



# **The United Library, Garrett-Evangelical Theological Seminary Collection Development Policies**

*Revised December 2015*

## **I. Mission and Purpose Statement**

The mission of the United Library is to support both Garrett-Evangelical Theological Seminary and Bexley Seabury Theological Federation in their work of preparing skilled, bold and articulate leaders for the Church, Academy, and the World. It also serves as a source of materials on Christian religion and theology for the entire Garrett Evangelical, Bexley Seabury, and Northwestern University community, and for other theological schools that make up the Association of Chicago Theological Schools (ACTS), alumni, clergy in the vicinity of Evanston, and researchers throughout the world – particularly those interested in Methodism and Anglicanism who have a scholarly need to consult the collections.

The purpose of the collection development policy is to document the guidelines by which the collections of the United Library are selected, acquired, and managed. The goal of this statement is to ensure that the library's collection development activities are congruent with the Seminary's educational mission, planning, and academic function. It also aims to inform the faculty, students, administrators, Board of Trustees, and others who use the library about what is collected and at what levels to support research and instruction. It is based in part on the 2002 Collection Development Policy written by then-directors, Al Caldwell and Newland Smith.

## **II. Introduction**

Established in 1981 when the collections of both Garrett-Evangelical and Seabury-Western (now renamed as Bexley Seabury) Theological Seminaries merged, the United Library has traditionally been an active and supportive partner in the promotion of academic learning and research. Today the United Library contains nearly 400,000 volumes, 500 periodical subscriptions, and audio-visual media that are supplemented by a wide array of electronic and digital resources. The library is considered as one of the top theological research libraries in the United States. Collection distinctives include rare book collections from Methodist and Anglican traditions, ancient Near Eastern studies and biblical archeology; special Keen Bible collections with several outstanding first editions; and manuscript and archival collections including Garrett-Evangelical institutional records, personal papers and church archives of the United Methodist Church Northern Illinois Conference.

For access to materials beyond the scope of its own collection, the United Library seeks partnerships with other institutions. The United Library and Northwestern University Library share seamless borrowing privileges and a single public catalog which provides access to the physical and electronic collections of both libraries. The United Library is a member of the ACTS which was founded in 1984, and currently comprises eleven area theological schools. Membership in the ACTS makes available some denominational materials collected by these institutions that would not otherwise be accessible by the United Library community. It is also a member of the Consortium of Academic and Research Libraries in Illinois (CARLI), which

provides access to the collections of over eighty academic libraries in Illinois through Interlibrary Loan.

### **III. General Collection Guidelines**

#### A. Responsibility for Collection Development

The selection process is a cooperative and interactive effort between the Library Director and faculty members. The Librarian has the primary and ultimate responsibility for building and maintaining the library's collections, and bears particular responsibility to balance acquisitions so that the collection grows in all relevant subject areas. All selections are made in light of the selection guidelines and the collection development policy.

#### B. Selection Tools

- Collecting profiles have been established with a number of book vendors and publishers who notify the library of new publications in areas of interest.
- Faculty and student recommendations
- Publisher catalogs and scholarly review journals are consulted. However, for the most part the library needs to obtain those materials long before reviews appear in print.

#### C. Selection Criteria

In general the following factors are considered in the decision to purchase a library resource:

- Relevance to curriculum: Materials needed for instructional purposes in all degree programs are always ordered.
- Intended audience: Graduate students and faculty from the theological seminary as well as local clergy are the library's primary user base. Therefore, textbooks, outlines, and popular and juvenile literature are rarely purchased unless required for courses.
- Language: Although the predominant language of the collection is English, followed by the major European languages, the library staff makes an effort to meet the needs of more diverse users by acquiring materials in Spanish and Korean.
- Faculty recommendations are strongly encouraged. Although the Librarian reserves the right to refuse a faculty request when necessary, in practice, faculty requests are almost always fulfilled if the item requested is obtainable and affordable.
- Student recommendations are also welcomed and solicited.
- Very expensive and/or comprehensive collections, sets or electronic databases may be reviewed by the Library Oversight Committee.
- Availability of copies in Northwestern University, ACTS Libraries, or other research institutions in Illinois
- Reputation and type of publisher
- Reputation of author
- Projected need based on use patterns of similar material already in the collection

