

COLLECTION DEVELOPMENT POLICY

Story Library Collection Development Policy

TABLE OF CONTENTS

1. Introduction
 - a. Goal
 - b. Purpose
 - c. Audience
 - d. Revision Schedule
2. Clientele
3. Overview of the Collections
4. Responsibility for Collection Development
5. Funds for Library Materials
6. Criteria for the selection of library materials
 - a. Special Criteria – General Criteria
 - b. Special Criteria – Periodicals
 - c. Special Criteria – Audiovisual
 - d. Special Criteria – Electronic Resources
 - e. Special Criteria – Trial Databases
7. Controversial materials
8. General Collection Development Policies
 - a. Format of materials
 - b. Children's Books
 - c. Languages
 - d. Multiple Copies
 - e. Copyright
9. Gifts (General Collection)
10. Preservation
11. Replacement
12. Deselection of Materials
 - a. Criteria for weeding
 - b. Criteria for retaining
13. Transfer of Materials
14. Methods of Acquiring Materials
15. Policies for Separate Collections
 - a. Archives
 - b. Reference
16. Other Policies
 - a. Interlibrary Loan Policy

1. Introduction

a. Goal

The goal of the Story Library collection development policy is to maintain a collection that furthers the purpose and the mission of Central Baptist College (CBC); provide

convenient and effective access to high quality library services; train and prepare students in conducting quality research; and encourage spiritual and intellectual growth.

b. Purpose

The purpose of the policy is to guide the Library Director and others responsible for developing the collection in choosing books, serials, electronic information resources and other library materials for addition to the collections. The policy is also to be used as an evaluation tool as it assists in making not only routine purchase selections but gift acceptance decisions, and outlines deselection policies and procedures for handling censorship. The policy is also intended to communicate the Library selection policies to the College community.

c. Audience

The main audience for this policy is the students, faculty, staff and administration of Central Baptist College. Other Library users may find it useful.

d. Revision Schedule

The Library recognizes that as academic programs and other information needs of the College change, and as technology changes, so too should elements of the collection development policy. The policy will be reviewed periodically by the Library Director, key Library staff and the Vice President for Academic Affairs. The Library welcomes ideas and suggestions concerning the nature and content of the policy.

2. Clientele

CBC offers degrees at the associate and baccalaureate level. Disciplines in which degrees are offered include biblical studies, missions, behavioral sciences, business, science, education, general studies, journalism, music, biology and other sciences.

The Library collection is developed primarily to support undergraduate students enrolled in these academic programs. The collection is also responsive to the teaching and research needs of the faculty and the work of the administrative staff. To the extent that providing access to its collections does not conflict with the needs of the College, the Library also provides materials to support the needs of the community.

3. Overview of the Collection

All Library holdings are housed in a single building on the campus of Central Baptist College. The collection consists of the circulation collection, the reference collection, the multimedia collection, the serials collection and the Archives collection. The Dewey Decimal Classification System is used for books and other materials. Serials are not cataloged but are indexed in the online catalog. The Library does not collect or provide print serials except for the following: Arkansas publications, Baptist Missionary Association of Arkansas (BMAA) and Baptist Missionary Association (BMA). Past issues of serials are not bound. The Library does not currently collect microform materials. Previously-collected microform and bound volume materials which pertain to the BMA are housed in the Ronald V. Mitchell Archives.

4. Responsibility for Collection Development

Responsibility for the development and maintenance of the Library's collections rests with the Library Director, working under the Vice President of Academic Affairs.

Additional authority for the selection of materials for all collections is delegated to CBC Librarians and Library staff. Selection of materials in the multimedia, periodicals, and circulating collections is the responsibility of all CBC Librarians.

The Library encourages teaching faculty to participate in the development and management of the collection. To facilitate consultation, academic departments are encouraged and responsible for communicating their purchasing requests to the CBC Librarians. Other users of the Library's collection -- staff, students, and administrators -- may email requests for Library materials to the Library Director or leave a suggestion with any CBC librarian. Although the Library cannot order every title requested, all requests are welcome and will receive serious consideration.

