

**Reeves Library
Moravian College and Moravian Theological Seminary**

**Mission Statement
And
Collection Development Policy**

The **College**'s Mission Statement states, "Moravian College is a residential, liberal arts college that draws on the Moravian traditions of community, engagement in the world, and balance among body, mind, and spirit in the life of the individual. The College seeks to develop, in students of all backgrounds, the capacity to learn, reflect, reason, communicate, and act with integrity as individuals and in association with others. This education prepares men and women for advanced study and continuous learning, individual achievement, and leadership and service for the common good."

The **Seminary**'s Mission Statement states, "Moravian Theological Seminary offers graduate degrees and continuing education programs to prepare men and women for effective leadership and service in congregational, counseling, teaching, and other ministries. The Seminary is rooted in the Moravian faith tradition – centered in Jesus Christ, grounded in Scripture, ecumenical in spirit, committed to community, and focused on missional leadership."

The **College**'s shared values include the following:

- High standards of scholarship and a commitment to open inquiry
- Promotion of a campus climate of engagement and personal development
- Global perspective
- Effective citizenship
- Diversity
- Development of personal values and integrity
- Personal accountability and well-being
- Lifelong learning

The **Seminary**'s statement of core values includes the following:

- Faithful witness to the Gospel
- Missional leadership
- The capacity to minister to diverse individuals and groups
- Grounding in biblical, historical, and theological disciplines
- Commitment to lifelong spiritual, vocational and personal growth
- Understanding of one's own faith

- Advocacy for justice locally, nationally, and globally
- Openness to God's calling to new directions and stewardship of life and faith

Reeves Library also serves the **Comenius Center** whose mission states that it “serves adult and part-time students through programs distinguished by academic excellence, which can lead to Baccalaureate and Master’s degrees and to professional certifications. As an integral part of an institution that values continuous learning, the Comenius Center prepares individuals for challenging professional positions, for service and leadership to the community and its organizations, and for the demands of a rapidly changing world.”

LIBRARY MISSION: Reeves Library provides resources and services in support of the missions, values, and strategic goals of the College, the Seminary, and the Comenius Center in the following ways:

- To support curricular, student learning goals, and students and faculty research needs in order to meet the goals of scholarship and intellectual development
- To provide resources covering all dimensions of learning to meet diversity, global perspective, and personal development goals
- To empower students with the research skills necessary for success at Moravian and for lifelong learning, in collaboration with the faculty
- To develop assessment measures to ensure that we are meeting our objectives

COLLECTION DEVELOPMENT AND OTHER STRATEGIES: The library’s collection development policy and other strategies draw upon the College’s, the Seminary’s, and the Comenius Center’s mission statements and strategic goals for guidance. For the College these include the goals of scholarship, global perspective, diversity, and lifelong learning. For the Seminary they include the goals of a thorough grounding in biblical, historical, and theological disciplines; an understanding of one’s own faith; the capacity to minister to diverse individuals and groups; and a commitment to lifelong learning. For the Comenius Center they include academic excellence and continuous learning.

- **Collection Development:** The goals are to evaluate and acquire scholarly information resources, in all formats, which support the curriculum, support student learning, satisfy student and faculty research needs, and which reflect diversity and freedom of expression
 - Responsibility:
 - Faculty members are responsible for the selection of materials, both current and retrospective, in their own areas of expertise and teaching
 - The librarians have major roles in the selection of materials for the collection in order to fill in gaps and round the collection
 - Consideration is given to requests from students and other library users
 - Diversity and global perspective goals
 - Diverse views
 - Freedom of expression

- Free dissemination of ideas
 - Intellectual freedom
 - Opposition to censorship
 - Formats
 - Information in all formats as a tool for enhancing the curriculum and supporting student learning and research
 - Paper resources will continue to be needed into the future although the shift away from paper toward electronic is accelerating
- **Other Strategies:**
 - To preserve and protect the current collections of books, journals, media, etc.
 - To promote integration of electronic library resources into the curriculum
 - To provide a knowledgeable and well-trained staff of professional librarians and support staff
 - To respond to the changing needs of our users and the demands of new technology by reconfiguring the physical space
 - To keep our users informed on a regular basis of ongoing and new services and resources
 - To integrate the Information Literacy Initiative across the curriculum, to actively pursue faculty/librarian collaboration, and to develop outcomes assessment measures to meet the goal of integrated information literacy
 - Outcomes assessment of library instruction and programs could include the following: surveys, pre and post tests, examination of bibliographies, faculty interviews, focus groups of undergraduates and graduate students, comparison of student research strategy before and after instruction, course-embedded, performance-based assessment, capstone course evaluations, interviews with students asking them to react to hypothetical scenarios, following volunteer participants through their research process or ask them to keep a log, research portfolios as a part of the classroom assignment for all students.
 - Results of the assessments will be used to evaluate and make changes to library programs and services
 - To meet lifelong learning goals the library offers alumni the opportunity to receive borrowers' cards and in-house access to online databases. In addition, Seminary alumni have access to the major religion database from off campus.
 - For more information on goals and strategies see the library's "Current Status and Strategic Goals," August 2005

