



J. OLIVER BUSWELL JR. LIBRARY  
COLLECTION DEVELOPMENT POLICY

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# INTRODUCTION

## **PURPOSE OF THE POLICY**

This Collection Development Policy establishes the philosophies that shape the collections of the Buswell Library through the selection, acquisition, evaluation, and deaccession of library materials. This policy also indicates objectives for the Library's collections and describes the means of carrying out collection development activities towards those objectives.

## **LIBRARY PURPOSE AND VISION**

### **PURPOSE**

The J. Oliver Buswell Jr. Library at Covenant Theological Seminary glorifies the triune God by providing information resources and services to the seminary community that support its members as they walk in God's grace, minister God's Word, and equip God's people—all for God's mission.

### **VISION**

To address the information needs of those in the seminary community as they engage in research, teaching, and ministry, the Covenant Library acquires, organizes, manages, preserves, and provides access to relevant information resources; instructs patrons on the use and interpretation of such resources, developing their skills in critical thinking and information literacy; and provides physical and virtual spaces conducive to effective engagement with those resources. In addition, the Covenant Library embraces collaborative relationships locally, regionally, nationally, and internationally in order to strengthen the library's services, and to contribute to the wider communities of faith and scholarship.

## **USER COMMUNITY**

In alignment with the purpose and vision of the Buswell Library, the Library's primary constituencies are the students and faculty of Covenant Seminary. The needs of these groups most directly drive the collection development activities of the Library. However, each group, and even sub-groups within these groups, have unique needs requiring special consideration.

Student usage of library materials is largely driven by the demands of their course work. This includes access to course readings and materials to support the writing of research papers. Some research assignments are very structured with strong faculty direction towards specific

resources requiring the library to ensure that there is adequate availability of those specific resources for the entire class. Other research assignments are more student-directed within the topical scope of the course requiring the library to offer an array of materials in that subject area. At the same time, students are also well served by having access to materials that support extra-curricular interests, professional development, and spiritual formation.

In addition to subject matter coverage, consideration must be given to mode of access for students. Online and hybrid students exclusively use the Library online, so the online collections must provide a basic foundation for their needs, which can then be supplemented by other modes of access such as Controlled Digital Lending, scanning of articles and chapters, local interlibrary loan services, and reciprocal borrowing agreements. On-campus students also benefit from online resources access; however, they still have a strong preference for print for deep reading, so a strong print collection is also imperative. The need for ongoing discernment regarding the tension between print and electronic acquisitions is one of the most significant challenges in collection development.

Faculty research is diverse, specialized, and difficult to anticipate. For an institution of this size, it is not feasible to collect comprehensively enough to ensure that faculty research needs are met. Therefore, strong resource sharing arrangements are vital for supporting faculty work. The Library can focus on collecting major reference works, key journals, and a selection of academic monographs in areas of faculty research interest to provide a readily accessible foundation for faculty research. Faculty members retain a strong preference for print books.

In addition to students and faculty, the Buswell Library serves two other user groups within the seminary community, although their needs are secondary among the collection development priorities of the Library. The first of these groups is seminary staff, who enjoy borrowing privileges as a benefit of their employment. Staff may use the Library for professional development purposes, but the Library typically does not strive to meet such needs directly through the collection, instead relying on resource sharing access. The other group in this secondary tier is alumni. The Seminary frequently states that its aim is to prepare students for a lifetime of ministry, and one way to fulfill that goal is to support alumni with information resources that help them continue to learn, grow, and adapt over time. The resources needed to support this lifelong learning largely overlaps with the resources already being acquired for student use, so the Library may consider how to make resources within its collections accessible to alumni, such as by licensing electronic resources for alumni access.

Finally, the Library serves a variety of other users who are not a part of, or are on the edges of, the seminary community. These include consortial and reciprocal borrowers, such as students and faculty at other MOBIUS institutions, and community members, such as local pastors. As these users are not the focus of the purpose of the Library, they do not have a direct impact on collection development.

## **LIBRARY COLLECTION AND SCOPE**

### **HISTORY OF THE BUSWELL LIBRARY**

In 1957, the year after Covenant Seminary and its namesake College were founded, the John Blackburn library was purchased, providing material collected by three generations of Presbyterian ministers. The next year much of a Washington University sociologist's library was acquired. By 1960 there were 17,000 volumes (5,000 fully cataloged), although according to the Library's section in the Seminary bulletin, seminarians had "access to 30,000 volumes" in all, thanks to the availability of professors' personal libraries. In 1964 Covenant College moved, leaving the Seminary with its own library that by 1969 had 18,000 volumes and 200 periodical subscriptions. In the next ten years the book collection doubled and subscriptions increased to 300. Through the 1980s volume count grew by 65%, a rare book collection emerged, the denominational archives found a home in the Library, and many microforms and cassettes were acquired. Ongoing formal cooperative arrangements with several nearby seminaries meanwhile provided for mutual borrowing privileges by faculty and students.

