**LIBRARY COLLECTION DEVELOPMENT POLICY**
**for the**
**Anderson University School of Theology and Christian Ministry**
**Anderson, Indiana**
**Master and Doctoral programs**
**Adopted by SOTCM faculty April 7, 2017**

## INTRODUCTION

Nicholson Library supports and enhances the Anderson University teaching-learning mission by providing an intellectual and cultural environment in which instruction, collaboration, and research thrive.  We facilitate the users' quest in independent study, discovery, and lifelong learning.

To this end, the goals of the Nicholson Library faculty and staff are to provide –

- *Excellent Instruction in Research Skills and Information Literacy*
  Devise and implement instruction in research skills and information literacy using a variety of methodologies

- *Excellent Library Collections*
  Select, acquire, organize, and preserve critical library resources (print and electronic) in support of teaching and research at all degree levels

- *Excellent Library Services*
  Assist library users by providing broad-based library services focusing on technical services, reference, serials, circulation, interlibrary loan, and information technologies

The Library's faculty and staff are committed to ongoing effective and professional vitality to enable continued excellence in services and educational experiences.  As well, Nicholson Library is committed to providing equal access to all patrons irrespective of one's disability.

This collection development policy applies to the masters' and D.Min. programs offered by the School of Theology and Christian Ministry.  The Policy serves as a guiding document in aligning the collection with the information needs of the School of Theology and Christian Ministry and with institutional plans for the future growth of the collection.

The library resources for the School of Theology and Christian Ministry are an integral part of the Anderson University library system.  Especially important to the School of Theology and Christian Ministry are the religious and theological studies portions of the Library collections and the Anderson University and Church of God (Anderson, Indiana) Archives.

We believe that the building of a library collection is best achieved when it is a partnership between librarians and departmental faculty.  Librarian Faculty and faculty members of the School of Theology and Christian Ministry, together, contribute in both unique and significant ways when selecting library materials for purchase.  Teaching Faculty members bring subject expertise, curriculum-specific knowledge, and awareness of instruction, study and research needs.  Librarian Faculty also bring subject expertise as well as collection-building skills, knowledge of resources, use of resources, and familiarity with collection development issues.

## BUDGETING FOR COLLECTION DEVELOPMENT

A separate annual Library budget is maintained for the School of Theology and Christian

Ministry.  Budget amounts are divided by books, periodical subscriptions, audio-visual materials, databases, and binding.   The School of Theology and Christian Ministry, through its dean, will assign a member of the faculty to be its library representative.  Correspondingly, the Nicholson Library, through its Library Director, will assign a librarian to SOTCM for collection development.  The librarian assigned to SOTCM is responsible for timely and effective use of the budget for this collection, in close consultation with the SOTCM faculty representative.

Additional Collection funding
Teaching Faculty may have access to additional funding beyond the annual book budget.  Two funds are set aside and administered by the Library Director in support of extensive, focused collection development in a particular area.  Each fiscal year, generally in mid-October, all School of Theology and Christian Ministry faculty members will be invited to submit requests for additional funding above and beyond their respective annual provisions.  This funding will be "granted" via competitive process per published guidelines.  In addition, the library provides separate funding to support the purchase of resources for new faculty members and in areas of new focus or emphasis.


## LIBRARY COLLECTIONS

Main Collection (aka "stacks") – Circulating books are the foundation of the Library collection.  These circulate to students, faculty, alumni, and other library patrons.  The School of Theology and Christian Ministry faculty in cooperation with the library liaison build and evaluate religion and theological subjects in this collection.  The Library budget maintained for the School of Theology and Christian Ministry primarily supports this main collection.

Standing orders – Typically these are ongoing series predetermined to be of use by faculty or librarians.  The Library acquisitions staff assumes responsibility for timely receipt of and processing of volumes as published.

Reference books – Many titles in religious and theological studies subjects are housed in the Reference Collection of Nicholson Library.  Encyclopedias, dictionaries, bibliographies, concordances, commentaries, etc. are found in this non-circulating collection.  The Reference and Instruction Librarian has major responsibility and budget allocation for developing the Reference Collection.  The School of Theology and Christian Ministry Faculty, the Librarian assigned to SOTCM, and the other librarians are encouraged to make suggestions for purchase of course-related reference materials.

Periodicals – The majority of periodical titles selected for inclusion in the collections will reflect a scholarly approach to content that supports the instruction and research needs of the School of Theology and Christian Ministry.  Publications of the Church of God (Anderson, Indiana) will be included in both the Library collection and the Archives collection.  The collections may also include more popular publications of high quality, alumni publications of other theological schools, and newsletters or magazines published by parachurch or sectarian groups.  The determination of back file length or "current issue only" status for such materials will be made by the Electronic Resources Librarian.