Collection Development Policy
Reeves Library
Specific to
Moravian Theological Seminary

1. Reeves Library serves the students, faculty, administrative staff, and alumni of Moravian Theological Seminary. We also serve the institutions of the Southeastern Pennsylvania Theological Library Association, the Lehigh Valley Association of Independent Colleges, clergy and members of the worldwide Moravian Church, area clergy, professional educators and visiting scholars.
2. Reeves Library's collection goals are to support the Seminary's goals of intellectual development, preparation for ministry and service to diverse individuals and groups, and lifelong learning
3. Responsibility for selection of library materials is as follows:
 - a. Faculty members are responsible for the selection of materials, both current and retrospective, in their own areas of expertise and teaching to support intellectual development goals.
 - b. Consideration is also given to requests from students and other library users.
 - c. The Seminary liaison and the serials librarian have major roles in the selection of materials for the collection.
4. Materials should be at college or graduate level and should be primarily in English although exceptions may be made.
5. Criteria:
 - a. Pertinence to the curriculum
 - b. Reviewed by peers in the field
 - c. Accurate and authoritative content
 - d. At college or graduate reading level
 - e. Representative of alternative viewpoints
6. Periodical titles require a long-term commitment of funds. Therefore, suggestions for change must be given careful consideration by faculty members in consultation with the Serials Librarian. In support of research needs, new periodical subscriptions may be added only after a similarly priced title is dropped due to budgetary constraints. Requests for new subscriptions without dropping another title will be considered depending on funding. Non-English language periodicals deemed necessary for theological seminary study and research may be considered for addition to the collection. Periodical titles should be indexed or abstracted in standard indexing sources.
7. Formats -- Reeves Library purchases materials regardless of format (paper, electronic, microforms, audiocassette, videocassette, DVD, etc.) The Library acknowledges that a shift is underway towards electronic material and will follow this trend in the future. Information in any format will be added to the collection provided it meets our collection development standards.
8. Levels of collecting intensity followed in Reeves Library are based on those in use by other North American theological seminary libraries:

- a. **Basic** – The goal of this level is to support the curriculum by collecting materials which introduce and define a subject.
 - b. **Study (Introductory and Advanced)** – The goal of this level is to provide materials required for “academic work or sustained independent study” at a graduate theological seminary level. **Study, Advanced** for Master’s degree programs.
 - c. **Research** – The goal of this level is to collect materials which “support research or likely future research” by faculty and by students writing dissertations.
 - d. **Comprehensive** – The goal of this level is to collect all significant works of recorded knowledge in all applicable languages for a “clearly defined and limited field.”
9. Levels applied to our collection:
- a. *Biblical* -- Level of Collecting Intensity: Study, Advanced
 - b. *Doctrinal* -- Level of Collecting Intensity: Study, Advanced
 - c. *Historical* -- Level of Collecting Intensity: Study, Advanced
 - d. *Pastoral* -- Level of Collecting Intensity: Study, Advanced
 - e. *Related Programs* -- Level of Collecting Intensity: Study, Advanced
 - f. *Groenfeldt Moravian Collection* -- Level of Collecting Intensity: Comprehensive
10. Reeves Library is committed to resource sharing with other theological libraries and the other Lehigh Valley academic libraries and feels no need to collect comprehensively in areas that the other libraries do.
11. Gifts to Reeves Library are evaluated on the same basis as new material.

COLLECTION DEVELOPMENT POLICY

Specific to Moravian College

Introduction

Reeves Library's collection has always reflected the curriculum and areas of strength which have traditionally been American and British literature, American history, psychology, and art. Other areas of the collection have grown and/or been weeded as the curriculum has changed. As Reeves Library is not a research library, no attempt is made to build a comprehensive collection. Current new areas of interest are environmental issues, biochemistry, nursing, Asian studies, and Latin American history.

Resource sharing has an impact on collection development decisions. Reeves Library has cooperative borrowing agreements with Lehigh Valley Association of Independent Colleges and Southeast Pennsylvania Theological Library Association libraries, and Moravian students can borrow from the Bethlehem Area Public Library. In addition, the interlibrary loan service makes millions of items available at little or no cost to the user. The library will keep accreditation factors in mind when deciding what materials to purchase and what we can borrow from other libraries.