#### D. Reference Collection

The reference collection is developed by the Library Director in consultation with the Reference Librarian. Other library staff are highly encouraged to give their input. Some general criteria to be considered in selection of new reference materials are:

- Faculty recommendations
- Judged usefulness of the publication, considering the existing collection
- Strengths and weaknesses of the existing collection related to current needs of the Seminary
- Potential frequency of use
- Reputation of the author
- Currency of the topic
- Date of publication
- Price of the publication
- Language of the publication: The primary language of the reference collection will be English, but no appropriate reference materials will be excluded because of language.
- Standing order obligations
- Format: electronic is preferred to print, and hardcover to paperback
- Subject scope: almanacs and yearbooks; bibliographies; biographies; dictionaries, language; encyclopedias; directories; indexes and abstracts; Sacred Scriptures, commentaries, and concordances; statistics; Atlases, biblical and historical; other standard non-religious reference tools (thesauri, style manuals, etc.) to meet the general needs of the patrons

#### E. Electronic Resources and Non-Print Materials

Increasingly, the library acquires electronic and other non-print resources to support instruction and research, especially as an aid to online and distance learning. Electronic resources include bibliographic materials and full text files in a variety of formats, including licensed materials (e.g., databases, e-journals, e-books, etc.). In particular, the library provides access to a wide array of electronic resources through the partnership with Northwestern University Library (NUL). The library also acquires other non-book materials, such as DVDs and CDs to support instruction, either by faculty request or by library staff recommendation.

#### F. Serials and Periodicals

The library maintains a strong collection of current periodicals and serials. It collects major scholarly journals in theology and biblical studies as well as conference journals of the Methodist Church and Episcopal Church. The responsibility for periodical and serial selection rests with the Library Director who weighs each potential addition or cancellation carefully, taking into account requests from faculty and students, current trends in the subject field, and financial considerations.

In addition to the general selection criteria listed above, the following factors are desirable when considering to add new subscriptions to serials:

- Electronic availability, including backfiles
- Full-text availability

- Inclusion in major indexing and abstracting tools

High subscription costs preclude collecting both electronic and print formats in most cases. Electronic subscriptions have the advantages of not occupying physical space and not requiring as much handling by library staff. Exceptions to this policy include lack of acceptable archiving practices on the part of the electronic format vendor or superiority of the print format with regard to images or other considerations.

Upon the decision of the Acquisitions & Reference Librarian, back issues of print periodicals are bound and shelved.

### G. Manuscripts and Archives

The collecting policy for Manuscripts and Archives encompasses four main areas:

- Institutional Records of Garrett-Evangelical Theological Seminary and Its Predecessors including Garrett Biblical Institute/Garrett Theological Seminary, Union Biblical Institute/Evangelical Theological Seminary, and Chicago Training School.
- Personal Papers. Papers of former presidents and faculty members, papers and/or sermons of renowned Garrett-Evangelical alums or Methodist leaders
- United Methodist Church Northern Illinois Conference Church Records.
- Faculty Publications. Two copies of each faculty publication is usually acquired by purchase or faculty donation. One copy is preserved in the faculty archives while the other is shelved in the circulating collection. If the book is too costly, only one copy might be purchased and housed in the faculty archives.

### H. Special Collections

The United Library has a small but significant collection of rare books, journals, and pamphlets in the Methodist tradition, Egyptology, and Ancient Near Eastern studies. It also includes rare Bible collections including several outstanding first editions of English translations.

Although considerable retrospective and rare book titles were purchased between 1964 and 2003, current funding for materials no longer makes new acquisitions possible. Additions to the collection are made very occasionally by the receipt of gifts.

### I. Gifts

The library welcomes gifts of scholarly materials, whether in the form of large collections or individual volumes. Once donated, gifts become the property of the United Library. Gifts are not added to the collection when their content is outside the scope of the collection, their physical condition is poor, or they are duplicates of the items in the collection. The library reserves the right to take gifts that do not fit current collecting goals and to use them to benefit the library through sale, exchange, transfer to other libraries, or removal.

Uncorrected proofs or galleys, which do not represent the final version of the publication, are not added to the collection. Books labeled as “advanced reading copy,” “review copy,” or “free copy not for commercial distribution” may be added to the collection if they are final versions of the publication.

Gifts with restrictions such as separate housing, perpetual retention, book plates, return of items not added to the collection, or restricted access, are usually not accepted. Exceptions to this policy are considered only in special circumstances, and must be approved by the Library Director in advance of the donation.

