

COLLECTION DEVELOPMENT POLICY

REEVES LIBRARY, MORAVIAN COLLEGE AND THEOLOGICAL SEMINARY

Introduction

Reeves Library's collections and services are central to the educational mission of Moravian College and Moravian Theological Seminary. From its inception with the Female Seminary in the 1700s, the College 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 College 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 appended. Reeves Library fully supports and follows copyright principles.

Collection Development Goals

The Reeves Library supports the mission of the College 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 College. 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 College Authors: Two copies of a non-text book authored by a faculty member while they are employed at Moravian College or are faculty emeriti are purchased – one for the circulating collection and a non-circulating copy. One non-circulating copy is purchased when the monograph is a textbook.

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 College-theme. The Library maintains a general browsing periodicals section and best sellers leased 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 covering 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 College professor while teaching at the College 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.
- 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 leased or 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. The library welcomes purchase suggestions from administrators,

students, staff, alumni, and other users Ultimate purchasing responsibility and decisions lie with the Library Director.

Resource sharing has an impact on collection development decisions. Reeves Library has cooperative borrowing agreements with Lehigh Valley Association of Independent Colleges (LVAIC) and Southeast Pennsylvania Theological Library Association (SEPTLA), and Respect Graduate School libraries. Moravian students can borrow from the Bethlehem Area Public Library, which is adjacent to the South Campus. 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:

- EBooks collections are purchased through the library's budget, JSTOR, and LVAIC
- Ebooks are the preferred format; faculty should advise the librarian if a print copy is desired. Hard copies are purchased when the book falls within a humanities discipline.
- Manuscript-material (handwritten books) are not collected but may be donated, after consultation with the College and Seminary Archivist.
- 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 College 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 accepts book donations from its faculty.

Donations from the community are not accepted as there is no space or staff for the required processing.

Weeding

Weeding or deselection of materials held within the library are part of maintaining the collection. Weeding makes it easier for students to find relevant materials and increases the usefulness and relevance of the library to supporting the curriculum.

General Guidelines for Print Materials

While weeding will vary across disciplines and subjects, the following guidelines apply to all deselection of print books:

- Books that are proposed for deselection by the librarians are put onto a spreadsheet for the relevant academic department(s) to review.

- The librarian who wants to weed a book is the individual responsible for preparing and emailing a spreadsheet with the proposed books for deselection.
- Before emailing the spreadsheet to the relevant department(s), the librarian is responsible for emailing the spreadsheet, as an attachment, for review to the library director and should indicate which academic department(s) should receive the spreadsheet
- The librarian who has compiled a spreadsheet is responsible to email to the department chair with a cc: to the library director and acquisitions librarian. This is done after the library director approves the spreadsheet and proposed department.
- Academic departments have a minimum of one academic semester or the full summer to review the list; the chairperson of the department may negotiate a longer period of time with the library director.
- Any book that has been proposed for deselection but a faculty member wishes to keep will be removed from the weeding process.
- Before any book is withdrawn, the spreadsheet of proposed withdrawals is sent to the Archivist to ensure the item should not be moved to special collections.

New Editions

- Books may be superseded by new editions.
- Any superseded book in the science disciplines will be withdrawn from the collection.
- Any superseded book that is not in the health science disciplines will have one older edition kept in the circulating collection, when the title frequently circulates and/or the current edition is in the non-circulating collection.

Books in Poor Condition

- Any book that is returned in poor condition is sent to the Acquisitions and Metadata librarian for a decision about replacement, rebinding, or withdrawal (the latter option includes the relevant discipline / academic department in the decision).
- Items that are declared lost (either through circulation or stacks inventory) are routed to the Acquisitions and Metadata librarian for a decision about replacement.

Multiple Copies

- Any book for which there is more than two copies in the circulating collection should be reviewed for relevance in maintaining the number of copies
- Any book in the Groenfeldt collection for which there is more than two copies should have one copy moved to the circulating collection

Disposition of Withdrawn Materials

- Materials withdrawn from the collection may be a) sold at the library's sale table; b) sent to Thrift Books for resale; or c) recycled
- Any book that is book plated and withdrawn is recycled
- The Public Service Assistants and/or work study students handle all deaccessioning tasks (discard stamps, etc.) under the direction of the librarian in charge of students, i.e., the Assistant Director, and the Acquisitions and Metadata librarian

Best Sellers

- In general, best seller books are not weeded. Instead, when deemed appropriate by the Library Director, they are relocated into the General Collection into their appropriate disciplines.
- Once in the General Collection, the general guidelines for weeding print materials are followed.
- When best sellers are donated to the library, any duplicate copies will be a) sold at the library's sale table; b) sent to Thrift Books for resale; or c) recycled unless the library's current copy is missing or it is a highly sought after title.