

Union College Library Collection Development Policy

I. Introduction

Library Mission Statement

The library leads the Union College campus in the utilization of information resources, preservation of institutional heritage, and serves students, faculty, staff, and community members in their intellectual and spiritual growth.

Goals & Objectives for Collection Development

- Supports the curriculum of the College.
 - Provides class-oriented resources through library collections, database subscriptions, and interlibrary loan.
 - Maintains a well-rounded and useful collection of current and retrospective resources.
- Encourages the educational development of the faculty.
 - Provides access to advanced resources and current information in faculty members' respective disciplines.
 - Trains faculty on the use of library resources.
- Preserves the religious heritage of the College.
 - Collects and maintains historical resources and archives related to Seventh-day Adventists, Union College, and local denominational entities including denominational publications.
- Provides resources which aid spiritual growth.
 - Acquires devotional reading and viewing material.
- Serves the College's constituencies and local community.
 - Grants community patron cards to eligible community members.
 - Provides print resources, as well as electronic and audiovisual resources to a limited extent.

Purpose of the Collection Development Policy

The purpose of this policy is to provide the library staff guidance in collection development decisions, encourage faculty participation in collection development, and to communicate the library's collection development philosophy to the public.

Description of Union College

Union College, founded in 1891, is a four-year coeducational college offering programs leading to baccalaureate and associate degrees in arts and sciences and a Masters of Physician Assistant Studies. A graduate program in education is offered on the college campus through an affiliation with another Seventh-day Adventist institution. Selected programs are also available in cooperation with local universities and colleges.

Union College is owned and operated by the Seventh-day Adventist Church and exhibits a diverse international climate. Many countries and most states are represented, although students come primarily from a nine-state area known as the Mid-America Union Conference. The college is sensitive to individual, racial and ethnic differences and seeks students and personnel from diverse cultural backgrounds.

Union College believes that God is the Creator, Sustainer and Savior of humankind; that human beings are the crowning act of His creation and that each person is imbued with intelligence and assets which should be dedicated to serving and glorifying God. The ultimate aim is that students will accept the assurance of eternal salvation offered through Jesus Christ and that this acceptance will foster a desire to honor God, to uphold the values of the Seventh-day Adventist Church, and to spread the good news of God's love.

Union College provides a liberal arts education in an intellectually rigorous, Christian environment and encourages the harmonious development of human capabilities--the intellectual, spiritual, physical, psychological and social.

Union College desires that its students acquire a balanced core of knowledge, operate from a Christ-centered perspective, think critically to reach carefully reasoned positions on important issues, communicate effectively and emerge as graduates committed to continuing the tradition of responsible citizenship and altruistic service throughout the world.¹

Description of the Ella Johnson Crandall Memorial Library

Within the library's 38,000-square-foot facility, librarians provide reference assistance, library instruction, and maintain a general academic collection of more than 160,000 items in a variety of formats. Current periodical subscriptions total almost 600 with online fulltext access to several thousand additional titles available through the Periodicals A to Z Web pages. The collection is also supplemented with approximately 30,000 electronic books available through the online public access catalog. The Lora McMahon King Heritage Room houses a large collection of Adventist books, periodicals and microforms, in addition to Union College archival materials.

Other library services include a photocopy machine, microform readers and printer, and a computer room. The library subscribes to approximately 20 article databases accessible via the Web from services such as EBSCOhost and OCLC FirstSearch. Library staff also provide mediated searching through DIALOG, an information retrieval service with approximately 200 databases.

Resources in other academic libraries in the area are available through reciprocal borrowing and on a wider spectrum through interlibrary loan. The latter service provides

¹ Adapted from the Union College Website, <http://www.ucollege.edu/ucscripts/public/template/default.asp?DivID=0&PgID=12>. Viewed January 12, 2009.

access to materials through the more than 50,000 member libraries of OCLC, the Online Computer Library Center network.²

Source of Funding

The library's main source of funding comes from Union College's Educational and General Expense which is primarily funded by tuition revenue. A very limited amount of funding is available to support the acquisition of new formats through the Thomson Endowment. And an even smaller amount is available from the Smith Endowment to subsidize the annual subscription cost of the *ATLA Religion Database*. La Sierra University provides funds to cover library materials for its summer graduate education program hosted on Union College's campus.