Gifts are acknowledged via correspondence to the donor. Donors receive confirmation of the number of items donated, not a list of specific titles.

The United Library does not appraise the value of gift material. Donors may have independent professional appraisals performed for especially valuable gifts.

#### **IV. Collecting Areas by Library of Congress Classification**

##### ***Philosophy, Psychology, and Ethics (B-BJ)***

The library collections only a limited range of publications in this field, with more depth in the areas of the philosophy of religion, psychology of religion, and religious ethics with an emphasis on Christian ethical thought.

##### ***Religions. Mythology (BL)***

The library collects some reference works in this area.

##### ***Judaism (BM)***

The library has a limited working collection of Judaica and Hebraica, and depends on NUL. The library acquires selected Hebrew reference works such as standard editions of the Bible, encyclopedias, and dictionaries. It collects books on Hebrew Bible and the biblical and intertestamental periods. It also includes materials on the Essenes, the Dead Sea Scrolls, and related studies as well as in the area of Jewish-Christian relations and related fields.

##### ***Islam. Bahaism. Theosophy (BP); Buddhism (BQ)***

The library maintains a working collection of current books needed in the teaching program in world religions and interreligious dialogues. Material is limited to English texts and English translations of primary literature.

##### ***Christianity (BR)***

Protestantism is collected at the United Library in depth in all of its aspects. The areas of greatest strength in the existing collection are nineteenth and early twentieth century Protestantism,

Luther and the German Reformation, the English Reformation, Patristics, and Pietism. The collection represents all western European languages. The library depends on other ACTS libraries and NUL for Medieval Church and Catholicism as well as Christianity in other continents such as Latin America, Asia, and Africa.

### ***The Bible (BS)***

The library has a strong collection in Biblical studies, especially English and German language monographs and periodicals in English, French, and German. This includes biblical texts, biblical theology, biblical commentaries and criticism, hermeneutics, and archaeology. Texts of the Bible are collected for research and historical purposes only. New editions of the Bible will be purchased in other languages, but in most cases not new printings or expensive editions and reprints. Works about the Bible will be purchased in English and in original languages of major biblical scholars.

### ***Doctrinal Theology (BT)***

The library has a strong collection and used to collect books written by Catholic, Protestant, and Eastern Orthodox authors in English, German, and French languages. The current collecting focus is on works in Protestant theology, primarily in English, due to the budget constraint. The library also actively acquires contemporary theologies from feminist, womanist, black, Latin American, post-colonial, and global perspectives.

### ***Homiletics and Practical Theology (BV)***

Liturgy, ritual, homiletics, Christian education (including curriculum materials), pastoral care and theology are collected in depth at the United Library. The library has major collections of works on liturgies, many of which are classed by church body, i.e., United Methodist Church or Church of England. The existing hymnology and church music collection is very strong in Methodist and Anglican hymnals and Psalters. The library also has a large collection of English language Protestant nineteenth and early twentieth century hymnals and missionary periodicals.

### ***Denominations and Sects (BX)***

The emphasis at the United Library in this area has been on Eastern and Oriental Churches, Anglican Communion, Catholic Church, and Society of Friends in the past. Particularly, the Anglican collection includes copies of the early Prayer Books and a number of other Anglican liturgical texts from the Hale Rare Book Collection. The history of the Church of Ireland, Church of England, and the Episcopal Church in Scotland is well documented. For more in depth collections on the Catholic Church, the Lutheran Church, the Presbyterian Church, United Church of Christ, and Unitarian/Universalist Churches, the United Library depends on ACTS libraries.

### ***Methodist Church and Studies (BY)***

The United Library has a very rich collection of material documenting the history of Methodism from its beginning to 1850, including a number of manuscripts and many of the writings of John and Charles Wesley. Its collection of American Methodism is very extensive, especially for periodicals, conference journals, and biographies. The literature of Methodism in areas outside of Britain and the United States is well represented. Current collecting is limited to new titles as well as to maintaining periodical subscriptions and standing orders for journals of the conferences of the United Methodist Church.

