

## Collection Development Policy

# Goals

The goal of this collection development policy is to guide Murray Library in its efforts to build and maintain a collection of resources that reflects the philosophy and educational mission of the University by supporting curricular needs of all programs currently offered. This policy is necessary to insure systematic and balanced collection growth. This document recognizes that adequate provision of library resources and services involves both local ownership and access to online and remote resources. Involvement in resource sharing through consortia, networks, interlibrary loan, and other document delivery services is recognized and funded as part of collection development.

# Core Values and Mission

## Core Values

Welcoming Environment  
Collaborative Engagement  
Responsive Service  
Transformative Learning  
Credible Resources

## Mission

The purpose of Murray Library is, first, to participate creatively and responsibly in the larger enterprise of librarianship to select, acquire, catalog, preserve, circulate, provide access to, instruct in the use of, and selectively deaccession that portion of the accumulated knowledge of humankind appropriate to our institution and within the constraints of our financial resources. Second, we exist to partner with the community of educators in meeting Messiah University's Guiding Education Assumptions (the value of prior knowledge, the value of inclusive education, the value of connecting Christian faith and learning, the value of student responsibility and involvement, the value of assessing student learning, the value of common learning, the value of experiential learning, and the value of disciplinary expertise and interdisciplinary inquiry).by providing appropriate collections, services, and instruction, and by maintaining a facility and environment conducive to learning. We also endeavor to meet responsibly the information needs of university administration, faculty, staff, and community users..

Murray Library specifically contributes to the educational mission of the university by providing research assistance and strategic information literacy enabling students to find, evaluate, cite and use information effectively and ethically. As students mature as scholars, successfully learning to use library resources will contribute to the development of logical, creative, analytical and synthetic thinking. It will help them attain specialized knowledge and abilities in their areas

of study and engage in scholarship in specific disciplines, demonstrating the centrality of the library to Messiah University's success.

Further, Murray Library's mission is to collaborate with institutional administration in achieving intentional institutional support, both conceptually, through an integrated presence in the institution's defining documents, and financially, through strong fiscal support.. Such support will enable Murray Library to maintain a place at the heart of the institution , to fulfill the University's educational objectives, and to bring honorable visibility to Messiah University through contributions to the larger scholarly community.

## Liaison Librarian Program

The Librarians and Teaching Faculty share responsibility for developing the library collection. By way of the liaison program, they coordinate their efforts to ensure that the Library collects to meet the needs of the University as a whole, and of the individual departments, programs, and curricula. All of the librarians serve as liaisons to several academic departments or programs. The main responsibility of the liaisons is to maintain communication between the library and the faculty. As the library subject specialists, the liaisons serve as selectors, and assess collection strengths and weaknesses. Liaisons also provide advocacy for their disciplines in the Library and understand community needs. Faculty and librarians in different departments may collaborate on collection development in different ways, depending on the needs of the discipline and the resources available. Frequent and open communication is a hallmark of all successful collaborations.

## Description of the Library

**Patrons.** Messiah University Murray Library serves many constituencies. The main patrons of the library are the students at Messiah University; they are typically traditional undergraduate students, but also include some non-traditional undergraduate students, online students, and graduate students. Our collection is also a resource for faculty research, but our resources do not allow us to systematically collect at the "research" level. The library also serves the academic and local community.

**Special Collections.** The university maintains several special collections, in addition to the main collection to support the curriculum. These include: The Artists' Books collection, Canadian Literature, the Ruth E. Engle Memorial Collection of Children's Books Illustration, and the W. Jim Neidhardt Collection on Religion and Science. See the "Special Collections" supplemental policy for more information.

**Budgets.** The Library receives two primary funding streams for purchase of materials and access to resources for the Messiah community. The Acquisitions fund is for purchases of materials that the library will own in-house such as books, print periodicals, videos, CDs, etc. The Access fund is for purchasing access to online or remote materials such as subscription databases, ebooks, streaming videos, and single title online journals.

Order requests from faculty members may be sent directly to the library or may be channeled through the department chair, as the chair directs. The library exercises its responsibility to consult faculty on unusually expensive items or about requests which seem to fall outside the collection development policy and the departmental subject scope.

All materials purchased with monies distributed from the library are expected to be housed in the library facility.