During the 1990s, much effort was invested in streamlining the collection, improving access, and eliminating a cataloging backlog. In early 1992 the Library joined OCLC and implemented an automated catalog that, with the completion of a retroconversion by 1993, permitted electronic access to cataloging for books and most of the Library's other collections. An extensive book weeding project was launched at the same time to hone the Library's collection and to reduce the cataloging backlog by eliminating unnecessary materials. Meanwhile, barcoding and security stripping of all books and most other items also occurred. This work established a solid foundation from which the collection could continue to grow and improve.

The closing years of the 1990s brought about two additional key developments. First, was a major construction and renovation project, which was completed for the 2000 Fall semester (although the dedication would take place in Spring 2001). The Library building, originally constructed in 1975, tripled in size to almost 40,000 square feet to accommodate more and better staffing, enlarged and diversified study space, and ongoing growth in both traditional collections and new resources. Around the same time, the Buswell Library was one of over fifty founding members of MOBIUS, a consortium implementing a powerful integrated library system and streamlined resource sharing system. Rapid courier service connected the participating libraries and has since been linked to similar courier systems across numerous states. Over the next two decades, MOBIUS grew to include out-of-state members such as Southwestern Baptist Theological Seminary and the Tulsa Public Library system, as well as providing a direct resource sharing connection with Colorado's Prospector consortium.

In the 2010s, the Library made significant investments in the development of e-book collections in order to support the Seminary's growing online course offerings. These efforts

included purchasing theological e-book packages, establishing a Demand-Driven Acquisition program, participating in a MOBIUS shared e-book subscription, and experimenting with Evidence-Based Acquisition. These investments in e-book availability positioned the Library well when the Seminary made a strategic expansion of online and hybrid degree offerings and also during the 2020 COVID shutdown.

## COLLECTION SCOPE & PRIORITIES

The Buswell Library collection is a “working” collection—that is, it is developed to closely align with the curricular needs of students and basic research needs of faculty. It is a specialized collection, with a distinct focus on theology and biblical studies, as well as counseling, that corresponds to the curriculum. The Library seeks not to have an exhaustive research collection, but rather a collection that addresses a common core of information needs, and then to provide ready access to additional materials through resource sharing.

### Definition of Collection Levels/Priorities

0. Out of scope – The library does not collect in the area.
1. Minimal – The library collects very little in the area beyond very basic works.
2. Basic – The library very selectively collects materials that provide an overview of the area and point the researcher to materials that are available elsewhere. This includes important reference works, general research databases, basic monographs, and topical/historical surveys.
3. Study/Curriculum – The library collects materials that provide a broad understanding of the area sufficient for graduate and undergraduate work, including basic monographs, a selection of specialized monographs, primary sources, important reference works, a selection of representative journals, and specialized research databases.
4. Research – The library collects the major resources required for doctoral and independent research in the area, including all significant reference works, a wide selection of specialized monographs, and extensive journal holdings.
5. Comprehensive – The library collects all significant works in the area to the extent feasible.

<b>Subject Area (Classification)</b>	<b>Level</b>	<b>Notes</b>
Christianity (BR)	3	
Bible (BS)	3	
Doctrinal Theology (BT)	3	Emphasis in Presbyterian/Reformed theology



Subject Area (Classification)	Level	Notes
Practical Theology (BV)	3	
Presbyterian & Reformed (BX8900–9674)	3	PCA-related material at level 4
Other Churches & Denominations (All other BX)	2	
Ethics (BJ)	2	Works that intersect with Christianity at level 3
Philosophy (B, BC, BD, BH)	2	
Non-Christian Religions (BL, BM, BP, BQ)	2	
Counseling, Psychology (BF, BV4012, HQ, R–RZ)	3	
Education (L)	2	Christian education falls under Practical Theology
Music (M)	2	Primarily church music
Greek & Hebrew (PA, PJ)	3	Primarily biblical dialects; cognate languages at level 2; modern dialects at level 0
Language & Literature (P–PZ, except PA & PJ)	2	Primarily Christian perspectives on literature and authors like Lewis, Tolkien, Shakespeare, Bunyan, Milton, etc.
Social Sciences, Economics, Sociology (H–HX, except HQ)	1	
History (C–F)	1	Primarily ancient history pertinent to biblical studies
Other (A, G, J, K, N, Q, S, T, U, V, Z)	0–1	Works that intersect with Christianity at level 2; theological bibliography at level 3

## COLLECTION DEVELOPMENT

### RESPONSIBILITY

Ultimate responsibility for the growth and development of the collection lies with the Library Director through the implementation of this policy and the interpretation of this policy into specific guidelines and/or directions to address changes or developments in the Seminary's curriculum. Decision-making authority over the selection/acquisition and deselection/

deaccession of individual items may be delegated to other library staff at the discretion of the Library Director, or else devolves to the Library Director.

