

# **JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY**

## **PART C. SPECIFIC GUIDELINES**

### **2. - ADVENTIST HERITAGE CENTER**

#### **1-0 MISSION STATEMENT**

The mission of the Adventist Heritage Center is to acquire, organize, preserve, and make available for use a comprehensive research collection of resources relating to the Seventh-day Adventist Church, its antecedents and related groups, and Andrews University and its antecedents. As a department of the James White Library, its mission supports the mission of the library and university of which it is a part.

#### **2-0 GOALS**

- 2-0-1 Develop a comprehensive collection in all formats related to the Seventh-day Adventist Church, its antecedents, and related groups.
- 2-0-2 Develop a comprehensive collection in all formats related to Andrews University and its antecedents.
- 2-0-3 Function as the rare materials repository for the James White Library, not actively pursuing but holding rare materials.

#### **3-0 DEFINITIONS**

##### 3-0-1 Clientele

3-0-1-1 Students of the Seventh-day Adventist Theological Seminary as well as other schools of Andrews University

3-0-1-2 Others include :

World-wide SDA community  
Michiana community  
Andrews University faculty and staff  
Other researchers/users

##### 3-0-2 Collection Levels:

3-0-2-1 A Level - Comprehensive / Exhaustive Level

In English language, most formats are collected exhaustively. (See accompanying chart)

3-0-2-2 B Level - Research Level

In English language, all remaining formats, are collected comprehensively. In non-English language, the collection is not generally a comprehensive level collection except for periodicals.

#### **4-0 SPECIFICATIONS**

##### 4-0-1 Location of Collections

All Adventist Heritage Center resources are housed and used within the Center.

##### 4-0-2 Collections

The Adventist Heritage Center holds one of the leading collections of Seventh-day Adventist published and unpublished materials in the world. Its resource development policy is necessarily very broad and all inclusive.

##### 4-0-3 Responsibility for Resources Development

The Curator of the Adventist Heritage Center has primary responsibility for resources development. Suggestions from any source are welcome.

##### 4-0-5 Formats collected

All formats are included.

##### 4-0-7 Electronic Access

Electronic access is included as these formats develop.

##### 4-0-8 Donations

Donations of SDA or SDA-related books, pamphlets, periodicals, and all forms of audio and visual resources are accepted with the provision that if not needed they will either be transferred to other parts of the James White Library or offered to other SDA libraries. Donations of manuscript and archive materials are accepted when they relate to some aspect of the SDA Church, its mission and work.

##### 4-0-9 Duplicate and Multiple Copies

Two copies of most published and non-published items are retained for preservation purposes. In the case of rare or significant works, more than two copies may be retained. Additionally, multiple copies may be retained if they represent a different edition, cover, or other change in appearance or presentation.

#### 4-0-10 Priorities and Limitations

Generally, print has priority over audio-visual media.

#### 4-0-11 Networking, sharing, cooperation

The Adventist Heritage Center is willing to cooperate in collection development with other SDA research centers in the acquisition and preservation of manuscript and archival materials of significance to the Seventh-day Adventist Church.

### **5-0 SELECTION CRITERIA**

See attached chart.

### **6-0 DE-SELECTION CRITERIA**

Items found in the collection that do not fall under the collection development policy will be transferred to the general collection of the James White Library, offered to other appropriate collections, or discarded.

### **7-0 MATERIALS REVIEW**

	Books	Pamphlets	Periodicals	Miscellaneous	Microforms	Juvenile Lit.	Cassettes	Videos	Other Sound	Photographs	Other Visuals	Electronic
<b>North American Division</b>												
<b>SDA Organizations</b>	E	E	E	E	E	E	E	E	E	E	E	E
<b>SDA Related</b>	E	E	E	C	C	C	C	C	C	C	C	C
<b>SDA Authors</b>	E	E	E	G	C	C	G	G	G	G	G	G
<b>Non-SDA/SDA Topics</b>	C	C	C	G	G	G	G	G	G	G	G	G
<b>Non-North American Division</b>												
<b>English Language</b>												
<b>SDA Organizations</b>	C	C	E	C	C	C	C	C	C	C	C	C
<b>SDA Related</b>	C	C	C	C	C	C	C	C	C	C	C	C
<b>SDA Authors</b>	C	C	C	G	G	G	G	G	G	G	G	G
<b>Non-SDA/SDA Topics</b>	G	G	C	G	G	G	G	G	G	G	G	G
<b>Non-North American Division</b>												
<b>Non-English Language (popular)</b>												
<b>SDA Organizations</b>	G	G	C	G	G	G	G	G	G	G	G	G
<b>SDA Related</b>	G	G	C	G	G	G	G	G	G	G	G	G
<b>SDA Authors</b>	G	G	G	U	U	U	U	U	U	U	U	U
<b>Non-SDA/SDA Topics</b>	U	U	G	U	U	U	U	U	U	U	U	U
<b>Non-North American Division</b>												
<b>Non-English Language (non-popular)</b>												
<b>SDA Organizations</b>	G	G	C	G	G	G	G	G	G	G	G	G
<b>SDA Related</b>	G	G	G	G	G	G	U	U	U	U	U	U
<b>SDA Authors</b>	U	U	G	U	U	U	U	U	U	U	U	U
<b>Non-SDA/SDA Topics</b>	U	U	G	U	U	U	U	U	U	U	U	U
E=Exhaustive												
C=Comprehensive/Doctoral												
G=Graduate												
U=Undergraduate												
B=Basic												

Items in the collection are not subject to the materials review policy.