The librarians are responsible for the overall balance of the collection.

All funds remain under the purview of the Library Director and library faculty. Librarians may consult with teaching faculty and departments to determine the most appropriate resources for specific disciplines, but the final determination for purchase remains with the library.

Purchases for materials obtained primarily for the benefit of graduate school programs are to come from graduate school library budget lines; they are not to be funded through undergraduate funding.

## General Guidelines

### Selection Criteria

**Relationship to the Curriculum.** Responsibility for materials selection is shared by the teaching and library faculties. Department faculty initiate the majority of requests for acquisition. Library faculty work with the departments as liaisons to help maintain collection balance, both in terms of current and retrospective acquisitions.

The overarching criterion for selection is whether a particular resource supports the primary mission of the university: to educate men and women toward maturity of intellect, character and Christian faith in preparation for lives of service, leadership and reconciliation in church and society. This criterion spans a broad range of materials, most of which provide direct curricular support, but some of which extend beyond specific curricular offerings. In addition, some items may be at variance with our faith and lifestyle commitments, but may be included in any subject area if they meet the primary guidelines. Please see the "Intellectual Freedom" section of this policy for information on challenges to materials in the library.

Suggestions for the purchase of library materials from all members of the Messiah Community (including retirees) are welcome. These are reviewed by librarians in consideration of financial and curricular needs.

## Acquisitions Guidelines

Ordering for the fiscal year will begin August 1st. All orders received from July 1st until April 1st, will be prioritized for the current budget year as long as there are funds. Orders received after April 1st will be ordered only if there are funds; if no funds are available, these orders will be placed in the next fiscal year.

The following is the priority for acquisitions for the library collection.

- Continuations of materials arriving serially.
- Materials needed for discrete class offerings, with new courses and general education classes given extra consideration, if necessary.
- General and specialized reference materials.
- Outstanding books not initially ordered by the academic departments.
- Materials to support faculty and administrative research and faculty development.
- Recreational and inspirational nonfiction and fiction.

## Format-specific considerations

### Books

- Generally, good quality trade paperback editions are preferred for physical copies.
- Library or hardcover binding is preferred for juvenile books.
- Out-of-print titles are sought through finding services, but procurement efforts will be abandoned after two reasonable attempts are unsuccessful. The original requestor will be notified at that time.
- Textbooks are generally not purchased, though some disciplines require their inclusion in the collection if the literature of the field is routinely not disseminated in monographic titles.
- Single copies are generally purchased unless librarians determine a need for multiple copies.
- E-books, if available, may be purchased through approved vendors to provide remote access. When receiving a request for a book that we already have access to through our ebook vendors, we will purchase perpetual rights to the ebook title and not purchase the physical book unless specifically requested. To facilitate access, ebooks may be purchased even if we already have the book in print.

- Works in languages other than English will only be acquired when no other comparable source is available in English AND when the use of such a work by our primary user group can be argued.

## Films

- Films can be purchased either as DVD, Blu-ray, or streaming
- Preference will be given to the format that gives us perpetual access, whether that be a physical film or hosting the digital file.
- Streaming films purchased with limited life will be evaluated to determine if we should resubscribe
- If possible, streaming films should be hosted by Messiah, followed by a current streaming service, and as last resort, a stand-alone.
- Public performance rights will be purchased if available.

## Reference materials (print and electronic)

### Selection and Acquisitions of Reference Materials

- The most recent editions of reference works in the collection will be included in the Reference Collection. Superseded editions will be either weeded from the collection or transferred to the main stacks (circulating collection). This will be decided on a title-by-title basis.
- There is no specific preferred format for reference materials . Reference materials will be selected in the format most useful to the appropriate audience. The guiding criterion is that it be the most useful.
- All purchased electronic reference materials, regardless of format, will be catalogued. Whenever possible, full cataloguing records downloaded from OCLC will be used.
- Unlike the general collection development policy, multiple copies of style guides, some dictionaries, and thesauri are included.
- The Public Services Librarian, in consultation with the other librarians, will select in those areas not specifically falling under the purview of any specific liaison area (e.g., LC classifications A, Z), although other librarians may also select in areas outside of their immediate liaison areas, in consultation with the Public Services Librarian.
- Reference e-resources attached to the Library's website, with the exception of those linked under subject guides (i.e., selected by liaison), are determined by the Reference Group.