## **BUDGETING AND FUNDING**

The primary means of funding acquisitions is the annual budget appropriation. The Library Director meets annually with the Vice President of Academics and/or Dean of Academic Administration during the Seminary's budget planning process to discuss the Buswell Library's fiscal needs and to secure adequate funding for all aspects of the Library's operations, including collection development. The library budget divides collection development funds into several categories of materials:

- Print book purchases
- E-book purchases
- Audio recording purchases
- Video recording purchases and subscriptions
- Serials (print and online) subscriptions
- Databases and other online subscriptions

The Buswell Library's budget for collection development is supplemented in two ways. First, income from book sales, overdue fines, community memberships, and the like is accounted to the print book budget line, directly offsetting those acquisitions expenses. Second, monetary gifts may be designated to the Library through the Development office, which are deposited into the Friends of the Library restricted fund, and which may be used at the Library Director's discretion, subject to the Seminary's standard fiscal controls.

## **SELECTION CRITERIA**

### **GENERAL CRITERIA**

- Quality and importance of the work within its subject area.
- Reputation of the author.
- Relevance to the curriculum and/or co-curricular programs, and alignment with the Library's collection development priorities.
- Positive reviews published in academic journals (e.g., *Presbyterion*, *Westminster Theological Journal*, *Themelios*, *Review of Biblical Literature*) or the library literature (e.g., *Choice*, *Library Journal*).
- Faculty recommendation.
- Citation in reference works or inclusion in scholarly bibliographies.
- Representation for diverse views, including minority or international perspectives.
- Cost relative to value provided to the collection.
- Availability through resource sharing.

## BOOKS

**Print vs. E-book.** The selection of format for books requires weighing several competing needs and is complicated by the complex nature of the library e-book marketplace, including availability, price, user limits, usage limits, etc.

- Print books are preferred for long form reading and advanced study, and for preservation. Accordingly, print acquisitions are generally well-suited for significant scholarly reference works, advanced scholarly monographs, required and recommended textbooks, works of direct relevance to the curriculum of any degree, and works of special relevance to the Presbyterian and Reformed context. In addition, print books are acquired when e-books are not available or when e-books cost significantly more than print.
- E-books are preferred for easy access and short form reading. Accordingly, e-book acquisitions are generally well-suited for essay collections, reference works, textbooks, works of significant relevance to the curriculum of an online/hybrid degree, and works of broader or popular interest.

The table below summarizes the considerations that tend to weigh in one direction or the other.

Print	E-Book
Preservation	Access, Convenience
Long, deep reading	Short readings
Advanced study	Quick reference
Presbyterian/Reformed interest	Broad or popular interest
Lower purchase price	
	Online student support

In addition, there are cases where the Library should own a title in both formats, such as for textbooks, biblical commentaries, and other titles that have exceptional relevance to the curriculum.

For additional considerations regarding e-book platforms, see Appendix A.

**Hardback vs. Paperback.** The Library acquires whichever binding is most cost effective for the anticipated usage of the work. Reference works and other titles with high anticipated use should be acquired in hardback binding when available. Hardbacks are also preferred if the price differential is \$10 or less.

**Language.** Apart from Greek, Hebrew, and other cognate language texts relevant to Biblical Studies, English language materials are strongly preferred. Non-English materials may be considered if they are of scholarly importance to an area of strong curricular interest or faculty research interest.

**Textbooks.** As a matter of policy, the Library collects:

- Required textbooks on the course text list for on-campus core courses (except DMin)
  - 2 print copies to be placed on reserve
  - 1-user, or higher, e-book license, if available at price comparable to print
    - An unlimited-user license, if acquired, may substitute for 1 print copy
- Required textbooks on the course text list for elective, online, hybrid, and DMin courses
  - 1 print copy to be placed on reserve
  - 1-user, or higher, e-book license, if available at price comparable to print
- Recommended textbooks on the course text list
  - 1 print copy to be placed on reserve
  - 1-user e-book license, if available at price comparable to print

**Faculty Publications.** As a matter of policy, the Library collects:

- English-language monographs authored by current faculty
  - 2 print copies
  - 1-user, or higher, e-book license, if available at price comparable to print
    - An unlimited-user license, if acquired, may substitute for 1 print copy
- Non-English-language monographs authored by current faculty (either originally published or translated)
  - 1 print copy
- Polygraphs containing work by current faculty
  - 1 print copy
  - 1-user e-book license, if available at price comparable to print

**Number of Copies.** Apart from the policy requirements for textbooks and faculty publications above, the Library generally acquires only one copy of a given title, in either print or electronic format. However, multiple copies may be warranted in the following circumstances.