5. Funds for Library Materials

Funds for Library materials come directly from the Library's annual budget. Anticipated costs for annual serial and electronic resource subscriptions and standing orders are deducted first. Remaining acquisition funds are used for books, non-print materials, reference materials, and multimedia materials.

Criteria for the purchase of monographs in subject areas include:

- Addition of a new program to the curriculum
- Anticipated program review by an accreditation team
- Preparation for graduate study
- Unusually heavy demand on the existing collection
- Identifiable weaknesses in the collection.

The Library encourages the faculty to include funds for the purchase of related Library materials in grant proposals.

6. Criteria for the Selection of Material

a. General Criteria

The major criterion for the addition of materials to the Library's collection is the relevance of these materials to the educational programs of the College. Additional criteria to be considered include:

- Strengths and weaknesses of the present collection
- Critical reviews in scholarly journals and other reputable publications
- Anticipated use
- Authority of author and or reputation of publisher
- Accuracy and reliability
- Level of treatment
- Price
- Analysis of Interlibrary Loan and circulation statistics

The following tools are used to guide the selection of Library materials: *Choice*, *Library Journal*, *Booklist*, *Resources for College Libraries*, and *Magazines for Libraries*. In addition, the book review sections of professional journals may be checked for reviews of pertinent new publications.

b. Special Criteria – Periodicals

Because they represent a recurring expense in terms of purchasing, binding, and storing, and the necessity of access for off-campus and online students, the library will not consider requests for print periodical subscriptions. Requests for access to electronic journals will be carefully evaluated. In addition to the general criteria, the following factors will be considered:

- Inclusion in major indexes and abstracting services
- Justification from the requester as to how the periodical will benefit both faculty and students
- Titles that serve more than one discipline
- Availability of the periodical in an electronic format
- Funds available for purchase
- Format (i.e. electronic vs. paper)

Print periodicals will only be purchased if they are published within the state of Arkansas or are published by the BMA.

c. Special Criteria – Audiovisual Resources

Audiovisual materials include, but are not limited to, DVDs, and compact disks.

Additional criteria used for evaluation include:

- Quality of technical production
- Aesthetic value
- Known to public e.g. PBS programs and other TV documentaries
- Awards given by critical or artistic organizations.

d. Special Criteria – Electronic Resources

Electronic resources require computer access and may be on or off-site. They enhance the Library's collections by providing convenient access to information. Locally-mounted databases and gateway services enable the Library to provide new technologies, which are essential tools for information delivery. Because electronic formats require nontraditional means of acquisition, storage, and access, the following additional criteria will be considered:

- Ease of access and number of access points
- Hardware and software requirements, including maintenance
- Vendor support and contractual requirements
- Networking capabilities
- Staff training and or client assistance requirements

e. Special Criteria – Trial Databases

The Library will arrange trial access to electronic resources that are under consideration for a subscription. Trials are available to all faculty and staff and may or may not be available off campus. Purchases are dependent on cost, need, content, quality, ease of

use, and feedback. The Library cannot guarantee the purchase of any product. Trials are time sensitive lasting, on average, up to 30 days. Access to trials will not be extended or renewed unless a purchase is imminent. Faculty and staff requesting a resource for review should contact the Library Director or the Systems Librarian.

7. Controversial Materials

The Library attempts to purchase quality materials which represent a wide variety of viewpoints on religion, and on social, political, and moral issues. The Library adheres to CBC's policy of Academic Freedom as stated on page 77 of the 2014-2015 CBC Employee Handbook. The Library also considers the American Library Association's (ALA) [Bill of Rights](#), its [Intellectual Freedom Statement](#), and its statement on [Challenged Materials](#).

Clientele of the Library are encouraged to offer concerns and suggestions about Library materials directly to the Library Director. Such concerns and suggestions will be seriously considered in a timely-manner by the Director, Library staff, and where appropriate – the College's administration.

Challenged material will remain on the shelf until a decision is made.

8. General Collection Development Policies

a. Format of Materials

Library materials are produced in a wide range of formats. All formats in which library materials are published are considered potential resource materials for the Library collections. Library users will be referred to local libraries and other sources for materials not available on-site.

The Library collects the following formats:

Books

The Library purchases current in-print materials as an effective and economical means for building its collection. When specific out-of print titles are required, the Library will attempt to purchase these titles from out-of-print dealers or in reprint format when they are available at a reasonable price.

