

JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY

PART B. GENERAL GUIDELINES

Note: See Part C for guidelines relating to particular collections or information formats.

1-0 MISSION STATEMENT

The James White Library seeks to support the mission of Andrews University by combining a rich diversity of appropriate information resources with excellence in service. The Library acquires, accesses, organizes and presents its resources primarily to meet the academic needs of students, wherever they are located, and the instructional and research needs of the faculty. Recognizing the international scope and influence of Andrews University, the Library acquires broadly and shares appropriate information resources through affiliate and consortial arrangements.

2-0 GOALS

2-0-1 James White Library recognizes that there is a vast and rapidly growing reservoir of information. Much of it is relevant to the mission and academic programs of Andrews University. The library aims to identify and acquire a representative and balanced collection of resources to support the University's curricula and interests.

2-0-2 Specifically, the Library supports the instructional and appropriate research needs of its clientele by:

- , acquiring a diverse and growing collection of print resources, both monographic and serial.

- , providing access to bibliographic and full-text electronic resources, whether owned or leased.

- , acquiring other relevant non-print and audio-visual materials, together with equipment for their effective use.

2-0-3 The Library collects exhaustively and preserves resources produced by and about Seventh-day Adventists.

2-0-4 The Library also aspires to support the local community in the pursuit of knowledge.

2-0-5 To a lesser extent the Library provides leisure reading and audio-visual materials.

3-0 DEFINITIONS

3-0-1 Clientele:

3-0-1-1 Students of Andrews University, whether on or off-campus. The student population has several characteristics which impact the selection and delivery of library resources:

, Cultural and ethnic diversity within the campus population.

, Large segment of international students. For many of these students: S their primary language is not English S their previous library experience is limited S their families are resident on the campus

, A significant number of students in graduate and doctoral programs, including non-traditional field-based programs.

, Growing numbers of students in off-campus programs, whether at extension sites, affiliated campuses overseas, or other remote sites.

3-0-1-2 Faculty and staff of Andrews University.

3-0-1-3 Individuals enrolled in short-term programs and seminars, and attendees at conventions held on the campus.

3-0-1-4 Andrews University alumni, campus visitors, and community residents within Berrien County and Michiana.

3-0-1-5 Beyond these categories, the Internet creates an unidentifiable and amorphous body of electronic users who access James White Library from around the world.

3-0-2 Collection Levels:

3-0-2-1 **A Level -Comprehensive / Exhaustive Level** (highest intensity of collecting)

Includes all significant works of recorded knowledge in any form, print and non-print media, as well as manuscripts. This level in a narrowly defined field becomes a “special collection”, such as the collections of the Center for Adventist Research.

3-0-2 Collection Levels (cont.):

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

Resources for doctoral dissertations and independent research. Includes: materials containing reports on research, new findings, results of scientific investigation and experimentation, all important reference works, including major indexing and abstracting services and databases. There will be a wide selection of specialized monographs, and an extensive collection of scholarly journals.

3-0-2-3 C Level -Advanced Study Level

Resources to support upper level undergraduate and master's degree programs. Typically includes basic monographs, complete collections of important writers, selections from works of secondary writers, basic reference tools and bibliographic apparatus, selection of representative journals.

3-0-2-4 D Level -Initial Study Level

This level supports undergraduate programs. Includes current, carefully chosen monographs (such as are represented by *Choice* selections indicated for average undergraduate readership). There is broad selection of works of more important writers, and most significant works of secondary writers. Includes current editions of reference tools and bibliographies, and a selection of major review journals.

3-0-2-5 E Level -Basic Level

To introduce and define the subject and to indicate varieties of information available in other sources. Includes major dictionaries and encyclopedias, selected editions of important works of authors, historical surveys, important bibliographies, and a few major periodicals.

4-0 SPECIFICATIONS

4-0-1 Location of Collections.

While most print and audio-visual materials are located within the main building of the James White Library, there are specialized collections in the Architecture

Building and Hamel Hall (Music).
Collections.