### ***Cognate Areas (A, C-Z)***

The library only acquires cognate material that has a direct relationship to its curriculum of theology and pastoral ministry, or serves as background material for study in these fields. More current and in depth material in these disciplines may be borrowed from NUL and other Illinois academic libraries. Areas where the library will collect some material are: G – religious anthropology; H – sociology of religion; K – canon law; M – church music; N – Christian art; P – Christian fiction and literature; R – medical ethics

## **V. Policies on Collection Assessment and Maintenance**

### **A. Binding and Repair**

Journal volumes are bound if the journal is being retained by the library indefinitely. Journals that are retained for only a certain number of years are not bound. Journal backfiles for which permanent access is available in JSTOR are not retained.

Due to budget constraints, new paperback copies are bound only in exceptional cases.

The Acquisitions and Reference Librarian is responsible for binding and rebinding.

The Circulation Librarian sets aside books that may need repair, replacement, or withdrawal due to their physical condition. The Technical Services Librarian is responsible for these decisions in consultation with the Library Director.

### **B. Inventory and Shelf-Reading**

Both the Circulation and Technical Services Librarians are responsible to oversee the inventorying of all collections except archival and special collections. Inventory for general collections is performed once every five years.

Mis-shelved books have a negative effect upon use and satisfaction. The Circulation Librarian is responsible to oversee a continuous shelf-reading. All collections except archival and special collections are shelf-read once a year.

### **C. Weeding**

The library staff assess the collection on an ongoing basis. Decisions to discard specific items, like decisions to acquire new titles for the collection, are made within the context of the whole collection policy, so that the integrity of the total collection is not impaired but may be enhanced when unneeded materials are removed from the collections.

*General Weeding Guidelines:*

- Materials that are too damaged or worn to use and impossible to repair
- Serial publications in which the new volume completely supersedes the previous one
- Duplicate copies of titles that are receiving little or no use, as long as at least one copy is retained
- Materials no longer deemed relevant to the educational programs of the Seminary and/or no longer within the scope of the collection
- Denominational materials no longer within the scope of the collection that are available at another ACTS library
- Weeded materials may be moved to different locations in the library, sold, given away, or discarded.

*Additional Weeding Guidelines for Reference Collections:*

- Age and currency: Materials 10 years or older are evaluated as to the usefulness of the information for patrons. If a significant portion of information is outdated, the item will be removed from the collection.  
(cf. Directories, yearbooks, or almanacs five years or older are considered for weeding and either discarded or transferred to the circulating collection.)
- Availability of later editions: If later editions are already available in reference, earlier editions will be removed and may go to the regular collection depending on the utility of the item.
- Physical condition: Books in poor condition or damaged are generally removed from the reference collection.
- Duplication: Duplicate copies are generally removed from the reference collection and may be transferred to the circulating collection.
- Availability in digital format: Materials available online to the patrons should be considered for weeding.
- Improving access for patrons in circulating collection: Items that may be more useful to patrons as a circulating item are housed in the circulating collection (e.g., individual bibliographies, handbooks, etc.)
- Superseded items are automatically removed from the reference collection and placed in the circulating collection.

D. Cancellations

Normally the library attempts to fill all orders and honor commitments to ongoing publications such as periodicals and series, but from time to time it is necessary to cancel orders and subscriptions. Publications and products requiring an ongoing commitment should be evaluated

not only when first considered for purchase, but also in subsequent years to ensure that they are still appropriate for the collection and worth the cost of continuing.

The circumstances that may prompt cancellation:

- The resource no longer offers valuable, reliable, or current information
- Another resource offers superior coverage
- Use statistics reveal unacceptably low use
- Price increases are unsustainable
- Budget shortfalls force the library to cut back on subscriptions
- Some volumes (as in a publisher's series) are still desired, but not all. The desired ones would be better purchased by firm ordering them individually

#### E. Multiple Copies

Generally a single copy of each title is acquired, unless sufficient demand for multiple copies can be demonstrated or predicted. In addition to the general collection there may also be a need for copies in other locations such as reference or faculty archives.

#### F. Replacements

- Evaluating the continued need for material worn or damaged beyond repair or lost by users is a fundamental part of collection development. Standard works, classics, Bible commentaries, and studies on topics of current interest are usually the most heavily used materials in the library and most susceptible to damage or loss.
- Library staff should replace material that is still of value to current or future users, but they may also determine that a lost or damaged item does not need to be replaced if other copies or editions are available in the collection or if the title was of marginal significance to the collection.