DVDs

The Library purchases DVDs that support that academic curriculum of the college. Faculty may request DVD purchases as part of their encumbered library funds.

Dissertations & Theses

The Library welcomes dissertations and theses from college faculty. It is the responsibility of the faculty member to provide the Library with a copy of their work. The copy will be cataloged and placed in the Library's Reference Collection. In some cases, dissertations and theses may be sent to the Mitchell Archives.

Electronic Formats

In many cases, the electronic format is the preferred format due to its availability and access possibilities. Criteria for selection include affordability, and the extent to which the material enhances the Library's access to information, improves the overall collection, and is relevant to the curriculum.

Musical Scores

Musical scores are purchased in response to faculty requests. Multiple copies of scores are not generally purchased.

Newspapers

The Library selects major, nationally-known newspapers as well as daily and weekly papers representing the state of Arkansas. Newspapers and newsletters published by state Baptist Missionary Associations are collected. Current, BMA-related issues are shelved within the library; issues that are over a year old are sent to the Mitchell Archives.

Periodicals

The Library purchases electronic periodicals (journals, magazines, newspapers) to support curricular and research needs. A select group of popular titles is purchased in order to provide for the general interests of the academic community. Priority is given to those periodicals which are included in major indexes and which are likely to be widely used.

Textbooks

Because of frequent revisions, textbooks are acquired only if they are high quality materials which supplement the Library's permanent holdings and can be expected to remain significant over time. Normally the Library does not purchase textbooks.

Sound Recordings

The Library purchases sound recordings in response to faculty and student requests. Classical music, popular music, and spoken-word recordings are selected in compact disk or digital media. Audiobooks representing a varied selection of literary classics are also selected. The Library prefers to buy unabridged versions of audiobooks when available and affordable.

The library does not collect the following formats:

Art Works – items that have historical significance as it relates to the College and the BMA and BMAA will be considered for the Mitchell Archives.

Computer software

Maps

Microform

Pamphlets

Posters

Videocassettes

Print serials and periodicals (unless they are BMA or Arkansas-related)

b. Children's books

Children's books (fiction and non-fiction) are purchased primarily to provide a working collection for students enrolled in the Education Department programs. The collection is not considered a comprehensive collection but attempts to represent the best in children's books. Pop-up books, and consumable publications are not collected. To guide its selection of children's books, the Library uses the American Library Association's *Booklist*, *Horn Book*, and the *Bulletin of the Center for Children's Books*. Winners of the major children's literature awards are routinely selected.

c. Languages

The Library acquires materials in foreign languages primarily for students and faculty engaged in the study of modern languages. Emphasis is given to acquiring materials for programs leading to a major and or minor. Material published in languages taught infrequently may be acquired at the request of the teaching faculty.

d. Multiple Copies

The Library will not usually purchase multiple copies of book, periodical or audiovisual materials. Special exceptions may be made for faculty members who can justify the need to the Library Director.

e. Copyright

The Library adheres to provisions of the United States Copyright Law and related guidelines.

9. Gifts

The Library appreciates and accepts gifts, provided the donation meets the Library's material selection criteria. Gifts of funds in support of the Library are also appreciated. Such gifts may be designated to support acquisitions for a specific subject area, or may be for the unrestricted use of the Library. All gifts for undesignated use become the property of the Library and will be used in a way that best serves the needs of the Library and its users.

Donated items not added to the collection may be offered to other libraries, service organizations, sold in book sales or discarded. Examples include:

- Older editions of monographs owned by the library
- Outdated material on subjects already well represented in the Library's collection
- Duplicate copies of rarely used items
- Material in poor physical condition

10. Preservation

Because library materials are expensive to purchase, process, and store, and because many of these materials are of lasting value, the Library strives to treat all acquisitions with care. Through conservation measures such as temperature, humidity, and dust

control, the Library staff makes an effort to maintain the physical integrity of materials in the collections. Where preservation of content is more important than the integrity of the physical format, materials are preserved by reinforcing existing binding, adding covers, sending materials to a commercial bindery, or shelving in a non-circulating area such as Reference or Archives.

