

JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY

PART C. SPECIFIC GUIDELINES

7. SEMINARY LIBRARY

This Resources Development Policy statement puts in writing the relationships, goals, and procedures for the selection of materials for the Seminary Library. It is intended that this statement will enhance efficiency and effectiveness in the selection process; will provide a vehicle for communication between the Library and the Seminary with regard to the selection of materials; and will posit a standard by which to evaluate current selecting. This policy is purposely left general to allow for flexibility in the face of changing conditions and unforeseen opportunities. This policy also serves to explain to our clientele, and to Andrews University, the role of the Seminary Library collection.

This policy statement is a legal document that serves to protect James White Library, the Seventh-day Adventist Theological Seminary, and their employees in the event that such policy protection is required. Revision of this policy document should rarely need to be addressed once it is finalized. For this reason, the specific objectives and departmental collection development profiles are included in a separate document because they may need to be reviewed and adjusted regularly.

1-0 MISSION STATEMENT

The mission of the Seminary Library is to encourage and facilitate study and research in all areas related to religion. It primarily reflects a commitment to the Seventh-day Adventist world church as the leading theological library in the denomination, while supporting the curriculum of the Seventh-day Adventist Theological Seminary and the research needs of the Seminary students and faculty. The Seminary Library also serves as a resource center for the wider scholarly community.

2-0 RESOURCES DEVELOPMENT GOALS

2-0-1 To provide information sources that will support the worldwide mission of the Seventh-day Adventist Church, provide guidance to affiliated seminaries, and be a resource center for the wider scholarly community.

2-0-2 To provide information sources in all formats that support the curriculum of the Seventh-day Adventist Theological Seminary, as well as research and planning related to the curriculum.

2-0-3 To provide access to other collections and worldwide resources covering the field of religious studies using the latest technology.

2-0-4 To develop a special strength in those areas that support the doctrines, teaching, and

practice of the Seventh-day Adventist Church.

2-0-5 To develop a special strength in the areas of Archaeology/Antiquities/Creationism, Biblical Studies, and 19th Century American Religion.

3-0 DEFINITIONS

3-0-1 Clientele

The primary clientele are the students and faculty of the Seventh-day Adventist Theological Seminary. However, the Seminary Library also serves as the leading theological library in the Seventh-day Adventist Church. The Andrews University community as well as the wider scholarly, professional and general community also have access to the collection.

3-0-2 Collection Levels:

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

A collection in which the library endeavors, as far as is reasonably possible, to include all significant works of recorded knowledge. Used for a limited number of subject areas which contribute directly to the identity and mission of the Seventh-day Adventist Church and the Theological Seminary.

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

A collection which includes the significant source materials required for graduate level, dissertation level and independent research. Used for subject areas which directly support the Seminary Library collection goals.

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

A highly selective collection which serves to introduce and define a subject area. May include reference works, general surveys, bibliographies. Used for subject areas which do not directly support the Seminary Library collection goals, but which are a meaningful area in religious and theological studies.

4-0 SPECIFICATIONS

4-0-1 Location of Seminary Library Materials

Materials purchased for the Seminary Library will be located in the stacks of the James White Library according to the Library of Congress Classification Numbers.

Some materials may be housed in the Seminary Reference Collection, the Adventist Heritage Center, the Reference Collection, or the Multimedia Center, depending on the type of the material and in consultation with the requestor.

4-0-2 Responsibility for Resources Development

4-0-2-1 Selection of resources is the responsibility of the Seminary Librarian who consults with the faculty of the Seventh-day Adventist Theological Seminary.

4-0-2-2 The Seminary Librarian, together with each of the departments in the Seminary, develops a collection profile that serves as both a selection guide for shaping the Seminary collection as well as a measuring guide to evaluate current collecting. This profile is informed by:

- Current holdings
- Usage and circulation statistics
- Curriculum
- Departmental goals and objectives
- Research needs of faculty and students
- Current trends in the discipline

This guide is to be reviewed and updated periodically when there are changes in curriculum and/or faculty, or when circulation statistics or any other evaluation tool suggests that there may be a need.

4-0-2-3 The faculty and students are actively encouraged to make suggestions for purchases, and their advice may be solicited on sources and needs related to religious studies. (See the current *Selection and Ordering Guidelines for Faculty*.)

4-0-3 Nature and Level of Programs

The Seventh-day Adventist Theological Seminary offers graduate degrees such as M.A., M.Div., D.Min., and the Ph.D. To meet this need, the Seminary Library seeks to make available to users an extensive collection of resources relating to the field of religious studies. This includes professional materials for the Pastor, as well as advanced academic resources.

4-0-4 Formats Collected.

Monographs

Serials

Audiovisual and multimedia

Microforms

Electronic resources

4-0-5 Continuations and Standing Orders

Some continuation series are significant and important in the field of religious studies. Standing orders will be reviewed periodically and evaluated as per this policy and departmental profiles.

4-0-6 Electronic Access

Electronic access is provided to indexes and databases which support the needs and interests of the Seminary Library.

4-0-7 Donations

Gift materials are treated in accordance with the James White Library policy on donated materials. Donors will be informed that duplicate and low priority items may not be kept, and may be transferred to the appropriate office in the main library for further evaluation and disposition.

5-0 SELECTION CRITERIA

5-0-2 Languages

English is the primary language of acquisition, but because of the doctoral level programs, materials in other languages of an appropriate level may be acquired.

5-0-3 Geographical, Cultural

Diversity of geographical and cultural materials is encouraged due to the global nature of the Seventh-day Adventist Church, and the international emphasis of Andrews University.

5-0-4 Recency

All time periods are of interest.

5-0-5 Periodicals

The main criteria for selection are (1) indexing in the major religious literature indexes, and (2) relevance to the Seminary Library curriculum. Usage studies also provide a good measure of value relative to the collection.

5-0-6 Indexes

Indexes will be considered if they relate to the study of religion, and are recognized by the field as making a significant contribution.

5-0-7 Blanket orders

Blanket orders will be applied to selected denominationally supported Seventh-day Adventist publishers.

6-0 DE-SELECTION CRITERIA

Because of the nature of religious and theological study and the resources that support it, most print materials do not become obsolete. De-selection will apply mainly to non-graduate level materials in areas where we have adequate graduate level coverage and duplicate materials no longer required based on usage studies.

7-0 MATERIALS REVIEW

James White Library has a materials review procedure if there is objection to any library material.

8-0 REVISION

All revisions to this policy are made upon the recommendation of the Seminary Library Committee.