- Both print and electronic formats may be acquired for titles of exceptional relevance to the curriculum.
- Multiple print copies may be acquired in cases where heavy use is anticipated or observed.
- Multiple user e-book licenses may be acquired where heavy use is anticipated or demonstrated through turn-away reports.

**Editions.** The Library will acquire the latest, unabridged edition of a title unless a specific older edition is needed for a particular curricular use. When new editions are acquired that supersede prior editions in the library collection, one copy of each older edition may be kept in the collection, at the discretion of the selecting librarian, to support preservation of the scholarly record and tracing existing citations to the original source—more so for Theology and Biblical Studies, and less so for Counseling.

**Self-published Books.** The Library generally does not acquire self-published books, although exceptions may be made on a case-by-case basis for publications by faculty, staff, alumni, or others with a strong connection to the campus community.

## SERIALS

The Buswell Library aims to collect a selection of major journals in biblical studies, theology, and Presbyterianism, plus a targeted selection of key, commonly used journals related to other curricular areas, subject to ongoing relevance to the curriculum and cost. The goal is to own and preserve a durable core collection of journal content that can serve as a foundation for meeting research needs. A much broader array of journal content is made accessible through the Library's database subscriptions (see below).

**New Subscriptions.** Titles are considered for subscription in response to faculty recommendations, identification by a librarian, or frequency of interlibrary loan requests (e.g., exceeding the Rule of 5). Greater preference is given to serials that are indexed and searchable in the Library's databases and/or discovery service. New subscriptions are entered once sufficient funding is secured, either through an increase in the serials budget line or the cancellation of other subscriptions.

**Back Issues.** The Library may acquire a back run of a newly subscribed journal if such retrospective coverage serves a vital purpose and such acquisition is approved by the Library Director. The number of back issues to be acquired is determined on a case-by-case basis in response to anticipated need and cost. Back issues may also be acquired through serials exchange programs and offerings of weeded volumes from other libraries, particularly to fill in gaps in existing runs.

**Format.** Print + online subscriptions are preferred, when affordable. Print-only is acceptable when that is the only format available, that is the only affordable option available, and/or the Library's current database subscriptions provide sufficient current access. Online-only is acceptable when the publisher provides permanent, post-cancellation access to subscribed content.

Print issues are desirable for inclusion in the current periodicals display and can be used to quickly fulfill scan requests if online access is not available or too costly.

Online access is especially desirable to fill in gaps in database coverage, such as due to embargoes. However, online access is only viable if it is intended for multi-user, institutional

access and the hosting site supports the Library's user authentication systems (e.g., IP authentication, proxy server, SSO, etc.). Username/password authentication should be avoided for patron access.

## DATABASES

The Buswell Library subscribes to a targeted selection of databases of scholarly literature in areas relevant to the curriculum and the research interests of our user community. Many of these databases provide access to full text article content, which greatly expands on the access provided by the Library's journal subscriptions.

**Selection Criteria.** Databases are selected to address specific curricular and research needs. A trial should precede a final decision to allow librarians and faculty to evaluate the usefulness and functionality of the database. Factors to be evaluated include breadth of title coverage, depth of retrospective indexing, amount of corresponding full text content, record quality (including subject indexing), and whether abstracts are included. In addition, careful consideration must be given to the extent to which the candidate database duplicates the content and functionality of existing database subscriptions rather than complementing or supplementing them.

**Technical Requirements.** In addition to the above selection criteria, the following technical requirements must be considered.

- Authorized users – Who may access the database? Can we give access to alumni? What about on-site walk-in users? Is there a concurrent user limit?
- Remote access – Are users allowed off-campus access or only on campus?
- Authentication – Does the database support IP or SSO authentication? Username/password authentication should be avoided.
- PDF downloads – Can users download copies of articles as DRM-free PDFs?
- Link resolver (out & in) – Does the database support incoming links from our OpenURL link resolver? Can it present users with outgoing links to our OpenURL link resolver?
- Discovery – Is the database included in our discovery system's central index?
- ILL – Can the Library use article PDFs from the database to fulfill ILL requests?
- Usage statistics – Are usage stats provided in COUNTER-compliant format? What other reports are available?

**Consortial Purchasing.** Whenever possible, preference should be given to databases that can be obtained at a discount through the Library's consortia memberships (MOBIUS, SCELIC, etc.).

**State-funded Databases.** The Library receives access to a number of research databases through the Seminary's membership in MOREnet. These subscriptions are funded by a combination of membership fees and state appropriations administered by the Missouri State

Library, and access is provided to eligible academic, school, and public libraries within Missouri.

