most cases are fulfilled. On rare occasions, library staff may decline a purchase request due to factors such as budgetary restriction, limited appeal across the Institute, format, publication date, or publisher/licensing restrictions. In such cases, library staff will work with the requestor to identify resources falling under the purview/scope of this policy to meet the requestor's needs. The STScl Library may elect to use interlibrary loan, resource sharing networks, or JHU to fulfill requests that do not warrant purchase.

Contact Information

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The STScI Library is located on the 4th floor of the Space Telescope Science Institute Muller Building on the Johns Hopkins University Homewood Campus.

A satellite core collection is located in the RE200 wing of The Rotunda building.

Other libraries with whom we share this policy are welcome to directly copy or adapt the guidance herein.

STScI Library Subject Analysis

BASIC STUDY – disciplines relevant to our activities at the Institute; foundational topics; we track these disciplines with interest. “...provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area.” Collections that have historical importance to the institute but are no longer being actively acquired are part of this category, e.g., early gender studies in sciences; archeoastronomy.

ADVANCED STUDY – subject professionals are active within these disciplines at the Institute. “...can support...specialized inquiries such as those of subject professionals within special libraries.”

RESEARCH – original analysis is being generated around these disciplines at the Institute or these disciplines are utilized in the creation of original analysis. “...required for...independent research...supports doctoral and other original research”

Adapted from:

Anderson, Joanne S. Guide for Written Collection Policy Statements. 2nd ed. Chicago, Ill. : American Library Association, 1996.

| | |
|--------------|---|
| HD69.P75 | Project management ADVANCED STUDY |
| HF5549.5 | Management topics ADVANCED STUDY |
| Q130 | Women in science BASIC STUDY |
| Q147-149 | Science as a profession ADVANCED STUDY |
| Q181-183.4 | Science education ADVANCED STUDY |
| Q223 | Communication in science ADVANCED STUDY |
| QA75-76 | Programming languages, software, and architecture RESEARCH |
| QA76.76 .D47 | Software development and agile methodologies ADVANCED STUDY |
| QA276-280 | Statistics and data analysis RESEARCH |
| QB1 | Periodical, society, congress, and serial publications in astronomy RESEARCH |
| QB6 | Star catalogs RESEARCH |
| QB15-34 | History of astronomy BASIC STUDY |
| QB36 | Astronomer biographies BASIC STUDY |
| QB45-45.2 | Introductory astronomy textbooks BASIC STUDY |
| QB51.3 | Electronic data processing, image systems in astronomy ADVANCED STUDY |
| QB65 | Atlases and charts RESEARCH |
| QB81-117 | Observatories, astronomical instruments RESEARCH |
| QB121 | Astronomical photography BASIC STUDY |
| QB351-355 | Celestial mechanics RESEARCH |
| QB461-466 | Astrophysics RESEARCH |

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| | | |
|---------------|---|----------------|
| QB468-480 | Non-optical astronomy | RESEARCH |
| QB500.268 | Hubble Space Telescope | RESEARCH |
| QB500.269 | James Webb Space Telescope | RESEARCH |
| QB500.5-785 | Solar system, asteroids, comets | RESEARCH |
| QB790-792 | Interstellar matter, cosmic dust, dark energy | RESEARCH |
| QB799-843 | Stars, stellar evolution, binary systems, variable stars, stars by type | RESEARCH |
| QB820 | Extrasolar planets | RESEARCH |
| QB851-855.9 | Clusters and nebulae | RESEARCH |
| QB856-858.8 | Galaxies | RESEARCH |
| QB870-903 | Stellar spectroscopy | RESEARCH |
| QB980-991 | Cosmology | RESEARCH |
| QC15-16 | Physicist biographies | BASIC STUDY |
| QC21-24.5 | General works, textbooks, popular works in physics | BASIC STUDY |
| QC173-174 | Properties of matter, relativity physics, quantum theory and mechanics | BASIC STUDY |
| QC178-179 | Theories of gravity, gravitational waves | RESEARCH |
| QC350-467 | Optics and light | RESEARCH |
| QC450-467 | Spectroscopy | RESEARCH |
| QC485-766 | Radiation, electricity and magnetism, plasma physics | BASIC STUDY |
| QC770-798 | Nuclear and particle physics, atomic energy, radioactivity | BASIC STUDY |
| QH325-326 | Origin of life and exobiology | BASIC STUDY |
| T11 | Technical writing | ADVANCED STUDY |
| TA168 | Systems engineering | ADVANCED STUDY |
| TA330-347 | Engineering mathematics and analysis | ADVANCED STUDY |
| TA1501-1820 | Applied optics and photonics | RESEARCH |
| TA1630-1650 | Optical data processing | RESEARCH |
| TK5102.5 & .9 | Signal processing | RESEARCH |
| TK7869-7872 | Electronics apparatus and materials | RESEARCH |
| TL787-799 | Astronautics and space travel | BASIC STUDY |
| TL789.85 | Astronaut biographies | BASIC STUDY |
| TL1050-1060 | Astrodynamic, flight mechanics, orbital mechanics | ADVANCED STUDY |
| TL1065-1080 | Space navigation | ADVANCED STUDY |