4-0-2 Each collection listed here has its own resources development policy, included in Part C.

4-0-2-1 Adventist Heritage Center. Houses an exhaustive and growing collection of books, pamphlets, periodicals, manuscripts, photographs, sound recordings and other media relating to the history and mission of the Seventh-day Adventist Church. (C-1)

4-0-2-2 Architecture Resource Center. This branch library, located in the Architecture Building, supports the curriculum of the Division of Architecture and houses a specialized collection in environmental design. (C-2)

4-0-2-3 General Reading Collection. This relatively small collection for leisure reading is housed on the top floor of the library. (C-3)

4-0-2-4 Information Services Department. Maintains print and electronic reference resources as well as a Career Information Center. (C-4)

4-0-2-5 Music Materials Center. Located in Hamel Hall, this branch library provides specialized collections and services supporting the study of music. Music reference materials, sound recordings and printed music are housed here. (C-5)

4-0-2-6 Periodicals Department. The Library processes and maintains a collection of print periodicals, as well as electronic titles. There are also several current newspaper subscriptions. (C-6)

4-0-2-7 Rare Materials Collection. This collection is housed within the Center for Adventist Research, and maintained by the Adventist Heritage Center. (C-7)

4-0-2-8 Seminary Library. This is a comprehensive and growing collection of monograph and periodical resources, of which a significant core was part of the SDA Theological Seminary Library when it was located in Washington, D.C.. (C-8)

4-0-2-9 The Mary Jane Mitchell Multimedia Center (TMC). First established as a Teaching Materials Center, this unit has since expanded to emphasize audio-visual and non-book materials in a variety of formats – DVD's, VHS tapes, cassettes, microforms, realia, multimedia, slides, and maps, as well as elementary and secondary school

textbooks in support of the teacher education programs in the School of Education. (C-9)

4-0-3 Responsibility for Resources Development.

The ultimate responsibility for resources development rests with the Library Dean, and the Head of Bibliographic Services, as well as specific delegation to librarians with particular collection development roles. In addition, the Head of the Bibliographic Services Department oversees and coordinates a liaison program in which librarians work collaboratively with department faculty in building resources that support their academic programs. The Library encourages participation of department faculty in both selection and de-selection decisions within their subject disciplines.

The Library attempts to balance the resource needs of the various academic programs through budget allocation and the application of formulae.

4-0-4 Nature of Programs.

Andrews University offers programs and courses ranging from the academic (theology, humanities, social sciences, natural sciences) to the professional (education, architecture, nursing, physical therapy) and vocational (applied arts and technologies). Programs have different degrees of library dependence, and varying needs for books, periodical resources, audio-visual materials and electronic resources. The level of a program (undergraduate, graduate, doctoral) will also influence the Library's allocation of its resource budgets.

4-0-5 Formats Collected.

The Library is committed to providing information in whatever formats are relevant and usable to support the academic programs of the University. Resources include books, periodicals, newspapers, maps, charts, music scores, vertical file materials, microforms, videotapes, sound recordings on cassette and CD, slides, and realia. Multimedia and electronic formats include Cd-Rom, DVD, and emergent forms, such as the Internet.

4-0-6 Continuations / Standing Orders

The Library acquires all titles in a monographic series only if it determines that all or the majority of the titles in the series will be useful to the academic programs.

Standing Orders are placed after consultation with the appropriate faculty. They should be reviewed on a regular basis by department faculty and liaison or subject librarians, in collaboration, to determine their continued value in relation to budget.

4-0-7 Electronic Access.

Electronic access to the Library's website is provided via the Internet. Databases, both bibliographic and full-text, are accessed from library and campus servers as well as from remote sites. The library has also added thousands of full-text, online periodical titles to its collection. Digital technologies are dynamic in nature and development.

4-0-8 Donations.