Selection of periodical titles is the responsibility of the Electronic Resources Librarian.  These decisions are made with significant input from the School of Theology and Christian Ministry faculty and the librarian working with School of Theology and Christian Ministry in collection development.  Periodicals in this collection ordinarily should be represented in standard online indexing sources, or be self-indexed.

Databases, eBooks and other electronic resources – The Reference and Instruction Librarian has responsibility and budgeted resources for the purchase of databases, eBooks and other electronic resources. Teaching Faculty and librarians are encouraged to make suggestions for the purchase of course-related electronic resources.

Audio-visual materials – A variety of media (e.g. DVDs, CDs, and online media) may be acquired for the SOTCM, providing that they fit the subject guidelines outlined elsewhere in this document.

Pamphlets – Pamphlets are housed in the Anderson University and Church of God (Anderson, Indiana) Archives. The Archives staff welcomes donations of pamphlets and ephemeral materials related to the Church of God (Anderson, Indiana) or Anderson University.


## GUIDELINES FOR SELECTION OF MATERIALS

General guidelines:
- Materials will be of a scholarly or professional nature.
- Textbooks and workbook/consumable materials will generally not be purchased. Materials in the library collections are meant to supplement the textbooks which faculty require for enrolled students.
- Expensive materials, with a narrow interest, may be excluded, unless needed to support the curriculum.
- With the commitment to resource sharing outlined elsewhere in this document, unnecessary duplication of print titles is minimized through consortial agreements.

Within the School of Theology and Christian Ministry, the areas of study are divided into disciplines: Biblical Studies, Historical Studies, Pastoral Studies, and Theological and Philosophical Studies. The following represents the department and subdivisions within each department:
- Biblical Studies
  - General and Hermeneutics [BS 1-680]
  - Old Testament [BS 701-1830]
  - New Testament [BS 1901-2970]
- Theological and Philosophical Studies
  - Philosophy [B, BC, BD]
  - Doctrinal Theology [BT 1-1190]
  - Apologetics [BT 1200-1240]
  - History of Specific Doctrines [BT1300-1480]
- Historical Studies
  - Church History [BR 1-1510]
- Practical Theology
  - Worship [BV 5-530]
  - Ecclesiastical Theology (Management, Clergy, Church Finance, Sacraments, Religious Societies [BV 530-1450]
  - Religious Education [BV 1451-1619]
  - Social life and Recreation [BV 1620-1652]
  - Missions [BV 2000-3705]
  - Evangelism [BV 3750-3799]
  - Pastoral Theology (Pastoral Training, Homiletics, Other Pastoral Duties, Personal life of Clergy, Practical Church Work [BV 4000-4470]

o   Practical Religion / Christian Life [BV 4485-5099]
● Christian Denominations and Specific Theologians [BX]

In general, the School of Theology and Christian Ministry materials will be encompassed in the Library of Congress classification classes BJ-BX (religion).  Other subject areas, such as psychology, marriage and family issues, and management, may be relevant to the instruction, study, and research needs of School of Theology and Christian Ministry faculty and students and as such, collection development is these areas is encouraged.

Additional areas that are relevant to Religion and Theological Studies include:.
BJ Religious Ethics (BJ1-1725)
BL Religions. Mythology. Rationalism
BM Judaism
BP Islam. Bahaism. Theosophy, etc.
BQ Buddhism
DS 49-123 History of the Ancient Near East
PA and PJ (classical languages, e.g. Greek and Semitic languages).

## COLLECTING LEVEL INDICATORS AND DESCRIPTIONS

The SOTCM teaching faculty and library faculty may use the RLG Conspectus system to assign a collecting level indicating the overall strength and subject coverage in various disciplines.  The levels may be used for collection evaluation and purchasing decisions. (https://www.loc.gov/acq/devpol/cpc.html)

Level 1: minimal commitment, acquire only basic works that support general knowledge in the designated area.

Level 2: general collecting level, acquire seminal and central works in the area.

Level 3: instructional support level, insures access to adequate resources to support the subjects and levels of instruction in the School of Theology and Christian Ministry.

Level 4: advanced study level, acquire material needed to support not just our degree programs but independent study especially by faculty.

Generally most subjects taught by the SOTCM will be supported at Level 2 or Level 3. Advanced study Level 4 needs will be supported through the cooperative resource sharing agreements.

## RESOURCE SHARING

Nicholson Library serves the needs of students and faculty in an environment characterized by efficient acquisition of physical materials, convenient access to quality online resources, and resource sharing with partner libraries.
● Most physical books, even out-of-print books, may be ordered and received within two weeks.
● Extensive online journal literature and current eBooks may be purchased in packages, through consortia. This ensures that quality, current literature, covering a broad range of topics, is available. In addition, open-access, free, online, quality materials are increasingly being published and collected.

