



# LIBRARY COLLECTION POLICY

## Southern Reformed College & Seminary

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### I. Introduction

#### A. Mission Statement

The goal of the Southern Reformed College & Seminary library is to select, maintain, and provide to our students, faculty and staff access to information resources, study space, reference assistance, and bibliographic instruction which support the mission<sup>1</sup> of SRCS and that support the curricula of the degree plans at SRCS.

#### B. Purpose of this Policy

The purpose of this policy is to guide evaluation and selection of resources to be included in the library collection, which serves our primary users, SRCS faculty and students. It also provides guidance for de-selection (weeding) of the collection. In addition, this policy assists in guiding long-term collection development. Members of the SRCS Faculty Library Committee are regularly consulted as to decisions affecting the library and its collection. Final decisions as to selection and de-selection of resources, however, rest with the Academic Dean in consultation with the Library Director in the application of this policy. This policy shall be reviewed every two years.

#### C. Access

The SRCS library provides access by purchasing resources (both print and electronic), maintaining an on-site Interlibrary Loan program through the Houston Graduate School of Theology and College of Biblical Studies libraries, and encouraging students and faculty to access TexShare databases, which are available to all Texas residents who hold a valid Texas public library card. In addition, SRCS students and faculty are encouraged to take advantage of Interlibrary Loan programs at their local public library branch for obtaining print items which the SRCS Library does not own. SRCS faculty and students may access (on-site only) the resources of the following theological/religion libraries: Cardinal Beran Library at the University of St. Thomas, Library of the Presbytery of the New Covenant, and the Lanier Theological Library. Electronic theological books can be

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<sup>1</sup> Our vision is to become a strong, vibrant ministry training center, pulsating within a multi-ethnic, multi-denominational and multi-lingual atmosphere, with a passionate desire to proclaim Christ's Kingdom throughout the nation and beyond.

accessed via American Theological Library Association (ATLA), of which SRCS is an affiliate member. SRCS Alumni and pastors in the community are welcome to use the SRCS library, and may obtain check-out privileges by joining the Friends of the SRCS Library with no annual membership fee.

## II. General Statements

### A. Current and retrospective acquisitions

1. **Current acquisitions:** The library's main focus of current acquisitions consists of those materials which support the SRCS course offerings. Specifically, for those course materials which the Library does not already own, the library purchases and places on reserve a copy of every required textbook for each course offered during a given term, and as many of the recommended texts as the budget allows.

2. **Retrospective acquisitions:** Professor-supplied subject bibliographies and requests as well as bibliographies from other seminaries are consulted when addressing areas of the collection that need strengthening and updating. The library places a priority on completing select sets of Bible commentaries directed at a scholarly, seminary-level readership.

### B. Resource Types

1. **Books:** The core of the SRC library collection consists of printed books, including reference books and general circulation books (hardback and paperback). Also included in this grouping are bound copies of SRCS doctoral projects.

**a. Faculty author:** The library also collects items including books or parts thereof that are written by members of the SRCS faculty. Such items are often donated but may be purchased.

**b. Alumnus author:** The library also includes books or parts thereof that are written by SRCS alumni. Such items are often donated but may be purchased.

2. **Periodicals:** The library provides access to journals primarily through electronic journals databases such as ATLASerials (available to SRCS students by means of a username and password) and TexShare databases (available to all public library card holders). The library also maintains a small collection of Korean and English print journals that are requested by subject faculty are considered if the budget allows.

3. **Theses/Doctoral Projects:** The library receives one bound copy of each doctoral project produced at SRCS. Those projects are shelved in the Reference collection

4. **Music:** The library does not currently collect printed music or scores, though a small representative collection of hymnals is maintained.
5. **Maps:** The library does not collect maps, with the exception of recently published atlases, especially of biblical lands.
6. **Children's Materials:** The library does not purchase materials designed for use by children.

### C. Languages

1. **Korean & English:** English and Korean language materials are the major focus of the library collection.
2. **Biblical Languages:** Materials which assist in the learning of biblical languages (biblical Greek and Hebrew) are collected.
3. **Other languages:**
  - a. **Spanish:** Spanish translations of select works important to seminary education are collected. Spanish language works of general history, geography, or literature are not retained.
  - b. **Other modern foreign languages:** materials and translations of works in other modern foreign languages are not retained in the library, with the exception of a small collection of foreign language dictionaries in the reference section.

### D. Formats

1. **Print:** Print resources are the primary format collected by the SRCS library. In many cases, due to cost savings, paperback books are preferred over hardback. Occasionally, used books in very good condition may be ordered if they offer significant savings.
2. **Electronic:** In general, if a requested book title is available in the current SRCS library e-book collection, unless specifically requested by the professor, a print copy of the book may not be purchased. The library makes a special effort to purchase reasonably priced, subject sets of e-books, such as those periodically offered by the Christian Library Consortium and various other subject related e-book providers.