Interlibrary Loan and Cooperative Agreements

Union College Library participates in OCLC's interlibrary loan network through which students, faculty, and staff may obtain access to books and articles which do not meet the criteria of this collection development policy or for which Union College does not have funds available. The library maintains even closer resource sharing relationships with libraries within the state of Nebraska. Through the Nebraska Library Association – College and University Section's reciprocal borrowing program, post-secondary libraries provide services to students from other campuses. As a member of the Nebraska Independent College Library Consortium, the library shares an online integrated library system with nine other campuses. These ten campuses freely lend items from their collections to each other. These cooperative agreements serve to supplement Union College's library collection and have little or no effect on selection decisions.

Multiple Copies

The library may purchase multiple copies of items if

- usage is expected to be high.
- preservation is important.
- copyright infringement may become a problem.

The library will not provide multiple copies of items which students should purchase as textbooks in the college store. For further information on library services which accommodate class group usage of items with limited availability, see the Course Reserves Policy.

² Adapted from the *Union College Bulletin 2008-2010*, page 36.

II. Elements of Collection Management

General Nature of the Collection

In order to achieve the above mission and goals, the Library collection includes a wide range of materials related to all subjects taught at the College, as well as materials which promote personal spirituality, intellectual growth, and a mature understanding of the broader world context. The collection supports undergraduate instruction through a selection of basic monographs, periodicals, reference works, and bibliographic databases relevant to subjects taught in the College. Additional specialized works are selected as deemed appropriate. A limited number of general works are included to encourage students in the pursuit of a balanced lifestyle.

Budget Allocations

The library director proposes allocations intended to fund books and media materials for each subject area as part of the annual budget proposal for the library. Allocations for periodicals and databases are not divided by subject area.

Minor adjustments to the allocations are reviewed and approved by the Academic Dean. When major revisions are proposed, Academic Council is asked to approve the change. The following formula provides the foundation for establishing allocations.³ Minor adjustments are made to the totals generated with this formula to better reflect needs and spending patterns of each division or program.

$$A = \frac{C(aX + bY + cZ)}{a + b + c}$$

A = Academic department or division allocation.

B = Basic allotment to each department. (Item B has been omitted from the formula since the college was reorganized into divisions. When the college was organized by departments a basic allotment of \$100 was given to each department in order to provide very small departments with a viable budget.)

C = Amount to be distributed among academic departments by the formula variables X, Y, Z.

X = Teacher FTE at the beginning of Fall semester of the current year.

Y = Percentage of student credit hours in each division as determined by the first semester registration of the current year.

Z = Percentage of graduates in each division. Percentage is based on a 5-year average.

³ The original formula was adopted in 1971. There have been at least two modifications since then.

a, b, c are weighting factors for X, Y, and Z respectively. After studying the effects of several possible values for each of the a, b, c, the committee in 1971, set the following values:

- a = 2 (Faculty FTE)
- b = 8 (Student credit hours)
- c = 2 (Graduates)

Responsibility for Selection

Responsibility for coordinating the collection as a whole, selecting materials not requested by individual faculty members, and making decisions as to collection relevance and completeness rests with the professional library staff.

Faculty members in the respective divisions select materials in their disciplines in all formats and submit requests to the division chair for approval before forwarding to the library for purchase. The final selection decision rests with the professional library staff.

Selection Guidelines

Union College is primarily an undergraduate institution with one graduate program in Physician Assistant Studies. In addition, the library provides support for La Sierra University's summer graduate education program hosted on the Union College campus. The undergraduate environment of Union College emphasizes both foundational knowledge of the disciplines taught and their practical application in the workplace. The library recognizes that the body of knowledge in all fields is constantly expanding and the academic programs continue to evolve in order to include this new information. In addition, college students are encouraged to explore new topics of interest to them. For this reason, selection guidelines must remain open and the expertise of teaching faculty who are in daily touch with these changes is essential.

The following criteria are considered when adding books, periodicals, and media to the collection:

- Relevance and importance to the current curriculum
- Potential of the publication to become a standard classic in its discipline
- Current popularity of the topic or title
- Relevance to extracurricular activities on campus
- Content unique to the collection
- Availability in a format which the library can support
- Reasonable cost/expected use ratio

See Section V for more details by subject area.

De-selection

Items which no longer meet the above selection criteria will be removed from the collection. As in the selection process, the assistance of teaching faculty is expected in helping librarians locate items which should be withdrawn from the collection.

Gifts

Gifts in usable condition are accepted at the discretion of the professional library staff, with the understanding that the library may dispose of any materials not selected for retention. Only items which meet the selection criteria of this policy will be retained for the collection. Significant gifts may be commemorated by a special book plate. A letter of acknowledgement and an itemized list of materials donated will be sent to each donor. According to IRS regulations, the library staff may not place a monetary value on donated items.