Appendix A: Core Texts at the STScl Library

The following are intended to be retained and updated if new additions become available:

Allen's astrophysical quantities / Arthur C. Cox, editor.

Published: New York : AIP Press : Springer, 2000.

Call Number: QB461 .A564 2000

Astrophysical techniques / C.R. Kitchin.

Author: Kitchin, C. R. (Christopher R.)

Published: Boca Raton : CRC Press, c2014.

Call Number: QB461 .K57 2014

The cosmic perspective / Jeffrey Bennett (University of Colorado at Boulder), Megan Donahue (Michigan State University), Nicholas Schneider (University of Colorado at Boulder), Mark Voit (Michigan State University)

Author: Bennett, Jeffrey O., author.

Published: Boston : Pearson, [2017]

Call Number: QB43.3 .B46 2017

Data reduction and error analysis for the physical sciences / Philip R. Bevington, D. Keith Robinson.

Author: Bevington, Philip R., 1933-

Published: Boston : McGraw-Hill, c2003.

Call Number: QA278 .B48 2003

Fourier analysis and imaging / Ronald Bracewell.

Author: Bracewell, Ronald Newbold, 1921-

Published: New York : Kluwer Academic/Plenum Publishers, c2003.

Call Number: TA1637.5 .B73 2003

The Fourier transform and its applications / Ronald N. Bracewell.

Author: Bracewell, Ronald Newbold, 1921-

Last updated January 2022

Published: Boston : McGraw Hill, c2000.

Call Number: QA403.5 .B7 2000

Introduction to astronomical spectroscopy / Immo Appenzeller.

Author: Appenzeller, I. (Immo), 1940-

Published: New York : Cambridge University Press, 2013.

Call Number: QB465 .A67 2013

Introduction to Fourier optics, 4th edition / Joseph W. Goodman.

Author: Goodman, Joseph W.

Published: New York: W.H. Freeman, 2017

Call Number: QC355 .G65 2017

Numerical recipes : the art of scientific computing / William H. Press ... [et al.].

Published: Cambridge, UK ; New York : Cambridge University Press, 2007.

Call Number: QA297 .N866 2007

Observational astrophysics / Pierre Léna [and others] ; in collaboration with Laurent Mugnier ; translated by S. Lyle.

Author: Léna, Pierre, 1937-

Published: Heidelberg ; New York : Springer, ©2012.

Call Number: QB461 .L4613 2012

The physics of astrophysics / Frank H. Shu.

Author: Shu, Frank H.

Published: Mill Valley, Calif. : University Science Books, c1991-

Call Number: QB461 .S58 1991 v. 1-2

Practical Statistics for Astronomers / J. V. Wall, C. R. Jenkins.

Last updated January 2022

Author: Wall, J. V.

Published: Cambridge [England] ; New York : Cambridge University Press, 2012.

Call Number: QB149 .W35 2012

Principles of optics : electromagnetic theory of propagation, interference and diffraction of light / Max Born and Emil Wolf ; with contributions by A.B. Bhatia ... [et al.].

Author: Born, Max, 1882-1970.

Published: Cambridge [England] ; New York : Cambridge University Press, 1999.

Call Number: QC355.2 .B67 1999

Quantitative methods of data analysis for the physical sciences and engineering / Douglas G. Martinson

Author: Martinson, Douglas G., 1953-

Publisher: Cambridge, UK : Cambridge University Press, 2018.

Call Number: QA276 .M378 2018

Scientific style and format : the CSE manual for authors, editors, and publishers / Style Manual Committee Council of Science Editors.

Published: Chicago ; London : The University of Chicago Press, [2014]

Call Number: T11 .S386 2014

Secrets of the hoary deep : a personal history of modern astronomy / Riccardo Giacconi.

Author: Giacconi, Riccardo.

Published: Baltimore : Johns Hopkins University Press, 2008.