- Rapid, efficient delivery of print and scanned resources facilitates sharing though Indiana partner libraries and national interlibrary loan networks. This environment allows Nicholson Library to provide access to materials in the following ways:
  - o Free or low cost interlibrary loan of most published books and articles, globally, to support the research needs of students and faculty.
  - o Virtually all requests from Indiana libraries are delivered within three to five days.
  - o Books and media items requested from libraries outside Indiana usually arrive within ten days.
  - o Articles, essays, and book chapters usually arrive as electronic documents from other libraries within three days, and patrons may retrieve these electronic documents online.
  - o Anderson University faculty and students may check out materials at any member library of Academic Libraries of Indiana (ALI). Contact the Reference and Instruction Librarian for current details.

Distance students. Our goal is to offer the same services to residential and distance students.
- Distance students have full access to the electronic resources available on the Nicholson Library website, including databases and online periodical subscriptions.
- Also, Distance students may request print copies of books from the library's holdings and interlibrary loan items, which are shipped at no cost to the student under the terms of a generous student use policy.
- Reference service is offered to distance students through phone, chat or email.
- Distance students may check out materials at many ATLA libraries through the ATLA Reciprocal Borrowing program. Distance students may look for a nearby participating seminary library on this map.

Consortium and cooperative agreements Nicholson Library participates in consortium, and librarians nurture cooperative agreements in order to enhance resource sharing for Anderson University students, faculty and staff.

Private Academic Library Network of Indiana (PALNI) – PALNI libraries maintain collections that serve nine denominational seminaries, eleven universities, and six liberal arts colleges. The SOTCM benefit in these ways:

- The PALNI shared catalog expedites patron-initiated interlibrary loan requests.
- Member libraries are committed to rapid delivery of books and media and to generous lending policies.
- PALNI facilitates AU's participation in a statewide daily delivery service between all academic and public libraries.

Academic Libraries of Indiana (ALI) – ALI library members include most accredited not-for-profit institutions of higher education in the state. Through the ALI reciprocal borrowing program, Nicholson Library students and faculty may check out materials from any member libraries. Also, ALI facilitates group purchases of databases and coordinates preservation and resource sharing.

American Theological Library Association (ATLA) – Agreements with these seminary libraries provide free or low cost interlibrary loan, and a reciprocal borrowing program that allows SOTCM students to check out books from participating seminary libraries.

OCLC – Nicholson Library uses OCLC to facilitate discovery and delivery of resources. OCLC provides layered discovery of local, state, and national resources in all formats —

print, media, and electronic. Nicholson uses the services of OCLC to manage its local collections and to facilitate resource sharing with partners in Indiana and across North America.  PALNI's and ALI's digital collections are hosted by OCLC.

## EVALUATION

The function of collection evaluation is to maintain a quality, well-rounded collection through identification of strengths and deficiencies, so that intelligent management decisions may be carried out.  Evaluation and deselection are on-going tasks.

The School of Theology and Christian Ministry faculty and librarians are responsible for collection evaluation, selection and deselection.

A key question in evaluation is, Do the Library's collections, in conjunction with discovery tools and delivery services, meet the needs of the SOTCM students and faculty?

Professors constantly shape the collection to support teaching and learning. Teaching Faculty evaluate student use of library resources in papers, projects and presentations submitted for grading.  Students may be asked for feedback about the library and its collection on course evaluations or the ATS Graduating Student Survey.

The library may produce reports about the collection holdings and use.  The library may also produce comparisons with holdings of other libraries. The library's holdings should largely complement rather than duplicate the holdings of partner institutions unless usage frequency suggests a need for multiple copies. Results of systematic collection analysis may be used by Teaching Faculty and Librarian Faculty for general evaluation of the collection for supporting the curriculum, intensified selection in certain areas found lacking, and for deselection.

Evaluation, selection, and deselection in the Reference Collection is the responsibility of the Reference and Instruction Librarian with recommendations from other librarians and School of Theology and Christian Ministry faculty members.

Duplication – Available space and anticipated levels of use will be considered in deciding to acquire multiple copies of particular works.

Gifts – Gifts can be a valuable aspect of collection building and they are encouraged and even sought with the proviso that there be minimal restrictions as to the use of the gift.  Gift items are evaluated for suitability of inclusion into the collections and, if already owned or found unsuitable, may be exchanged, sold, or otherwise passed on at the discretion of the librarians. Monetary gifts restricted or assigned to the purchase of library books will be utilized in a manner that conforms to the same principles and expectations applied to use of institutional dollars.


## ADOPTION and REVIEW OF THIS POLICY

The Collection Development Policy of the Anderson University School of Theology and Christian Ministries will be adopted by the majority vote of the faculty of the School.  This policy ordinarily will be reviewed every 5 years by representatives of the teaching faculty of the School of Theology and Christian Ministry, in consultation with the Librarian assigned to SOTCM. Changes to the policy require the approval of the Dean of the School of Theology, the Library Director, the faculty of the School of Theology and Christian Ministry, the Librarian assigned to SOTCM.

Adopted by SOTCM faculty April 7, 2017