The library does not accept:
Audio and video cassette tapes
Encyclopedias which are more than five years old
National Geographic magazines

Exceptions to this list are made for historical materials designated for the Heritage Room. Donors of significant Seventh-day Adventist materials not related to Union College or the region of the Mid America Union should consider donating these materials to either of the major Seventh-day Adventist history repositories at Andrews University or Loma Linda University before offering them to Union College.

Preservation

Decisions which affect the life of a particular item in the collection are made based on how long the library expects to keep or need that item. Print periodicals which will be retained longer than five years are bound. Damaged books or media materials which are in high demand will be replaced with new copies if possible. Books will be rebound if the damage is not so great as to preclude this measure. Lower demand books with minor damage are repaired in house, or if the damage is extensive may be discarded without replacement. Replacement copies may be identical to the discarded copy or may be a new book or media item covering the same information. As much as possible acid free labels and materials are used to mark and repair materials.

Intellectual Freedom and Censorship

Union College Library supports the principle intent of the American Library Association's "The Freedom to Read Statement" that it is not the library's place to dictate what individuals read.⁴ At the same time, the library recognizes its obligation as an entity

⁴ "The Freedom to Read Statement," Chicago: American Library Association, 1953-2004.
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm>.

of Union College affiliated with the Seventh-day Adventist denomination to uphold the standards of academic freedom as practiced in these institutions when selecting material for the collection.

In order to balance these two governing perspectives, the library has adopted a selection model rather than censorship model for collection management. This means that all potential acquisitions are considered outside the scope of the library's collection until their inclusion has been justified by the criteria of this policy.

In harmony with the *Union College Faculty Handbook* statement on academic freedom⁵, the library:

- Selects materials for the collection on subject matter pertinent to the curriculum of the college including both consenting and dissenting opinions.
- Also collects material which is likely to be used in student research projects and assignments required by professors although the topics may be selected by students themselves.
- Consciously includes material from both Christian and non-Christian perspectives in order to acquaint students with the variety of perspectives they may encounter throughout life.
- Trusts members of the faculty to guide students in their research choices, teaching them to practice the same standard of "responsible research with proper respect for public safety and decency" expected of faculty employed by Seventh-day Adventist institutions of higher education.⁶
- Requires members of the faculty to use "due regard for the character and aims" of the college when recommending acquisitions for the library.⁷

Problems which arise when materials are to be added to or withdrawn from the library collection are referred to the Library Director. If problems cannot be reconciled by the professional library staff, then appropriate faculty will be involved in the decision-making process.

III. Format and Special Collections

A. Periodicals

The library subscribes to and maintains current and retrospective general and scholarly titles for the disciplines covered by the curriculum. These may be in paper or electronic format. Requests for new periodicals are presented to the Library Director, who negotiates subscriptions to periodicals and databases balancing program needs with vendor offers and consortial options for optimal pricing. Subscriptions are charged to the periodicals budget, not to the divisional

⁵ *Union College Faculty Handbook*, Section F 1.3 Academic Freedom.

⁶ *Union College Faculty Handbook*, Appendix 1, "On Academic Freedom in Seventh-day Adventist Institutions of Higher Education."

⁷ *Ibid.*

allocations. Periodicals which will be kept more than five years, have historical value and/or have significant retrospective holdings may be bound.

B. Databases

The library subscribes to databases which provide indexing and in some cases full text to journal literature in the disciplines taught at Union College. The following items are considered when a database is selected:

- need or expected usage
- availability within a price range which can be accommodated by college budget constraints
- unique coverage of subject matter
- inclusion of full text

C. Musical Scores

The library does not generally collect musical scores. The Division of Fine Arts purchases, stores, and circulates scores for use by students.

D. Doctoral Dissertations Sponsored by Union College

Faculty members who have been sponsored by Union College in their doctoral studies are required to deposit a copy of their published dissertation in the library at their own expense. Faculty members not sponsored by the college are welcome to donate copies of their dissertations.

E. Student Course Work

Significant student projects may be included in the library's collections. These items require the permission of the student before acquisition by the library. It is the responsibility of the academic department to document and verify the student's agreement.