11. Replacement

Although the Library tries to have copies of standard works it does not attempt to replace every copy withdrawn due to loss, damage, or wear. If a work meets one or more of the criteria listed below it will be considered for replacement:

- Is essential to the collection
- Is in demand
- Is available for purchase at a reasonable cost
- Is the only copy in the Library
- Is the most recent and/or the best treatment of the subject

12. Deselection of Materials (Weeding Guidelines)

To maintain a quality academic library collection, materials which are outdated, duplicated, mutilated, or superseded are considered for removal. The primary goal of this process is to improve the quality of the collection as it relates to the support of the educational and research mission of CBC. Secondly, deselection frees shelf space for newly acquired materials.

Deselection, or weeding, is an essential responsibility of CBC Librarians and is to be accomplished in consultation with teaching faculty in the appropriate discipline and key library staff.

a. Criteria for weeding Library materials

Materials meeting any of the following criteria are candidates for deselection:

Books

- Content has been outdated due to scientific and technological advances
- Subject matter that quickly becomes outdated
- Superseded editions
- Materials supporting discontinued programs or that no longer meet the College's curriculum requirements
- Physical condition is beyond repair
- Unneeded duplicates. Exceptions include collections which experience heavy use
- Materials written in foreign languages if not useful for the teaching of those languages or not part of an instructional program.

b. Criteria for retaining materials

Library materials meeting any of the criteria listed below will be retained or replacement copies will be purchased:

- Title is an award winner
- Title is part of a series

- Title shows strong evidence of sustained use
- Title has historical value

13. Transfer of Materials

In some cases, material may be transferred from the Circulating Collection to the Reference Collection or Archives. Materials that need to lose circulation status due to content, condition, value or usage may be re-designated as “non-circulating.” Materials found to have historical significance and that meet the needs of the Mitchell Archives may be removed from the Circulating Collection and placed in the Archives. Materials may also be transferred from the Reference Collection to the Circulating Collection if usage demands.

14. Methods of Acquiring Materials

In conjunction with other CBC financial policies regarding purchases, the Library Director determines the vendors and publishers to be used in purchasing library materials and authorizes the placement of orders. Materials for the collection are acquired by the following methods:

· Firm Orders

An order for a specific title(s).

· Approvals

Book distributors send materials or forms describing materials to the Library for review by the faculty and the collection development librarian.

· Standing Orders

Book publishers send materials that fall within established parameters

· Gifts

Free materials that meet the Library's material selection criteria

In selecting vendors to which orders will be submitted, the Library Director uses the following criteria:

- Materials the vendor can supply
- Prompt receipt of ordered materials in the past
- Price, including availability and size of discounts
- Shipping and handling charges
- Customer service

15. Policies for separate collections

a. Archives (see policy in Appendix)

b. Reference

The Reference Collection contains materials that are accurate, current, timely, related to the College's curriculum, and useful in an academic setting. Criterion specified in

section "6" of this document applies to the purchase of reference materials as well. The Library Director is responsible for and coordinates the selection and purchase of materials. CBC Librarians, library staff, students, faculty and staff may also recommend titles for purchase, subject to the same criteria.

Book reviews are used to make most selections. Titles reviewed as "required" or "highly recommended" receive the highest priority for purchase. Recommended books and books given conditional recommendations may also be purchased if funds permit; titles that are not recommended or that receive unfavorable reviews are generally not purchased. The main sources of reviews are *Choice*, (published by the Association of College and Research Libraries), *Booklist*, (American Library Association), *Library Journal*, and *RQ* (Reference and Adult Services Division of the ALA).

Due to the online availability of encyclopedias, the Library does not purchase general interest encyclopedias. Only encyclopedias that have a religious or otherwise unique focus will be considered for purchase and updated as new editions become available.

16. Other Policies

a. Interlibrary Loan Policy

The Library supplements its collections by providing interlibrary loan service to eligible patrons. By using the service, qualified users have access to materials not owned by the Library. Interlibrary Loan, under the direction of a CBC Librarian, adheres to national interlibrary loan standards as stated in the United States Copyright laws and the American Library Association's *National Interlibrary Loan Code for the United States*.