**Public Domain e-books:** Most books published prior to 1923, or those otherwise not covered by the U.S. Copyright Law, are freely available in full-text from an online resource such as Google Books, Project Gutenberg or HathiTrust. The catalog record will include an Internet link enabling a patron to read or download that item directly from our online public catalog (OPAC).
3. **E-book Reader format:** The SRCS library does not purchase books in Kindle or any other special e-book reader format.

## **E. Donations**

Donations of materials to the library will be added to our collection inasmuch as they fit within the collection guidelines of this document. Items that are water damaged, in poor repair, heavily marked, or show evidence of mold will not be retained. Donated books whose contents are freely available in the public domain will not normally be retained. Donors will receive a letter from the Director confirming the number of items donated. They will also receive a tax receipt letter from the CFO. Materials published within the past ten years are most preferred. Materials that are not added to the collection will be discarded according to the policy below.

## **F. Collection Maintenance**

**1. Weeding:** Weeding, or de-selection, is an important part of the library's collection development plan. Space limitations demand an active and ongoing program of weeding. De-selection is subject to the same principles that apply to the selection of materials, as noted in this document. Furthermore, materials that fall outside the library's collecting depth indicators (Appendix 2) are subject to de-selection. Print journals which are available full-text on ATLASerials will not normally be retained. To summarize, weeding will take place with the following in mind:

- a. For time-sensitive materials, the item's contents are outdated.
- b. Duplicate copies of a formerly heavily used item are no longer needed.
- c. Comparable material exists in more recently published item.
- d. The item is in poor condition and does not warrant replacement.
- e. The item is of doubtful value when compared with other more substantive items on a topic.
- f. The library will prefer to retain the hardback copy of a book in cases where the library owns two copies, and one is a paperback, unless the paperback is a later edition.

Every 3-5 years, subject faculty will be invited to assess sections of the library's collection which pertain to their area(s) of expertise, with an eye towards weeding those materials that the professor designates. Prior editions of a work may be kept if a faculty person indicates that there is warrant for its retention.

**2. Duplicate copies:** If an item demonstrates comparatively heavy usage (discernible via a library system check), a second copy may be added to the collection, obtained either by library donation or purchase.

**3. Discarding:** After weeded materials are deleted from the library system, select items may first be offered to faculty. Remaining books are placed on the library "Free Books" shelf. Academic books that remain on the free shelf for more than a couple of weeks are donated to the used book agents. Discarded pamphlets, journals/magazines and music materials, if not taken, will be placed in the recycle

box. Non-academic materials which remain on the “Free Books” shelf may be donated to Goodwill.

**4. Preservation:** Every effort is made to maintain library materials in the best possible condition. Simple in-house repairs are accomplished for slightly damaged library materials. Plastic covers are added to hardback books for which high use is anticipated, e.g. commentaries. Pamphlets are enclosed in a reinforced pamphlet binding. The Kapco system is implemented in order to extend the life of paperback books. More complicated repairs will usually necessitate the purchase of a replacement item. Rare books do not circulate and are kept in a dark, locked room.

### **G. Special Collections**

Currently, there are no special collections housed at SRCS library.

### **H. Subjects or Areas Intentionally Not Collected**

The SRCS Library does not collect materials which are unrelated to seminary, other than the general education courses offered, such as popular or literary fiction in any language, poetry, music scores, general biographies, government documents, technical manuals, phonograph recordings, and audio or VHS tapes. Neither does the Library collect general magazines and issues of journals, which are available full-text via ATLASerials database or, as in the case of counseling resources, via TexShare databases. Information concerning collection intensity by topic is included in Appendix 2 of this document.

### **I. Selectors Responsible for Collection**

Though the Director has primary responsibility for selecting materials for the SRCS library, this is accomplished in concert with faculty, and is driven primarily by course offerings and budget constraints. Faculty and student material requests are welcome, however, at any time during the year.

## **III. Collection Evaluation Methods**

The SRCS library collection undergoes periodic evaluation based on the following methods:

A. **Collection-Centered Technique:** Every 3-5 years the faculty subject specialists will be asked to submit subject bibliographies which library staff will check against library holdings, making note of those titles which should be purchased. Library staff will also check our holdings against the annual Denver Seminary Old and New Testament Exegesis Bibliographies. Purchases will be made as the budget allows and prioritized by upcoming course offerings. In this way each subject area will have its turn in obtaining updated resources.