IV. Lora McMahon King Heritage Room

The purpose of the Heritage Room is to acquire, preserve, and make available for use items related to the history of Union College, College View Church, the College View community, and Seventh-day Adventism with emphasis on the Mid-America Union. This collection includes books, periodicals, audiovisual materials, photographs, Union College archives, personal papers, and artifacts.

The following guidelines will be considered when adding material to the Heritage Room:

1. General SDA periodicals such as *Adventist Review* and Sabbath School papers, and North American Division union periodicals will be retained.

2. Rare books of significant value will be housed in the Heritage Room for security regardless of relationship to the collection.
3. Multiple editions of a work may be included if there are substantial changes in content or if there is some special significance. Generally, multiple copies of a work will not be retained.
4. Selected non-denominational publications related to Seventh-day Adventism will be retained as long as considered useful.
5. Foreign language materials will not be retained unless they are directly related to Union College.
6. SDA union publications outside of Mid-America other than official periodicals will not be included.
7. SDA division publications outside of North America will not be included.

V. Description and Collecting Level by Dewey Classification (Working Document)

- Collecting Levels:
- 1 Do not collect
 - 2 Collect general interest works only
 - 3 Support undergraduate study
 - 4 Support masters level study
 - 5 Comprehensive – doctoral study

Dewey Class	Description	Collecting Level & Notes
000	Computer science, knowledge & systems	3 Focus on computer science
010	Bibliographies	1 (in general now replaced by online databases)
020	Library & information sciences	2 Focus on professional development for college librarians
030	Encyclopedias & books of facts	3
040	Unassigned? Computer Science	3 Focus on classic works which will not soon be outdated
050	Magazines, journals & serials	2
060	Associations, organizations & museums	2
070	News media, journalism & publishing	3
080	Quotations	2
090	Manuscripts & rare books	2
100	Philosophy & Psychology (general works)	2
110	Metaphysics	2

120	Epistemology	2
130	Parapsychology & occultism	2
140	Philosophical schools of thought	2
150	Psychology	3
160	Logic	2
170	Ethics	2
180	Ancient, medieval & eastern philosophy	2
190	Modern western philosophy	2-3
200	Religion	3
300	Social sciences, sociology & anthropology	3
310	Statistics	3
320	Political Science	3
330	Economics	3
340	Law	2
350	Public administration & military science	2
360	Social problems & social services	3
370	Education	4 (La Sierra summer program)
380	Commerce, communications & transportation	2-3
390	Customs, etiquette & folklore	2
400	Language	3
410	Linguistics	2
420	English & Old English languages	3
430	German & related languages	1
440	French & related languages	2
450	Italian, Romanian, & related languages	1
460	Spanish & Portuguese languages	2
470	Latin & Italic languages	1
480	Classical & modern Greek languages	2 (Biblical Greek?)

490	Other languages	1
500	Science	3
510	Mathematics	3
520	Astronomy	2
530	Physics	3
540	Chemistry	3
550	Earth sciences & geology	2
560	Fossils & prehistoric life	2
570	Life sciences: Biology	3
580	Plants (Botany)	2
590	Animals (Zoology)	2
600	Technology	2
610	Medicine & health	4
620	Engineering	2
630	Agriculture	2
640	Home & family management	2
650	Management & public relations	3
660	Chemical engineering	2
670	Manufacturing	2
680	Manufacturing for specific uses	2
690	Building & construction	2
700	Arts	3
710	Landscaping & area planning	1
720	Architecture	2
730	Sculpture, ceramics & metalwork	3
740	Drawing & decorative arts	3
750	Painting	3
760	Graphic Arts	3
770	Photography & computer art	3
780	Music	3
790	Sports, games & entertainment	3
800	Literature, rhetoric & criticism	3
810	American literature in English	3
820	English & Old English literatures	3

830	German & related literatures	2
840	French & related literatures	2
850	Italian, Romanian & related literatures	2
860	Spanish & Portuguese literatures	2
870	Latin & Italic literatures	2
880	Classical & modern Greek literatures	2
890	Other literatures	2
900	History	3
910	Geography & travel	2
920	Biography & genealogy	2
930	History of ancient world (to ca. 499)	3
940	History of Europe	3
950	History of Asia	2
960	History of Africa	2
970	History of North America	3
980	History of South America	3
990	History of other areas	2

VI. Policy Review and Record of Adoption

This policy will be reviewed by the library director at least every five years beginning in 2010. If changes are deemed necessary at that time, a committee of librarians will meet to draft the changes. The policy is sent to Academic Council for approval and formal adoption.

Adopted by Academic Council on 3/8/2010.