

Earlham School of Religion / Bethany Theological Seminary
Lilly Library
Collection Development Policy
Revised March 2007

Introduction

The Earlham School of Religion and Bethany Theological Seminary rely on and contribute to the Lilly Library of Earlham College as their source of library collections and services. The legal and financial aspects of this relationship are described in the "Library Agreement" of April 15, 1994. This document, on the other hand, serves as a policy for the maintenance and development of the Bethany and ESR collections in Lilly Library. It describes the purpose of the collections, the criteria for adding to or deleting from the collections, the procedures to be followed, and the responsibilities of individuals in carrying these out. This document is not meant to be a strict set of rules, but rather a set of guidelines. It was written by the theological librarian and the ESR/Bethany Joint Library Committee, and approved by the faculties, in March of 1998, and revised by these parties in March, 2007.

Nature of collections

It is the primary goal of the seminary collections in Lilly Library to support the Bethany and ESR curricula. Because the seminaries' communities have access to all the general and disciplinary collections in the Earlham Libraries, ESR/Bethany library funds can be used primarily for theological and related materials that directly support the seminaries' curricula, and student research within their programs. Given these factors, here are some criteria for selection of material:

Materials should be college, graduate, or professional level, and scholarly in nature.

Topics of materials should be relevant to ESR or Bethany programs, courses, or community-wide research interests.

Materials should be primarily in English. All ESR/Bethany students read English, while few read languages other than English. Exceptions may include materials that support unique aspects of the seminaries' curricula and programs.

Reference materials should support seminary student research, and general information needs relating to the study of Christianity and to the seminary programs.

Because of limited resources for theological materials, the following types of materials will not be collected extensively: popular and inspirational religious material; textbooks; non-theological materials.

In addition to meeting these criteria, periodicals should be accessible via a research tool such as the ATLA Religion Database.

Media

Sound recordings and CD-ROMs are selected according to above guidelines as well. Selection of CD-ROMs should consider that the library does not network them for off-site or

multiple access points.

Video recordings are not purchased through Lilly Library. Bethany and ESR may purchase videos out of non-library funds, then give them to ITAM (Instructional Technology and Media) for cataloging, storage, and circulation.

Electronic Resources

Electronic forms of books, journals, collections, and bibliographic databases can be immensely useful to ESR and Bethany scholars, teachers, and students working on campus, off campus, and online. Because of their rapidly evolving nature, interfaces of varying qualities, and changing price structures and ongoing costs, it is difficult to make a summary statement here about how ESR and Bethany will select, subscribe to or purchase, and retain these resources. Relevant electronic products will be considered by the Joint Library Committee, in consultation with faculty, on a case by case basis.

Responsibility for selection

Most selection is done by the theological librarian and the seminaries' faculties. The librarian uses the following tools for selection: *Choice*, *Library Journal*, *Religious Studies Review*, reviews in other periodicals, and publishers' catalogs. Recommendations from students or others in the community may be forwarded to the theological librarian for consideration. If a seminary faculty member wishes to make a recommendation for materials to be purchased with other library funds, this too may be sent to the theological librarian for consideration. Gifts may be made to the library, but the theological librarian will decide whether or not to add the items to the theological collections. Because of the ongoing cost of serial subscriptions, the Joint Library Committee will consider and decide all recommendations for periodicals. The Joint Library Committee may also consider any orders for very expensive (over \$150 for a monograph) or unusual materials.

Weeding

Periodical subscriptions and standing orders will be reviewed by the Joint Library Committee approximately every five years. The theological reference materials will be maintained and weeded by the theological librarian. Weeding of the circulating collection will be coordinated and overseen by the librarian and the Joint Library Committee, with input from the faculties. Books may be withdrawn if they have lost their relevance to curricular or community interests, are out of date, or have not circulated.

Acquisitions procedures

Books: Orders from faculty for books may be submitted directly to the Acquisitions Clerk, Debbie Follis (drawer 198, or email follide). Orders may be sent in the form of an email message,

a publisher's catalog, or the photocopy of a review. Order information should include title, author, publisher, ISBN (if possible), and the name of the person ordering. Orders from non-faculty should be forwarded to the theological librarian.

Periodical subscriptions: Forward information about the publication to the theological librarian for decision by the Joint Library Committee, which will use criteria given above.