Patrons eligible to use the service are:

- CBC currently-enrolled students
- CBC currently-employed faculty, staff, and administrators
- BMA Seminary students attending the BMA Seminary extension campus at CBC.

Materials available for request from other libraries include:

- Books;
- Photocopies of non-circulating materials - primarily periodical articles in accordance with copyright law
- Items missing from the collection
- Dissertations/theses
- Some material reproduced on microform
- Media available for loan by lending libraries

Appendix

Ronald V. Mitchell Archives Mission Statement and Policy

Mission Statement

The mission of the Ronald V. Mitchell Archives is to identify, acquire and preserve archival material that document the history of Central Baptist College, the Baptist Missionary Association, and Arkansas Baptist history as it pertains to the Baptist Missionary Association and Central Baptist College.

Policy Statement

Central Baptist College is committed to preserving its history and that of the Baptist Missionary Association in the Ronald V. Mitchell Archives under the direction of the Story Library. The mission of the Story Library is to maintain a collection that furthers the purpose and the mission of Central Baptist College; to provide convenient and effective access to high quality library services; to train and prepare students in conducting quality research; and to encourage spiritual and intellectual growth.

Materials

Archival material acquired by the Ronald V. Mitchell Archives shall become the permanent property of the Mitchell Archives, the Story Library and Central Baptist College. Story Librarians will determine whether content is preservation worthy. All items accepted into the Archives must be historically related to the BMA and CBC and support the mission of the Mitchell Archives. The Archives will accept historical material of formats including but not limited to, photographs, audio and visual recordings, biographical information, church history and records, meeting minutes, yearbooks, digital material and published material.

The Library does not have the capability to play analog AV material, such as eight tracks or VHS tapes and certain film reels (super 8, 8mm, and 16 mm), and will not accept these types of material into the Archives. If someone has CBC or BMA-related material preserved in an analog format, they should also consider donating the technology with which to view or play the item.

Lending

The Mitchell Archives will not lend material to individuals. Archival material may leave the Archive room at the discretion of library staff, but may not leave the Story Library. Photocopying of the material may be possible under the supervision and discretion of the library. All photocopies are subject to Central Baptist College rates (BW - .10/page; color - .20/page), and U.S. Copyright Law. Duplication requests must be made by filling out the Duplication Request Form available from the library's website. Persons requesting duplicate copies are encouraged to bring their own method of storage (such as a thumb drive or CD). The library may have storage devices or CDs available for purchase at the time of duplication.

Digitization

The library will only digitize items that have a direct historical significance to CBC and/or BMA. Items could include, photographs, negatives, other images, cassette tapes, reel-to-reel tapes, VHS, vinyl records, and born digital media (CDs, 3.5 floppy disks, DVDs). Also pre-1990 yearbooks, BMA publications, and documents. Anything printed pre-1923 is considered public domain and may be considered for digitization. The library will not digitize items for personal use by CBC students, faculty, staff or a member of the community.

Access and Security

Public access, as defined by library staff, means that external researchers, scholars, and members of the CBC community will be able to view materials freely or with few restrictions. No physical materials may leave the library, however, duplication requests can be made for a digital or physical copy, and where permissible through CBC's copyright policy and to be determined by the condition of the materials.

Where appropriate, access to the physical collection will be made available via appointment or by contacting a librarian. External researchers and scholars outside of current CBC employees and students who need access to the physical collection must submit a written request for access ahead of time so preparations for their visit can be made. Request for access forms are available from the library's website. Physical access to the Archives is restricted and monitored due to the sensitivity of materials and because conservation of archived materials is a priority for library staff.

Users of the archives shall adhere to the following rules and regulations for access:

- All material will be signed out and signed back in.
- Researchers will be asked to produce photo identification (student ID or a driver's license.)
- Researchers may not bring paper, pens, or other materials into the archives, without first informing Library staff. Writing and paper materials should be archival where appropriate.
- Laptop computers will be allowed.
- No food or drink is allowed in the archives.

All personal articles and belongings such as carrying cases and handbags are subject to search when a patron leaves the Mitchell Archives. Patrons shall adhere to the campus safety rules set forth in the Central Baptist College handbook which can be found online at www.cbc.edu.