

Union College Library Collection Development Policy

I. Introduction

Library Mission Statement

The Ella Johnson Crandall Memorial Library facilitates the utilization of information resources, preservation of institutional heritage, and serves students, faculty, staff, and community members of Union College in their intellectual and spiritual growth.

Goals & Objectives for Collection Development

- Supports the curriculum of the College.
 - Provides class-oriented resources through library collections, database subscriptions, and interlibrary loan.
 - Maintains a well-rounded and useful collection of current and retrospective resources.
- Encourages the educational development of the faculty.
 - Provides access to advanced resources and current information in faculty members' respective disciplines.
 - Trains faculty on the use of library resources.
- Preserves the religious heritage of the College.
 - Collects and maintains historical resources and archives related to the Mid-America Union of Seventh-day Adventists, Union College, College View Seventh-day Adventist Church, and the College View community.
- Provides resources which aid spiritual growth.
 - Acquires devotional reading and viewing material.
- Serves the College's constituencies and local community.
 - Grants community patron cards to eligible community members.
 - Provides print resources, as well as electronic and audiovisual resources to a limited extent.

Purpose of the Collection Development Policy

The purpose of this policy is to provide the library staff guidance in collection development decisions, encourage faculty participation in collection development, and to communicate the library's collection development philosophy to the public.

Description of Union College

Union College, founded in 1891, is a four-year coeducational college offering programs leading to baccalaureate and associate degrees in arts and sciences and a Masters of Physician Assistant Studies. A graduate program in education is offered on the college campus through an affiliation with another Seventh-day Adventist institution. Selected

programs are also available in cooperation with local universities and colleges.

Union College is owned and operated by the Seventh-day Adventist Church and exhibits a diverse international climate. Many countries and most states are represented, although students come primarily from a nine-state area known as the Mid-America Union Conference. The college is sensitive to individual, racial and ethnic differences and seeks students and personnel from diverse cultural backgrounds.

Union College believes that God is the Creator, Sustainer and Savior of humankind; that human beings are the crowning act of His creation and that each person is imbued with intelligence and assets which should be dedicated to serving and glorifying God. The ultimate aim is that students will accept the assurance of eternal salvation offered through Jesus Christ and that this acceptance will foster a desire to honor God, to uphold the values of the Seventh-day Adventist Church, and to spread the good news of God's love.

Union College provides a liberal arts education in an intellectually rigorous, Christian environment and encourages the harmonious development of human capabilities--the intellectual, spiritual, physical, psychological and social.

Union College desires that its students acquire a balanced core of knowledge, operate from a Christ-centered perspective, think critically to reach carefully reasoned positions on important issues, communicate effectively and emerge as graduates committed to continuing the tradition of responsible citizenship and altruistic service throughout the world.¹

Description of the Ella Johnson Crandall Memorial Library

Within the library's 38,000-square-foot facility, librarians provide reference assistance, library instruction, and maintain a general academic collection of more than 160,000 items in a variety of formats. Current periodical subscriptions total almost 60 with online fulltext access to several thousand additional titles available through the Periodicals A to Z Web pages. The collection is also supplemented with approximately 30,000 electronic books available through the online public access catalog. The Lora McMahon King Heritage Room houses a large collection of Adventist books, periodicals and microforms, in addition to Union College archival materials.

Other library services include a photocopy machine, microform readers and printer, and public computers. The library subscribes to approximately 60 article databases accessible via the Web from services such as EBSCOhost and OCLC FirstSearch.

¹ Adapted from the Union College Website, <http://www.ucollege.edu/ucscripts/public/template/default.asp?DivID=0&PgID=12>. Viewed January 12, 2009.

Resources in other academic libraries in the area are available through reciprocal borrowing and on a wider spectrum through interlibrary loan. The latter service provides access to materials through the more than 50,000 member libraries of OCLC, the Online Computer Library Center network.²

Source of Funding

The library's main source of funding comes from Union College's Educational and General Expense which is primarily funded by tuition revenue. A very limited amount of funding is available to support the acquisition of new formats through the Thomson Endowment. And an even smaller amount is available from the Smith Endowment to subsidize the annual subscription cost of the *ATLA Religion Database*. La Sierra University provides funds to cover library materials for its summer graduate education program hosted on Union College's campus.