## AUDIOVISUAL

**Streaming Video.** The Library utilizes online video platforms to provide access to video content that is highly relevant to the curriculum and likely to be highly used, for example videos that professors show in class or assign to students to view on their own. However, selection of streaming video titles must be carefully considered, as it typically involves significant ongoing subscription costs.

**DVD.** Video content that is cost prohibitive to provide online through a streaming platform, is subject to lower demand, and/or is desirable to own for preservation purposes is acquired in DVD format. This can include feature films, documentaries, and other videos that are used in the context of a course, have special relevance to the curriculum, or are of unique interest to the campus community.

**CD.** The Library occasionally acquires CDs of audio Bibles, sermons, lectures, and other audio recordings that have special relevance to the curriculum or are of unique interest to the campus community.

**Digital Audio.** Lectures hosted at the Seminary are posted online by the Communications department. The Library may consider ways in which to archive and preserve such recordings.

**Legacy Formats.** Audiocassettes and VHS are no longer sought or collected. Gifts of these formats may be evaluated for possible digitization.

## MICROFORM

The Library currently holds a small collection of monographs and serials issues on microfilm and microfiche, but no new microform materials are added to the collection. The equipment to access such materials is cumbersome to use, has an uncertain future lifespan, and is too expensive to replace with better equipment relative to anticipated use.

Microform materials may be replaced with their print counterparts as opportunities arise, such as through offers of weeded materials from other libraries.

## ACQUISITION METHODS

**Title by Title.** The Library chooses and acquires individual titles according to the selection criteria discussed above. Preferred in most cases for books and media.

**Standing Order.** The Library may choose to enter a standing order with a publisher in cases such as where (1) a book series is of high relevance to the collection development goals such

that all future volumes should be acquired; or (2) the Library can select a subset of a publisher's output that is highly desirable and by entering a standing order for that material receive a significant discount. If the Library encounters problems with setting up a standing order, or if the publisher fails to fulfill the standing order in timely manner, the Library may instead establish an "In-House Standing Order" (IHSO), in which the acquisitions staff periodically checks for and purchases any new volumes.

**Demand Driven Acquisition (DDA).** The Library selects e-books on a title-by-title basis, consistent with the selection criteria discussed above, that are added to the Library's e-book collection, however purchase of a title is not completed until triggered by its use by a library patron. The Library sets a maximum budget for the DDA program each semester, which if exceeded causes the remaining unpurchased titles to be suppressed from availability until additional funds are allocated. Preferred for general e-book acquisition.

**Evidence Based Acquisition (EBA).** The Library pays an upfront amount for access to a large collection of e-books for a designated term. At the end of the term, the Library uses the prepaid funds (minus a fee) to purchase perpetual access to selected titles from the collection consistent with the selection criteria discussed above and in light of the usage statistics.

**Subscription.** In addition to periodicals and databases, the Library may subscribe to e-book collections that supplement and broaden its e-book holdings; and streaming video collections, as previously discussed.

**Open Access.** Open access resources that meet the Library's selection criteria may be added to the library catalog by creating a record that links to the resource in the open access repository in which it resides.

## **SPECIAL COLLECTIONS**

### **REFERENCE / READY REFERENCE**

The Reference collection of course includes important encyclopedias, dictionaries, biblical concordances, and other reference works related to the Seminary's programs of study that serve as a launching for research. However, also included are:

- A variety of English versions of the Bible plus critical editions of the Greek New Testament, Hebrew Bible, and the Septuagint.
- Several complete sets of commentary series that are frequently consulted by our user community; major one-volume commentaries; and exceptional individual commentary volumes shelved separately by book of the Bible.
- The collected writings of the Church Fathers, Rabbinic literature, and the like.
- The current PCA Book of Church Order, General Assembly minutes, Yearbook, and related denominational resources.



The Ready Reference Collection on the lower floor provides quick access to important English, Greek, and Hebrew resources for biblical exegesis.

### **CURRICULUM RESOURCE CENTER**

The Curriculum Resource Center was created as part of a grant obtained to establish the Master of Arts in Educational Ministries degree program (now the Educational Ministries track in the Master of Arts in Ministry degree) and to support Educational Ministries courses in other degree programs. The collection was initially a representative sample of children's, youth, and adult Christian education materials gathered within a couple years of receiving the grant. Since that time, a few particularly important resources have been added, as funds allowed, at the request of the education faculty.

Materials in the scope of the collection include Sunday school curriculum, vacation Bible school kits, Bible study guides, and youth Bibles. The Library typically does not collect every Bible study guide published in a particular series. Rather, the Library collects selectively within a series, with general preference given to volumes covering Nehemiah (for the Old Testament) and Ephesians (for the New Testament) so as facilitate comparison to other guides in the collection on the same biblical books.