Call Number: QB472 .G53 2008

Space mission engineering: the new SMAD / James Richard Wertz, David F. Everett, Jeffrey John Puschell

Author: Wertz, James Richard

Published: Hawthorne, CA : Microcosm Press, 2011

Call Number: TL790 .S732 2011

Last updated January 2022

The space telescope : a study of NASA, science, technology, and politics / Robert W. Smith with contributions by Paul A. Hanle, Robert H. Kargon, Joseph N. Tatarewicz.

Author: Smith, Robert W. (Robert William), 1952-

Published: Cambridge [England] ; New York : Cambridge University Press, 1993.

Call Number: QB500.267 .S55 1993

The space telescope : the interaction of science, technology, and politics / Robert W. Smith with contributions by Paul A. Hanle, Robert H. Kargon, Joseph N. Tatarewicz.

Author: Smith, Robert W. (Robert William), 1952-

Published: Cambridge [England] ; New York : Cambridge University Press, 1989.

Call Number: QB500.267 .S55 1989

Stellar spectral classification / edited by Richard O. Gray and Christopher J. Corbally ; with contributions by Adam Burgasser ... [et al.].

Published: Princeton, N.J. ; Woodstock : Princeton University Press, 2009.

Call Number: QB881 .G73 2009

Systems engineering for astronomical telescopes / Paul A. Lightsey, Jonathan W. Arenberg.

Author: Lightsey, Paul A., 1944- author.

Published: Bellingham, Washington : SPIE, [2018]

Call Number: TA168 .L54 2018

Systems engineering handbook : a guide for system life cycle processes and activities / prepared by International Council on Systems Engineering (INCOSE) ; compiled and edited by, David D. Walden, ESE

Published: Hoboken, New Jersey : Wiley, [2015]

Call Number: TA168 .S87 2015

The universe in a mirror : the saga of the Hubble Telescope and the visionaries who built it / Robert Zimmerman.

Author: Zimmerman, Robert, 1953-

Published: Princeton, N.J. ; Woodstock : Princeton University Press, 2008.

Call Number: QB500.268 .Z56 2008

The following topics are to be represented in any core STScI Library collection, but the particular titles best representing those topics may change over time:

Project management

Agile practice guide.

Published: Newton Square, Pennsylvania : Project Management Institute, Inc., [2017]

Call Number: HD69.P75 A36 2017

A guide to the project management body of knowledge (PMBOK guide) / [Project Management Institute].

Published: Newtown Square, Pennsylvania : Project Management Institute, Inc., [2017]

Call Number: HD69.P75 G845 2017

PMP exam prep : accelerated learning to pass the Project Management Professional (PMP) exam / by Rita Mulcahy, PMP, [and others].

Author: Mulcahy, Rita, author.

Published: Minnetonka, Minnesota : RMC Publications, Inc., [2018]

Call Number: HD69.P75 M85 2018

Bayesian methods

Bayesian ideas and data analysis : an introduction for scientists and statisticians / Ronald Christensen ... [et al.].

Published: Boca Raton, FL : CRC Press, c2011.

Call Number: QA279.5 .B3868 2011

Bayesian models for astrophysical data using R, JAGS, Python, and Stan / Joseph M. Hilbe, Rafael S. De Souza, Emille E.O. Ishida.

Last updated January 2022

Author: Hilbe, Joseph M., 1944- author.

Published: Cambridge, United Kingdom ; New York, NY : Cambridge University Press, 2017.

Call Number: QB149 .H55 2017

Business, technical, and scientific writing

The essentials of technical communication / Elizabeth Tebeaux, Texas A&M University, Sam Dragga, Texas Tech University.

Author: Tebeaux, Elizabeth, author.

Published: New York, NY : Oxford University Press, [2018]

Call Number: T11 .T43 2018

The scientist's guide to writing : how to write more easily and effectively throughout your scientific career / Stephen B. Heard.

Author: Heard, Stephen B., author.

Published: Princeton, New Jersey : Princeton University Press, [2016]

Call Number: T11 .H43 2016

Writing in engineering : a brief guide / Robert Irish, University of Toronto.

Author: Irish, Robert.

Published: New York ; Oxford : Oxford University Press, [2015]

Call Number: T11 .I75 2015

Python or other preeminent programming languages

A primer on scientific programming with Python / by Hans Petter Langtangen.

Author: Langtangen, Hans Petter, 1962- author.

Published: Heidelberg : Springer, [2016]

Call Number: QA76.73.P98 L35 2016

Statistics, data mining, and machine learning in astronomy : a practical Python guide for the analysis of survey data / Željko Ivezić, Andrew J. Connolly, Jacob T. VanderPlas, Alexander Gray.

Last updated January 2022

Author: Iveziac, Željko, author.

Published: Princeton : Princeton University Press, [2020]

Call Number: QB51.3.E43 S8 2020