## Evaluation of Reference Materials

- The Reference Collection should be evaluated every time the corresponding section of the main stacks is weeded.

- The Public Services Librarian, in consultation with the other librarians, will weed those areas not specifically falling under the purview of any specific liaison area (e.g., LC classifications A, Z).
- Electronic reference products will be reviewed annually by the Reference Group

## Treatment of Specific Types of Materials

*Atlases:* generally, in Reference Collection. A few general world, U.S., and Bible atlases should be housed in main stacks for circulation.

Rand McNally Road Atlas: United States: updated as needed and available.

*Bibles:* In addition to a significant number of versions of the Bible in the main stacks, one copy of each of the major English translations are kept in the Reference Collection. Concordances for these translations are also acquired and housed in the Reference Collection. Selection of materials to be kept in Reference is made in consultation with the Biblical and Religious Studies Department.

*Bibliographies:* generally housed in the main stacks.

*College and Graduate School Directories (e.g., Barron's, Peterson's):* The Library does not retain Peterson's graduate school directories in hardcopy. The Career Center purchases these.

*Commentaries:* Several sets of commentaries are kept in Reference. Selection of these is made in consultation with the Biblical and Religious Studies Department.

*Concordances:* see Bibles

*Dictionaries:*

- Copies will be housed in the Reference Collection.
- *Non-English:* Predominantly found in Reference Collection. In most cases, language dictionaries should include English translations. They will represent all languages for which there is a need/use on campus (that is, in addition to those languages taught by the Foreign Language department, also languages potentially used by international students, music students translating sung texts, etc.)

*Encyclopedias:* The Library retains one major encyclopedia *in print* in the Reference section.

*Statistics:* As needed, general statistical sources are housed in the Reference Collection.

*Style Manuals:*

- Online versions: Library will acquire the online versions of the three major style manuals (APA, MLA, Chicago)

- Print versions: For APA, MLA, Turabian, and Chicago Manual of Style, one copy of the latest style edition is kept in the Reference Collection and one copy at the Reference Desk. Other style guides may be added to the collection, as needed.

## Serials (periodicals and continuations)

Subscription requests are submitted using the “Request a Journal Subscription” form, which is located on the library web site. This request will go to the Digital Resources Librarian initially, then it will be brought before the librarians for a decision. Indexing in standard services is a crucial consideration in the decision to add a serial title to the collection. All new subscriptions will be in digital format. The only exception would be if there is no digital edition option.

The continuation and renewal of subscriptions will be reviewed by librarians and the Director on an annual basis. Review criteria includes cost, yearly inflation, usage, cost per use, accreditation requirements, and uniqueness or overlap with other resources.

No reimbursements are made for serials acquired through individual or departmental memberships in professional or other organizations.. Titles received in print may also become available through online resources such as subscription databases. Library faculty will monitor online availability to determine when or if cancellation of print titles in favor of exclusive online access is appropriate. Stability of long-term access will be considered.

## Databases

### Database subscriptions or purchase of databases

Requests to evaluate a database for possible purchase, or subscription can be initiated by a departmental faculty member, or by library faculty by submitting the “**Request a database subscription for the library**” form found on the libraries website . A decision to begin a subscription or to outright purchase must be preceded by a trial of the database, and subsequent approval by library faculty and the Director.

### Criteria for Selection of Electronic Products

The following are the criteria and questions to be considered when purchasing or subscribing to materials in electronic format. These same criteria should be used in evaluation for weeding as well:

**Budget** - Funds for databases come from the Access budget.

- How much does it cost?
- Is this a subscription (i.e., an ongoing expense)?

- Are there start-up and maintenance costs that need to be considered?
- Have vendor or consortial discounts been explored?

## **Licensing considerations**

Are the terms of the licensing agreement acceptable?

- User limits
- ILL permission (copyright restrictions)
- Authorized users – students, faculty, community
- Remote access allowance
- Archival access
- Usage reporting tools
- Restrictions on copying, printing, or downloading.

## **Accessibility**

The Library should ensure that the software is accessible and that at least one (but preferably all) librarians can use it as well.