The materials in the Curriculum Resource Center should be reviewed annually in consultation with the Education Ministries faculty for currency and alignment with curricular needs.

### **MARE ARCHAEOLOGY INSTITUTE**

The book collection housed in the Mare Archaeology Institute is cataloged by the Buswell Library; however, all other collection development and management is the responsibility of the Mare Archaeology Institute staff, particularly the supervising faculty member (currently David Chapman).

### **TAIT PURITAN AND RARE BOOK COLLECTION**

The Tait Puritan and Rare Book Collection contains over 1,000 works from as far back as 1540. The primary focus of the collection is English Puritan works from the 17<sup>th</sup> and 18<sup>th</sup> centuries. It also contains many works and sermons from early Reformers and others since the Reformation.

The bulk of the collection began as the personal collection of Puritan and rare books of the Reverend Doctor Ian M. Tait of England, which was acquired by the Seminary in 1981. A collection of rare books purchased from Covenant College (most of which had been obtained from England via Rev. Tait) was subsequently added in 1984. The collection also contains other rare items acquired by the Buswell Library prior to and since those acquisitions, including selected rare and sensitive items from the personal collection of

materials on Mormonism of Reverend Wesley Walters, which the Seminary acquired in 2004 and which was otherwise incorporated into the general collection.

The Tait collection does not grow on an annual basis, nor are materials actively sought. Rather, materials that fit the scope of the collection and provide some benefit consistent with the purpose and vision of the Library may be acquired as opportunities and funds allow. In addition, materials already present in the general collection may be evaluated during collection maintenance activities for inclusion into the Tait Collection based on availability for purchase and in other library collections.

## **KOREAN COLLECTION**

In recognition of the Korean presbyteries of the PCA and the Korean-speaking students that study at Covenant, the Buswell Library very selectively acquires Korean-language books (particularly translations of faculty publications). A donation of a small personal collection of Korean theological books prompted the creation of the Korean Collection, which gathers all Korean-language materials together for ease of browsing.

## **B121 (NASHVILLE)**

Study room B121 contains a collection of books that was developed for a site in Nashville, TN. The collection was seeded by the donation of a pastoral library but was subsequently developed to provide a basic level of support for the core of the MATS curriculum (the degree that was to be offered there). The collection features both circulating materials and interfiled reference materials.

As establishment of a permanent physical presence in Nashville has been put on hold, further development of the Nashville collection has ceased. If there is no further progress on plans to establish a physical presence at a site (whether in Nashville or elsewhere) by 2025, the materials in the Nashville collection will be integrated into the Buswell library's main collection or deaccessioned in accordance with the collection development principles in this policy.

## **COOPERATIVE COLLECTION DEVELOPMENT**

The MOBIUS consortium provides a fast, reliable resource sharing network comprised of over 60 academic libraries in and around Missouri plus several public library systems, giving Covenant students and faculty access to nearly 13 million titles and almost 30 million items. Due to the ease in placing requests and the speed at which they can be delivered, the materials available in MOBIUS may be considered an extension of the Buswell Library's collection, which has implications for the Library's collection development decisions.

As indicated above, availability through resource sharing is a selection consideration, and it is especially so with regard to MOBIUS holdings. While existing availability within MOBIUS is not

the most important factor in selection decisions, it can significantly affect the priority given to acquiring a particular item. A title that is within the scope of the collection, though not central to the Library's collection development priorities, may be passed over if it is already widely held within MOBIUS. Conversely, if such a book were not held within MOBIUS, it should be more strongly considered. Likewise, when considering multiple books on the same topic, greater preference should be given to those that are less widely held within MOBIUS, all other factors being equal.

## INTELLECTUAL FREEDOM

### **INTELLECTUAL FREEDOM STATEMENT**

In order to prepare students for a lifetime of ministry, they must be equipped to critically engage with the full range of ideas, beliefs, and points of view that are present in contemporary society. Likewise, faculty, in order to produce rigorous scholarship, must have access to the complete scholarly record in their fields and other materials that document the intellectual and cultural contexts relevant to their research. Accordingly, the Buswell Library collects and provides access to materials that present a broad array of perspectives, including those that do not align with our doctrinal standards, so that students, faculty, and our other constituencies may develop informed ideas and practices within their field, and may develop and defend a robust understanding of their faith.

### **PROCESS FOR CHALLENGES**

If a library patron identifies material in the library collection that they deem inappropriate for the purposes outlined above and not in keeping with this Collection Development Policy, they may submit a Reconsideration Request Form (Appendix B).