- B. **Quantitative Measures:** In order to assist with long range planning as to updating sections of the library collection and assessing usage, library system reports can be run which indicate the number of books within a Dewey classification range, their average age (publication date) and the number of times items within a specific classification or sub-classification have been checked out.

## Appendix 1

### Rare or Not?

- ❖ Supply and Demand
- ❖ Content or Physical Characteristics
  - Content
    - ◆ First editions of important works
    - ◆ Other important editions
    - ◆ Initial reports of scientific discoveries
    - ◆ Illustrations by a noted artist
    - ◆ Formerly censored works
  - Physical Characteristics
    - ◆ Special binding
    - ◆ Printing process
    - ◆ Autograph
    - ◆ Marginal annotations of famous person
    - ◆ Is my old book rare?
- ❖ Rare?
  - All books printed before 1501
  - English books printed before 1641
  - Printed in the Americas before 1801
  - Printed west of the Mississippi before 1850
  - Mass printings became common in the 19<sup>th</sup> century
- ❖ **NOTE:** If your book does not fall into one or more of the above categories, it is doubtful that it is a rare book. *Not all old books are rare.*
- 1. **Categories usually NOT considered rare:** Bibles, sermons & religious instruction, collections of an author's work, encyclopedias, textbooks, reprints (such as paperbacks) & facsimiles.<sup>1</sup>
- ❖ **For more information, visit the Antiquarian Booksellers Association of America website:**  
<http://www.abaa.org/>

## Appendix 2

### SRCS LIBRARY COLLECTING INTENSITY BY SUBJECT

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#### **KEY**

- 0**     **OUT OF SCOPE:** Library does not intentionally collect any materials for this subject.
- 1**     **MINIMAL INFORMATION LEVEL:** Library maintains a very limited collection of general materials and reference works.
- 2**     **BASIC INFORMATION LEVEL:** Collection level serves to introduce a subject and support needs of general library user at basic undergraduate level and includes a limited collection of monographs and reference work, as well as a limited collection of representative general periodicals on a topic.
- 3**     **STUDY OR INSTRUCTIONAL SUPPORT LEVEL:** This level provides information about a subject in a systematic way but at the level of less than research intensity, and is adequate to support graduate instruction. It includes a select collection of general monographs and reference works as well as a representative selection of journals, which are available via ATLASerials database.
- 4**     **RESEARCH LEVEL.** A collection that contains the major published source materials required for doctoral study and independent research. The SRCS library does not collect at this level
- 5**     **COMPREHENSIVE LEVEL.** This is an exhaustive collection containing materials in all applicable languages. It also includes an extensive manuscript collection. The SRCS library does not collect at this level.

**NOTE: Levels 2 and 3 can be broken down further into two additional levels. For example, “3.1 Basic Study Level” and “3.2 Advanced Study Level.” Relevant biographies in a given subject area are collected as needed.**

Dewey Classification	Description	Level
<b>000</b>	<b>GENERALITIES</b>	<b>1</b>
<b>100</b>	<b>PHILOSOPHY</b>	<b>2.1</b>
150	Psychology	3.2
<b>200</b>	<b>RELIGION</b>	<b>3.2</b>
210	Philosophy of Religion	3
220	Bible; Pseudepigrapha	3.2
230	Christianity; Christian theology	3.2
240	Christian devotional theology; Christian life	3.2
250	Pastoral theology; Preaching	3.2
260	Public worship; Missions	3.2
270	Church history	3.2
280	Christian denominations & sects	3
290	Non-Christian religions; comparative religion	3
296	Judaism; Ancient Judaism; Dead Sea Scrolls	3
<b>300</b>	<b>SOCIAL SCIENCES</b>	<b>1</b>
360	Social programs & services	3

<b>400</b>	<b>LANGUAGE</b>	<b>1</b>
480	Biblical Greek	3
490	Biblical Hebrew	3
<b>500</b>	<b>NATURAL SCIENCES &amp; MATHEMATICS</b>	<b>1</b>
	(The library collects a few items that relate to origins and the interaction of faith and science.)	
<b>600</b>	<b>TECHNOLOGY &amp; APPLIED SCIENCES</b>	<b>0</b>
616	Psychiatry; Psychotherapy; Mental disorders; Counseling	3.2
650	Management	2
<b>700</b>	<b>ARTS, SPORTS, RECREATION, MUSIC</b>	<b>1</b>
<b>800</b>	<b>LITERATURE &amp; RHETORIC</b>	<b>1</b>
	(The library collects a few reference resources in addition to some literary works/novels with religious or biblical themes or persons.)	
<b>900</b>	<b>GEOGRAPHY &amp; HISTORY</b>	<b>1</b>
920	General religion-related biography	<b>1</b>
930	Ancient Near East	2.2
970	American history	1