Interlibrary Loan and Cooperative Agreements

Union College Library participates in OCLC's interlibrary loan network through which students, faculty, and staff may obtain access to books and articles which do not meet the criteria of this collection development policy or for which Union College does not have funds available. The library maintains even closer resource sharing relationships with libraries within the state of Nebraska. Through the Nebraska Library Association – College and University Section's reciprocal borrowing program, post-secondary libraries provide services to students from other campuses. As a member of the Nebraska Independent College Library Consortium, the library shares an online integrated library system with nine other campuses. These ten campuses freely lend items from their collections to each other. These cooperative agreements serve to supplement Union College's library collection and have little or no effect on selection decisions.

Multiple Copies

The library may purchase multiple copies of items if preservation is important (see Heritage Policy pg. 8) or copyright infringement may become a problem.

The library will not provide multiple copies of items which students should purchase as textbooks in the college store. For further information on library services which accommodate class group usage of items with limited availability, see the Course Reserves Policy.

² Adapted from the *Union College Bulletin 2008-2010*, page 36.

II. Elements of Collection Management

General Nature of the Collection

In order to achieve the above mission and goals, the Library collection includes a wide range of materials related to all subjects taught at the College, as well as materials which promote personal spirituality, intellectual growth, and a mature understanding of the broader world context. The collection supports undergraduate instruction through a selection of basic monographs, periodicals, reference works, and bibliographic databases relevant to subjects taught in the College. Additional specialized works are selected as deemed appropriate. A limited number of general works are included to encourage students in the pursuit of a balanced lifestyle and lifelong learning.

Budget Allocations

The library director proposes allocations intended to fund books and media materials for each subject area as part of the annual budget proposal for the library. Allocations for periodicals and databases are not divided by subject area.

Minor adjustments to the allocations are reviewed and approved by the Academic Dean. When major revisions are proposed, Academic Council is asked to approve the change. Previously, a formula provided the foundation for establishing allocations.³ Currently allocations for print books and media are budgeted in bulk and accommodate requests from from campus entities such as:

- academic departments
- employee committees and programs
- student clubs
- individual patrons

Materials are purchased throughout the year as requests are generated and reviewed by library staff.

Responsibility for Selection and Deselection

Responsibility for coordinating the collection as a whole, selecting materials not requested by campus entities, deselecting materials, and making decisions as to collection relevance and completeness rests with the professional library staff.

³ The original formula was adopted in 1971. There have been at least two modifications since then.

Selection Guidelines

Union College is primarily an undergraduate institution with one graduate program in Physician Assistant Studies. In addition, the library provides support for La Sierra University's summer graduate education program hosted on the Union College campus. The undergraduate environment of Union College emphasizes both foundational knowledge of the disciplines taught and their practical application in the workplace. The library recognizes that the body of knowledge in all fields is constantly expanding and the academic programs continue to evolve in order to include this new information. In addition, college students are encouraged to explore new topics of interest to them. For this reason, selection guidelines must remain open and the expertise of teaching faculty who are in daily touch with these changes is essential.

The following criteria are considered when adding books, periodicals, and media to the collection:

- Relevance and importance to the current curriculum
- Potential of the publication to become a standard classic in its discipline
- Current popularity of the topic or title
- Relevance to extracurricular activities on campus
- Content unique to the collection
- Availability in a format which the library can support
- Reasonable cost/expected use ratio

See Section V for more details by subject area.

De-selection

Materials may be removed from the collection if they no longer meet the selection criteria above, digital forms are available and more likely to be used, and/or usage statistics show irrelevance to patrons.

Gifts

Gifts in usable condition are accepted at the discretion of the professional library staff, with the understanding that the library may dispose of any materials not selected for retention. Only items which meet the selection criteria of this policy will be retained for the collection. Significant gifts may be commemorated by a special book plate. A letter of acknowledgement and an itemized list of materials donated will be sent to each donor. According to IRS regulations, the library staff may not place a monetary value on donated items.

The library does not accept:

Audio and video cassette tapes

Reference materials which are more than five years old

Periodicals

Exceptions to this list are made for historical materials designated for the Heritage Room. Donors of significant Seventh-day Adventist materials not related to Union College or the region of the Mid America Union should consider donating these materials to either of the major Seventh-day Adventist history repositories at Andrews University or Loma Linda University before offering them to Union College.