- Is the database well organized?
- Are there other comparable products that are more user-friendly?
- What are the training implications for staff and patrons?
- How much librarian mediation is necessary for use?
- Does it compliment or replace other print or digital sources?
- Is the database compliant with ADA policies?

## **Renewal of Databases**

The continuation and renewal of subscriptions will be reviewed by librarians and the Director on an annual basis or as needed.

Review criteria includes:

- cost
- yearly inflation
- usage
- cost per use
- uniqueness or overlap with other resources
- accreditation requirements



## Gifts

- Gifts become the property of the library, which has all rights of disposition.
- Gifts are acknowledged by the director or his or her designate, but appraisals of monetary value are not offered as case law recognizes this as a clear conflict of interest.

## Collection Assessment

Periodically, the librarians will analyze the library collection to determine its strengths, weaknesses and areas needing improvement. The analysis will review the age and circulation levels and may also compare the collection to specified core and benchmark collections.

### Preservation

Materials are mended or repaired in-house, sent out for binding, or replaced as necessary.

## Withdrawals

The librarians regularly evaluate and weed items to maintain the most effective use of the available shelf space. Damaged, worn, and outdated titles are prime candidates for removal from the collection. Library faculty recommend titles for removal after adequate investigation as to their potential continued value to the collection. The library liaisons may work with their respective departments to evaluate materials.

## Intellectual Freedom - Murray Library Freedom to Read Statement

Murray Library endorses the [Freedom to Read Statement](#) of the American Library Association. In particular, the following tenets need to be emphasized:

- A quality Christian education requires that students have opportunity to study and gain understanding of a wide diversity of intellectual and artistic viewpoints and expressions, including those that are not in agreement with the Christian faith.
- The inclusion of a particular work in the Murray Library collection does not imply university endorsement of any portion or all of the content of that work.

Commitment to the above tenets does not, however, suggest that there are no limits to the intellectual and artistic expressions that ought to be included in the Library collection. For example, a work that is exploitative, gratuitous, or unworthy of serious scholarly reflection ought not to be included. Obviously, there will be gray areas where there may not be campus-wide agreement concerning a particular work judged by some to be controversial. In light of that, the following procedures and guidelines will be operative. Since the Library collection is intended to support the instructional program of the university, the faculty will bear primary responsibility for requesting Library acquisitions, keeping in mind the following guidelines in cases of works that may be considered controversial:

- The work should be integral to the instructional program, providing a resource that is judged to be important for teaching the university curriculum.
- The work shall be judged to be worthy of serious study and scholarly reflection.
- The work should provide insight into the human condition, with potential to give students a greater understanding of the world in which they live, in a manner that is not exploitative, gratuitous or sensationalistic.
- If the work contains materials that may be offensive to Christian sensibilities, the overall educational importance of the work must be more significant than the potential offensiveness of some aspects of it.

The above guidelines are not to be used in any simple check-list fashion since they allow for some differing judgments by persons having equally good intentions. Therefore, legitimate questions may still arise as to the appropriateness of acquisition or maintenance of a given work. In these cases, the faculty member or liaison librarian shall discuss the potential purchase with the Library Director. Based on this discussion, the Library Director shall make a final decision, which shall be one of the following options:

- The work shall be included in the Library collection.
- The work shall only be available in a permanent reserve collection in the Library.
- The work shall not be purchased by the University.

#### Challenges to Items in the Collection

A question as to the appropriateness may also be raised relative to a work already included in the collection. Such a question may be raised by any member(s) of the university community and shall be directed to the Library Director who shall discuss the concern jointly with the person raising the question (or a representative if a number of people are raising the question) and the Chairperson of the relevant academic department. The issue shall be closed if all three parties agree to one of the following options:

- The work is suitable for the Library collection.
- The work shall be moved from the open collection to the permanent reserve collection in the Library.
- The work shall be withdrawn from the University collection.

If all three parties do not agree to one of these three options, then the person raising the question may appeal the case to a committee consisting of the following persons: Dean of the school of the academic department of the work in question and the Library Committee. This appeals committee shall then take action in the form of a recommendation to the Provost. The

Provost shall then make a final decision on the matter, which shall be one of the options noted above.

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