**Canton Theological Seminary Library Collection Development Policy**

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1. **Introduction**

* **Purpose of the Collection Development Policy**

This collection development policy is a statement of the principles and guidelines used by the Canton Theological Seminary Library in the selection, acquisition, evaluation, and maintenance of library materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library's policies to faculty, students, staff, and other interested persons. It is understood that as the programs and other information needs of the University change, so too the collection development policy will change to meet such needs. (from Cowan-Blakely Memorial Library at the University of Dallas).

* **Library Mission Statement**

The mission of the Library is to provide access to knowledge and information to serve the research, teaching, and learning needs of the university community; facilitate the integration of on-campus and online curricula with relevant resources and robust library services; and support the university mission by fostering biblically centered scholarship (from Biola University Library).

* **Library Values**

The Canton Theological Seminary Library is committed to outstanding SERVICE to our users, responsible STEWARDSHIP of our resources, and an enduring support of SCHOLARSHIP (from Biola University Library).

1. **Scope of Collection**

The Canton Theological Seminary Library collects materials, in a variety of popular formats, which supports the library’s function as an information source for the needs of its students. The overall collection will be collected with the university’s mission in view by focusing on relevant resources that foster biblically centered scholarship. (Inspired by the Denver Public Library).

* **Selection Responsibility**

The library faculty is ultimately responsible for the overall management and development of the library collections. Each department within the Canton Theological Seminary has a specific liaison librarian. Teaching faculty and liaison librarians are encouraged to communicate with each other about acquiring new materials in the collection.

The teaching faculty is encouraged to take an active role in this by communicating with their respective liaison librarian directly. The liaison librarians should be communicating and collaborating with faculty to keep them informed about newly published materials and other resources, alongside what the collection priorities are.

Requests for materials from students and staff are always welcome as well, those requests will be considered and reviewed in light of the criteria covered in this document. (Inspired by the Biola University Library).

* **Allocation of Funds**

The Dean of the Library allocates the percentages of the materials budget for each department in the library based on several criteria. Then the Deans of the specific departments within the seminary become involved by allocating the funds for their respective departments based on the criteria covered in this document. These discussions, again, will happen in community; department heads, faculty, liaison librarians, and the Dean of the Library will all be involved. (Inspired by the Biola University Library).

One final note on the scope of the collection, that being how the resources will be organized. When the resources are added to the collection and made available to students, staff, and faculty, they will be organized by their Library of Congress Classification number. (Inspired by the Moody Theological Seminary).

1. **Selection Criteria**

There are a variety of criteria that regularly guide and inform both the identification and selection process at the library:

* **General**

1. Whether the item falls within the scope of collection as defined by this collection development policy
2. Whether the item contributes to improving the strength of the collection in view of the Seminary’s mission, also as covered in this collection development policy.
3. Existing coverage of subject
4. Level of subject treatment
5. Currency
6. Reputation of the author and publisher
7. Reviews
8. Cost
9. Suitability of format to content

* **Specific Criteria from Seminary**

1. Does the item facilitate formation for ministry.
2. The work’s documenting the record of Christian life and thought.
3. Recommendations from faculty.

* **Electronic Resources**

By and large, the same criteria that is listed above applies to electronic records as well. There are some important distinctions to make though. Some further criteria to consider with electronic records are:

1. Affordable licensing agreements and subscription costs.
2. Can cancel duplicate print resources to save money.
3. Reliability of the online vendor and the quality of their product.
4. Accessibility on and off campus.
5. Interface and ease of use for the user(s).
6. Reliable access to the content.

These lists were influenced from the Biola University Library and the Wright Library at Princeton Theological Seminary.

1. **Gifts, Withdrawals, Request, Complaints**

* **Gifts**

The Canton Theological Seminary Library does accept gifts for materials that enhance the value of the existing collection. All gifts must be without conditions and restrictions unless exceptions are worked out with liaison librarians ahead of time.

Donors are expected to arrange delivery of materials to the library and need to sign a Deed of Gift. (Inspired by the Wright Library at Princeton Theological Library).

* **Withdrawals**

Deselection, or weeding, is needed to make the collection stays relevant and has good value for the patrons of the library. Criteria for deselection also matches up with the criteria for selection. Other factors that can come into play are:

1. Low circulation
2. Editions that age out.
3. Items that are in poor physical condition.

This list was inspired by the Biola University Library.

* **Complaints**

All complaints should be formally filled out either in writing to the library, or on the website. The complaint will hopefully be handled as soon as possible with the appropriate party but will move up the chain of command as needed. The Dean of the Library will finalize all decisions in these sorts of matters.

**References**

Biola University Library. (n.d.). Biola University Library Collection Development Policy. La Mirada.

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Moody Bible Institute. (2022). *Policies and guidelines*. Library. Retrieved November 3, 2022, from https://library.moody.edu/michigan-library/mts-michigan-library/policies-and-guidelines/

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University of Dallas. (2018, October). *Collection Development Policy*. Collection development policy. Retrieved November 3, 2022, from <https://udallas.edu/library/policies/coldev.php>