Preservation

Decisions which affect the life of a particular item in the collection are made based on how long the library expects to keep or need that item. Print periodicals which will be retained longer than five years are bound. Damaged books or media materials which are in high demand will be replaced with new copies if possible. Books will be rebound if the damage is not so great as to preclude this measure. Lower demand books with minor damage are repaired in house, or if the damage is extensive may be discarded without replacement. Replacement copies may be identical to the discarded copy or may be a new book or media item covering the same information. As much as possible acid free labels and materials are used to mark and repair materials.

Intellectual Freedom and Censorship

Union College Library supports the principle intent of the American Library Association's "The Freedom to Read Statement" that it is not the library's place to dictate what individuals read.⁴ At the same time, the library recognizes its obligation as an entity of Union College affiliated with the Seventh-day Adventist denomination to uphold the standards of academic freedom as practiced in these institutions when selecting material for the collection.

In order to balance these two governing perspectives, the library has adopted a selection model rather than censorship model for collection management. This means that all potential acquisitions are considered outside the scope of the library's collection until their inclusion has been justified by the criteria of this policy.

In harmony with the *Union College Faculty Handbook* statement on academic freedom⁵, the library:

- Selects materials for the collection on subject matter pertinent to the curriculum of the college including both consenting and dissenting opinions.
- Also collects material which is likely to be used in student research projects and assignments required by professors although the topics may be selected by students themselves.

⁴ "The Freedom to Read Statement," Chicago: American Library Association, 1953-2004.
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>.

⁵ *Union College Faculty Handbook*, Section F 1.3 Academic Freedom.

- Consciously includes material from both Christian and non-Christian perspectives in order to acquaint students with the variety of perspectives they may encounter throughout life.
- Trusts members of the faculty to guide students in their research choices, teaching them to practice the same standard of “responsible research with proper respect for public safety and decency” expected of faculty employed by Seventh-day Adventist institutions of higher education.⁶
- Requires members of the faculty to use “due regard for the character and aims” of the college when recommending acquisitions for the library.⁷

Problems which arise when materials are to be added to or withdrawn from the library collection are referred to the Library Director. If problems cannot be reconciled by the professional library staff, then appropriate faculty will be involved in the decision-making process.

III. Format and Special Collections

A. Periodicals

The library subscribes to and maintains current and retrospective general and scholarly titles for the disciplines covered by the curriculum. These may be in paper or electronic format. Requests for new periodicals are presented to the Library Director, who negotiates subscriptions to periodicals and databases balancing program needs with vendor offers and consortial options for optimal pricing. Subscriptions are charged to the periodicals budget, not to the divisional allocations. Periodicals which will be kept more than five years, have historical value and/or have significant retrospective holdings may be bound.

B. Databases

The library subscribes to databases which provide indexing and in some cases full text to journal literature in the disciplines taught at Union College. The following items are considered when a database is selected:

- need or expected usage
- availability within a price range which can be accommodated by college budget constraints
- unique coverage of subject matter
- inclusion of full text

⁶ *Union College Faculty Handbook*, Appendix 1, “On Academic Freedom in Seventh-day Adventist Institutions of Higher Education.”

⁷ *Ibid.*

C. Doctoral Dissertations Sponsored by Union College

Faculty members who have been sponsored by Union College in their doctoral studies are required to deposit a copy of their published dissertation in the library at their own expense. Faculty members not sponsored by the college are welcome to donate copies of their dissertations.

D. Student Course Work

Significant student projects may be included in the library's collections. These items require the permission of the student before acquisition by the library. It is the responsibility of the academic department to document and verify the student's agreement.

E. Browsing

Print books for recreational use are shelved in the Browsing Section. Selection of materials is encouraged for individual patrons.

F. Easy/Junior

Print materials in the easy and junior sections of the general collection are maintained primarily for the use of college classes requiring the analysis of children's materials such as elementary education or writing majors.

IV. Lora McMahon King Heritage Room

The purpose of the Heritage Room is to acquire, preserve, and make available for use items related to the history of Union College, College View Church, the College View community, and Seventh-day Adventism with emphasis on the Mid-America Union. This collection includes books, periodicals, audiovisual materials, photographs, Union College archives, personal papers, and artifacts.

