

# **mCOLLECTION DEVELOPMENT POLICY**

## **REEVES LIBRARY, MORAVIAN UNIVERSITY AND THEOLOGICAL SEMINARY**

### **Introduction**

Reeves Library's collections and services are central to the educational mission of Moravian University and Moravian Theological Seminary. From its inception with the Female Seminary in the 1700s, the University Library has always reflected the curriculum. Materials are primarily collected that support student research done in conjunction with their studies. The collections housed in the Library represent a number of factors, such as faculty selection and books available in neighboring Lehigh Valley colleges and universities. This policy covers collection development for the University and Theological Seminary.

Freedom of expression and free dissemination of all ideas are guiding principles of Reeves Library collection development. Intellectual freedom and opposition to censorship are essential components. The American Library Association's "Library Bill of Rights" is followed. In addition, Reeves Library fully supports copyright principles.

### **Collection Development Goals**

The Reeves Library supports the mission of the University by developing a collection of information, in a variety of appropriate formats, that meets the needs of the students, faculty and staff as they engage in the teaching and learning process.

Emphasis is provided on resources that support the following:

**Curriculum Support:** The primary purpose of the Library's collection is to support the academic program of the University. This includes support of students' course-related research and assignments and faculty course preparation. Support is also provided for faculty-student collaborative research activities, honors and independent study projects, student research projects, and theses.

**General Disciplinary Coverage:** The Library is also committed to maintaining a collection that supports a liberal arts curriculum. Items are added to the collection to provide a basic coverage of the various liberal arts disciplines and those which add to the liberal arts experience.

**Moravian University Authors:** Two copies of a non-text book authored by a full-time faculty member while they are employed at Moravian University or faculty emeriti are purchased – one for the circulating collection and a non-circulating copy kept in the faculty collection. One non-circulating copy of a textbook is purchased.

**Community General Interest:** In a limited fashion, the Library strives to acquire materials that support the general community interest. For example, the Library may purchase materials that enhance a university-theme. The Library maintains a general browsing periodicals section and best sellers collection.

Since the Library does not have the resources to collect everything, it relies upon cooperative borrowing agreements with LVAIC schools and the Respect Graduate School.

**Faculty Research:** Materials for faculty research can only be purchased when the materials support the teaching curriculum or add to the general liberal arts experience. Specialized materials and/or materials with a narrow research focus or those geared toward a doctorate degree will be retrieved using the interlibrary loan system.

### **General Guidelines**

The library collects materials on all geographical areas of the world and covers all time periods. Items collected are primarily in the English language and languages which support the foreign language department.

The following fall outside of the collection and are not collected:

- Materials written for a high school or lower level, with the exception of materials specifically purchased for our curriculum collection, which supports the education department
- Textbooks are not added to the collection, unless they were written by a Moravian University professor while teaching at the University or as an emeritus professor. A professor may elect to place a textbook that they own on library reserves for student use
- Highly specialized, research-level materials which support one individual's research or interests and may be accessed in a cost-effective manner through interlibrary loan.
- Self-published books are outside of the scope of the university library. For our collection development purposes, a self published book refers to the author using their own resources in any capacity in order to have the book published. This includes, but is not limited to, reading fees, submission fees, website fees, and printing fees.
- Popular fiction and non-fiction which are more suitable for a public library are not collected, with the notable exception of the Best Sellers, many of which are donated.

### **Purchase Decisions**

Purchases made by the librarians are strictly limited to books that go into the Library's collection.

Special attention is also given to accreditation requirements when making decisions about purchasing versus borrowing a book.

Reeves librarians are responsible for the reference collection and for overall collection balance. Moravian University faculty are the individuals who most understand what books will supplement their courses, and they recommend such purchases. The library welcomes purchase suggestions from administrators, students, staff, alumni, and other users. Ultimate responsibility lies with the Library Director.

Moravian students can borrow from the Bethlehem Area Public Library, which is adjacent to the South Campus and from other schools in the LVAIC consortium. In addition, the interlibrary loan service makes millions of items available at no cost.

## Formats

The library collects all formats of materials that are appropriate to support the curriculum or appropriate for its permanent collection. In practice, there are some formats that are not adequate to be handled or are considered a poor use of library funds. The following formats are routinely acquired:

### A. Books:

- EBook collections are purchased through the library's budget.
- When there is a choice between a soft cover and a hard cover, finances typically dictate that the soft cover edition will be purchased.
- Manuscript-material (handwritten books) are not collected but may be donated if they add to our special collections.
- Every effort is made to purchase books which have won notable awards, such as a Pulitzer, as funds are available

### B. Journals

- Electronic journals are always preferred over their print counterparts
- With the exception of the browsing collection for general student use, only peer-reviewed journals are acquired

### C. Visual Materials

- Projected medium (DVDs are preferred); these must be Format 1 compatible
- Two-dimensional (microfiche and microfilm) are collected, when there are no other options
- Three-dimensional (tools for elementary and secondary education, such as puppets)
- Kits, principally used in primary education

### D. Maps

- Cartographic material
- Manuscript cartographic material is only collected through donations

### E. Scores

- The music library is responsible for purchasing scores from their budget.

### F. Sound Recordings

- Musical and nonmusical

## Selection Criteria

The following criteria guide selection decisions:

- **Quality:** Based on the material's accuracy, currency, and its place in scholarship of the field. A variety of factors are considered when determining quality including reputation of the author/creator and/or publisher, along with reviews from within the discipline and/or from experts within the field.
- **Importance:** Defined as contribution to the field of knowledge

- **Relevance:** The degree to which the material's content supports the content of the Moravian University academic programs
- **Usefulness:** How likely is the material to be used by students given the current and future curriculum? Priority is given to items that have a high probability of being used.
- **Intellectual Accessibility:** The work's content should be geared to the undergraduate student body, unless it is supporting a particular graduate program. Material whose audience is exclusively or primarily aimed at research specialists receives the lowest priority.
- **Price:** Each department may establish the maximum price for information resources that pertain to their discipline.

## **Intellectual Freedom**

Reeves Library does not promote particular beliefs or views. It provides individuals with resources so they can examine issues freely and make decisions and it affirms the statement of the Library Bill of Rights of the American Library Association.

## **Gifts**

Reeves Library does not have the staff required to accept donations of books for the general collection from individuals outside of Moravian University.

### **A. Archives**

- The archives is the official repository for materials that are valuable to the university's governance and history; along with memorabilia that celebrate our past. The full policy is available from <https://www.moravian.edu/special-collections/collection-overview>

### **B. Special Collections**

- Materials in the special collections represent the mission and history, both academic and culture, of the institution.. Selection of materials can be in a variety of formats that support the academic curriculum and research needs unique to the institution or the geographical area as it relates to Moravians.

## **Appraisals**

The university and its departments, including the library, archives, and special collections, do not provide donors with appraisals. These may be done by the donor prior to the gift transfer.