The Reconsideration Request Form must be submitted by a named individual to the Library Director (in-person, by mail, or by email). Upon receipt of a complete Reconsideration Request Form, the Library Director shall convene a Review Committee comprised of the Director or another librarian appointed by the Director, a faculty member from the Library Committee, and a current student selected by the Library Director. The Review Committee shall strive to notify the requestor of the Review Committee's determination within six weeks (not counting Seminary holidays). All decisions of the Review Committee are final.

# GIFTS AND EXCHANGES

## DONATIONS

The Buswell Library welcomes donations of books and other materials as long as they are in decent condition and free from mildew, mold, insects, etc. All donated materials become the property of the Library and may be added to the collection, sold, given away, or discarded at the sole determination of the library staff. The Library reserves the right to split up items from donated collections and makes no guarantee that such materials will be shelved together as part of a special collection. Any donations made with stipulations—such as requiring particular uses, prohibiting certain uses, establishing a separate shelving area, etc.—will be refused.

If requested at the time of donation, the Library will supply a gift letter listing the number of items received broken down by format (hardback, paperback, etc.). The Library does not perform appraisals. If an appraisal is required, it is the donor's responsibility to have the appraisal performed before transferring the gift to the Library.

## JOURNAL EXCHANGES

The Buswell Library has long benefited from the establishment of journal exchange agreements with other academic institutions. Such agreements stipulate that each party provide the other with a complimentary subscription to their academic journal(s) in a reciprocal fashion. These agreements have helped in a small measure to mitigate the explosive growth in serials costs. However, these agreements occasionally require administrative maintenance, such as when subscription management changes at the other institution result in complimentary subscriptions being dropped, resulting in missed issues and the expenditure of effort to reestablish the agreement or transition to a paid subscription.

New journal exchanges should be pursued judiciously as opportunities arise, and must be approved by the Editor of *Presbyterion* (since the journal bears the unreimbursed cost of printing and mailing).

# COLLECTION MAINTENANCE AND EVALUATION

## COLLECTION ASSESSMENT

Each year the library staff will evaluate the overall alignment of recent acquisitions with the Library's collection development priorities and usage patterns by subject classification.

Each year the Director should designate a subset of the collection for evaluation. This may include consulting bibliographies and other selection aids to identify gaps to be filled, and identification of items to be deaccessioned according to the criteria below. As part of this process, an inventory of the section under consideration should be made to identify missing and mis-shelved items.

On an ongoing basis, as library staff interact with materials in the collection, they identify material in need of repair, replacement, or deaccession.

## **DEACCESSION CRITERIA**

### **GENERAL CRITERIA**

- Re-application of selection criteria, with particular attention to:
  - Continuing relevance to the curriculum considering degree program changes since the item was acquired.
  - Timeliness, accuracy, and continued relevance of the material considering new scholarship.
  - Historical significance.
  - Availability through resource sharing.
- Usage, including checkouts, renewals, and in-house use. How often has it been used? When was it last used?
  - In the case of multiple copies of the same work, does recent usage justify keeping that same number of copies?
- Availability of superseding editions.
- Availability of equivalent or better material in the collection.
- Availability of durable online access, particularly for works in the public domain.
- Completeness of multi-volume sets.

Condition is not a criterion for deaccession per se, but rather a prompt for considering whether to deaccession, repair, or replace.

### **SERIALS**

**Subscriptions.** The following are additional considerations for canceling subscriptions.

- Significant increase in subscription cost that puts pressure on the library budget and tips the cost/benefit analysis for the title.
- Availability of full text in the Library's databases.
- Indexing and searchability.

**Back Issues.** The following are additional considerations for deaccessioning runs of back issues from canceled or discontinued subscriptions.

- Availability of full text in the Library's databases.
- Completeness of the run, including depth of retrospective coverage and frequency of gaps.

## **LAST COPY IN MOBIUS POLICY**

Considering the collective collection development practices within MOBIUS, it is best practice to freely offer any item to be de-accessioned that is the last copy available in MOBIUS to the other MOBIUS libraries. When de-accessioning materials, library staff should check MOBIUS holdings of each item, create an itemized list of any that are the last remaining copy in MOBIUS, and temporarily set such items aside. Staff should then send an email with the title list attached to the appropriate MOBIUS email list, offering the items in the list to any interested library and noting a deadline for responses. After any claimed items are processed and sent to the claiming libraries, the unclaimed items may continue through the de-accession workflow and be disposed of.

## **REPAIR & REPLACEMENT**

Items that are damaged or deteriorating should be immediately repaired in-house, if possible, unless the item is an obvious candidate for deaccession.

Items that are damaged or deteriorated beyond the Library's ability to repair in-house must be assessed for outside repair, rebinding, replacement, or deaccession. Through this process the criteria for deaccession (above) are used with special attention to the cost/benefit of restoration.