The following guidelines will be considered when adding material to the Heritage Room:

1. General SDA periodicals such as *Adventist Review* and Sabbath School papers, and North American Division union periodicals may be retained if not available in a digital format.
2. Rare books of significant value will be housed in the Heritage Room for security regardless of relationship to the collection.
3. Multiple editions of a work may be included if there are substantial changes in content or if there is some special significance. Generally, multiple copies of a work will not be retained.
4. Selected non-denominational publications related to Seventh-day Adventism will be retained as long as considered useful.

5. Foreign language materials will not be retained unless they are directly related to Union College.
6. SDA union publications outside of Mid-America other than official periodicals will not be included.
7. SDA division publications outside of North America will not be included.

V. Description and Collecting Level by Dewey Classification (Working Document)

- Collecting Levels: 1 Do not collect
 2 Collect general interest works only
 3 Support undergraduate study
 4 Support masters level study
 5 Comprehensive – doctoral study

Dewey Class	Description	Collecting Level & Notes	Dewey Class	Description	Collecting Level & Notes
000	Computer science, knowledge & systems	2	070	News media, journalism & publishing	3
010	Bibliographies	1 (in general now replaced by online databases)	080	Quotations	1
020	Library & information sciences	2 Focus on professional development for college librarians	090	Manuscripts & rare books	1
030	Encyclopedias & books of facts	1	100	Philosophy & Psychology (general works)	2
040	Unassigned? Computer Science	1	110	Metaphysics	2
050	Magazines, journals & serials	1	120	Epistemology	2
060	Associations, organizations & museums	1	130	Parapsychology & occultism	2

140	Philosophical schools of thought	2	440	French & related languages	1
150	Psychology	3	450	Italian, Romanian, & related languages	1
160	Logic	2	460	Spanish & Portuguese languages	1
170	Ethics	2	470	Latin & Italic languages	1
180	Ancient, medieval & eastern philosophy	2	480	Classical & modern Greek languages	2 (Biblical Greek?)
190	Modern western philosophy	2	490	Other languages	1
200	Religion	3	500	Science	3
300	Social sciences, sociology & anthropology	3	510	Mathematics	3
310	Statistics	3	520	Astronomy	2
320	Political Science	3	530	Physics	2
330	Economics	3	540	Chemistry	3
340	Law	2	550	Earth sciences & geology	2
350	Public administration & military science	2	560	Fossils & prehistoric life	2
360	Social problems & social services	3	570	Life sciences: Biology	3
370	Education	4 (La Sierra summer program)	580	Plants (Botany)	2
380	Commerce, communications & transportation	2	590	Animals (Zoology)	2
390	Customs, etiquette & folklore	2	600	Technology	2
400	Language	3	610	Medicine & health	4
410	Linguistics	2	620	Engineering	2
420	English & Old English languages	3	640	Home and Family Management	2
430	German & related languages	1	650	Management and Public Relations	3

660	Chemical engineering	2	830	German & related literatures	2
670	Manufacturing	2	840	French & related literatures	2
680	Manufacturing for specific uses	2	850	Italian, Romanian & related literatures	2
690	Building & construction	2	860	Spanish & Portuguese literatures	2
700	Arts	3	870	Latin & Italic literatures	2
710	Landscaping & area planning	1	880	Classical & modern Greek literatures	2
720	Architecture	2	890	Other literatures	2
730	Sculpture, ceramics & metalwork	2	900	History	3
740	Graphic Arts & decorative arts	3	910	Geography & travel	2
750	Painting	3	920	Biography & genealogy	2
760	Printmaking and Prints	2	930	History of ancient world (to ca. 499)	3
770	Photography & computer art	3	940	History of Europe	3
780	Music	3	950	History of Asia	2
790	Sports, games & entertainment	3	960	History of Africa	2
800	Literature, rhetoric & criticism	3	970	History of North America	3
810	American literature in English	3	980	History of South America	2
820	English & Old English literatures	3	990	History of other areas	2

VI. Policy Review and Record of Adoption

This policy will be reviewed by the library director at least every five years beginning in 2010. If changes are deemed necessary at that time, a committee of librarians will meet to draft the changes. The policy is sent to Academic Council for approval and formal adoption.

Adopted by Academic Council on 3/8/2010.