The Library accepts donations of books and other resources, but with the stipulation that it will have the right to house and/or dispose of materials at its discretion. Factors that could dictate whether donated materials are retained or disposed include the following: relevance to the university's academic program, publications by and about Seventh-day Adventists, value for affiliate and other post-secondary SDA institutions, the need to provide bibliographic control, the impact of processing on staff, limitations of storage space, condition of the materials, and specifications made by the donor.

4-0-9 Duplicate and Multiple Copies

The Library generally purchases a single copy of a work unless one is destined for a separate collection, such as the Center for Adventist Research. Additional copies may be acquired in certain circumstances, including academic demand.

4-0-10 Priorities, Limitations

4-0-10-1 Unless preservation, demand, or potential use justifies it, the Library acquires paperback rather than hardback versions of books.

4-0-10-2 Materials in the following categories are not normally added to the collection:

, Genealogy, except with reference to Seventh-day Adventism

, Material published by a foreign state for the purpose of propaganda

, Textbooks currently adopted for use in a course on the Andrews campus

, Laboratory workbooks

, Programmed texts or workbooks

, Students, Instructors, and Answer manuals to texts

, Popular materials on pseudo-scientific subjects 4-0-11
Networking, Sharing, Cooperation

The Library may initiate or support programs of cooperative acquisition or database sharing with other libraries, either individually or within a consortial framework.

4-0-12 Off-Campus Services

The Library provides the best possible level of service for its off-campus users, within limitations of budget and available technology. Library materials or authorized copies may be provided via the library's website, by mail, fax, email or document delivery.

4-0-13 Parental/Guardian Responsibility.

University students, faculty, staff and community patrons are responsible for guiding their children's use of the Library's resources. The Library does not act *in loco parentis* (in the place of the parent).

5-0 GENERAL SELECTION CRITERIA

In its resource building, the Library recognizes that in most fields of interest it is neither possible nor necessary to collect comprehensively. In most disciplines the "just in time" philosophy is superior to a "just in case" policy. Except in areas where the Library collects comprehensively or exhaustively, the selection of resources must be value-based.

Specific criteria apply to particular collections. Refer to policies in Part C.

5-0-1 Depth of Content

Materials selected for the Library will meet a quality and intellectual level suitable to academic programs and the university community, unless for special collections which collect comprehensively.

5-0-2 Languages

While the majority of the library's resources will be in the English language, the needs of particular programs will require materials in other languages. Additionally, the international flavor of the campus will create a need for at least minimal resources in a variety of modern languages.

5-0-3 Geographical, Cultural

The collection has a heavy emphasis on North America, but there is significant attention to the needs and interests of students representing a diversity of cultures and geographical areas. The collection will avoid bias and prejudice of other cultures and socio-political issues.

6-0 GENERAL DE-SELECTION CRITERIA

De-selection is a continuous process, and is regularly conducted in subject disciplines where library materials become obsolete or in which archiving is not practiced. Particular criteria for de-selection may be found in the policies of collection development units (Part C). The following criteria are used for de-selection of materials not covered by specific policies:

6-0-1 Nature of programs supported. Materials supporting undergraduate programs should be evaluated every five years by the assigned liaison librarians in consultation with departmental faculty. Materials supporting graduate programs should also be evaluated regularly, but the research needs of students and faculty should be considered before removing materials. Doctoral programs require extensive research collections and caution should be exercised before materials are removed. Collaboration of departmental faculty in de-selection decisions is encouraged.

6-0-2 Physical condition of the items.

6-0-3 Outdated information or superseded knowledge. The library will consider for weeding technical books with copyright dates that go back the following number of years:

Mathematics : 15 years Natural and
Health Sciences : 5 years Agriculture :
10 years Technology : 8 years Careers :
10 years

6-0-4 Multiple copies that are no longer in demand.

6-0-5 Low usage.

6-0-6 Materials in support of discontinued programs.

6-0-7 Mistakes in selection.

7-0 MATERIALS REVIEW

James White Library has a materials review procedure if there is objection to a particular library material. See the office administrative assistant for a form.