Items that are lost must similarly be evaluated for possible deaccession before being replaced, with special consideration of the cost of replacement.

## **SALE AND DISPOSAL OF MATERIALS**

Items that are deaccessioned from the Library's collection and that are in useable condition may be included in the Library's routine book sales to the user community, sold in bulk to a book seller, or given away for free. Proceeds from such sales are used to supplement the acquisitions budget.

Otherwise, items that cannot be sold or given away may be recycled or thrown out.

## **POLICY UPDATES**

The Library Director is responsible for reviewing this policy annually to make sure that it reflects current and future needs. Any proposed changes, whether arising out of the Director's review or suggested by library staff, are brought to the Library Committee for

approval, and then communicated to the Vice President of Academics, the Dean of Academic Administration, and the President for their assent.

# APPENDIX A: E-BOOK PLATFORMS

E-books are made available for library purchase and use through several different platforms. Some platforms are specific to one or more publishers, while other platforms aggregate e-books from a variety of publishers. This reality of the e-book marketplace necessitates the use of multiple platforms to procure and provide access to e-books. However, the proliferation of platforms can be a source of confusion for library users as they must learn to navigate each of those various platforms as they encounter them. Therefore, it is desirable to limit the number of platforms used by the library and thus minimize opportunities for user confusion.

## CURRENT PLATFORMS

The following are the preferred platforms currently in use by the Buswell Library.

### Highly preferred monograph platforms that provide alumni access

- EBSCO
- Project MUSE

### Other preferred monograph platforms

- Bloomsbury Theology & Religion Online
- Brill
- Cambridge Core
- Taylor & Francis

### Preferred online reference platforms that integrate into our reference search engine

- Credo
- Gale
- Oxford Reference

### Other platforms currently in use

- Sage Knowledge (consortial acquisitions)
  - MOBIUS EBA
  - MOBIUS/COSLA

## CONSIDERING NEW PLATFORMS

If the Library is considering acquiring e-books on another platform not currently in use, the following considerations must be weighed along with the added complexity—for both users and librarians—of adding another platform to the Library's e-resource collection.



## USER EXPERIENCE CONSIDERATIONS

- What kind of licenses does the platform offer?  
*Preferred options are: 1-user, multiple user, unlimited user, non-linear (set number of uses per year).*
- Does the platform provide perpetual access for purchased titles?  
*Avoid licenses that expire after a certain number of uses or period of time.*
- What e-book formats are provided (PDF, EPUB, HTML)?
- How does the text formatting and readability compare to print?
- Can e-books be downloaded for offline use?
- Does e-book access require downloading additional software?
- What loan period options are provided? Can users keep downloaded e-books indefinitely (DRM-free)?
- Are there usage restrictions on the e-books?
  - Can users copy/paste from the e-book?
  - How many pages can users print/email/save?
- What authentication options are available (IP, SSO)? Do users need to register with the site? Is the platform available to off-campus users?
- Is the platform compatible with mobile devices and/or e-book readers? Which ones?
- Can users search within the text of an individual e-book?
- Are there accessibility features for users with disabilities?

## ADMINISTRATIVE CONSIDERATIONS

- Who is included as authorized users? Can we give access to alumni?
- Are there any upfront setup costs? *(Prefer no initial costs.)*
- Is there an annual hosting fee? *(Prefer no ongoing costs.)*
- Are books purchased as a package or title-by-title? *(Prefer title-by-title.)*
- Is there a minimum purchase amount?
- Are e-books purchased directly through the vendor? Can they be purchased through GOBI?
- Can we get a discount through one of our consortium memberships? (MOBIUS, SCELC, etc.)
- Is Demand-Driven Acquisition possible?
- Are MARC records provided? What is their quality?
- How does the platform integrate with our catalog and/or discovery system?
- What usage reports are available? Are they COUNTER compliant?

## APPENDIX B: RECONSIDERATION REQUEST FORM

Your Name	Library Card Number
Address	
Phone	Email
Title of Item to be Reconsidered	
Author(s)/Editor(s)	
Publisher	Publication Date
Call Number (in our catalog)	ISBN or Other Identifier
What do you object to in this item? Be specific and reference page numbers or other locators as applicable.	

What positive elements does this item have?

Are there reasons why others might find this item useful and would rather not wait to get it from another library?

Did you review the entire item? If not, why not?

Have you read any published reviews of this item? Please identify the sources of the reviews.

What would you like the library to do with this item?

Would you recommend another title for the library to purchase that presents a different point of view than this item? If so, please give the title, author, publisher, and any other identifying information for your recommendation.

Are you submitting this reconsideration request on behalf of an organization? If so, which organization and what is your role in the organization?

Signature

Date