Goals

The overall goal is a relevant collection of high quality, scholarly resources which will support the curriculum and the institutional goals of scholarship, global perspective, and diversity.

A primary goal of the collection is to support student learning and research. Students include undergraduates, MBA and Education Masters graduate students, and continuing education students. The undergraduates tend to be traditional college-age young adults; the graduate students and continuing education students tend to be older adults. Alumni may obtain borrowers' cards and access to online databases in pursuit of lifelong learning. Materials purchased should be at college level and above.

Another important goal is to support faculty needs in support of scholarship and engagement goals. Faculty needs include classroom-related research, class preparation materials, and current awareness. Reeves Library's collection is not intended to support faculty research; the library offers interlibrary loan support for faculty research needs.

Low priority goals include providing recreational materials and popular reading. The best-seller collection, popular books and films on tape, DVD, or CD, travel guides, healthy living and how-to books are examples.

Material types

Books

Traditionally the collection has been paper-based books and journals with a relatively small number of microforms, audio-and videocassettes, and computer discs. Collection of these materials will continue for some time into the future.

Electronic formats

More recently, electronic formats have taken an important place in collection development. Remote databases have become the standard for student research. Full text articles, electronic journals and books are available. In some fields, e.g. computer science, the need for paper-based material is disappearing. Reeves Library is attempting to keep up with this trend. Because electronic materials tend to cost more, this trend has had a big impact on our materials budget. Paper-based budgets have been static for several years while the electronic resources budget continues to grow. Electronic formats are purchased with standard collection development guidelines in mind.

Videocassettes and DVDs

Reeves Library manages the media collection and budget. This collection contains videocassettes and DVDs. In the future, we will be concentrating on purchasing material on DVDs instead of videocassettes because the technology is changing. Standard collection development guidelines apply. The Music Department purchases music CDs for their collection.

Serials

Under current budget restraints Reeves Library can add a new periodical only if an old one of comparable value is dropped. Titles must be indexed; otherwise they are of no value to students. Electronic journals will continue to increase in number and importance in the collection.

The Serials Librarian will work with the faculty to constantly evaluate the collection for relevance to the curriculum and make changes where needed. Titles should be peer-reviewed and cost must be taken into consideration.

Keeping accreditation factors in mind, decisions on purchasing and retention of periodicals may be made relative to the availability of titles at local colleges.

Single issues or volumes and short, incomplete runs will not be added or retained.

Other formats

Information in any format will be added to the collection provided it meets our collection development standards. These formats include microfilm and microfiche, audiocassettes, maps, scores, CDs, computer files, etc.

In general, Reeves Library does not collect pamphlets, objects, or other ephemera.

Selection criteria to be considered

- Pertinence to the curriculum
- Reviewed by peers in the field
- Accurate and authoritative content
- At college reading level
- Representative of alternative viewpoints

Specific areas

- *Languages.* Reeves Library collects materials primarily in English. In addition, the library collects material in all languages with emphasis on those foreign languages taught here.
- In general, duplicate copies will not be added. The library will not purchase duplicates of classroom material that should be purchased by students.
- In general, textbooks will not be purchased.
- Trade paperbacks are usually preferred over hardbacks unless heavy use is anticipated. Popular paperbacks, including children's titles, are not purchased because they do not withstand wear. Exceptions are made as needed.
- Out-of-print materials will be added as needed. The Internet has made locating out-of-print titles easier to do.
- Superseded editions will not be retained.
- Material will be purchased to be put on Reserve as needed.
- The library does not collect local, state or federal documents.
- See the gift policy for guidelines on donations.
http://home.moravian.edu/public/reeves/about/Policies/Gifts_0807.pdf
- A collection of children's literature is maintained in support of the elementary education curriculum. Emphasis is on Newbery, Caldecott, and other award winners.
- A collection of educational curriculum materials is maintained in support of the education curriculum.
- Online access to remote, full text electronic books is added by subscription.
 - This collection should be continued in the interest of complying with ADA access guidelines and off campus users
 - Users have 24 hour access
 - It is understood that the library gives up the choices of individual titles to be added to the collection

Collection maintenance

Reeves Library staff will mend items that are in need of simple repairs and we will rebind books as needed. Items in need of extensive repair will be discarded and replaced. If an item is too important to discard and cannot be replaced, it will be housed in the Rare Books Room. See the weeding guidelines for library policy on withdrawing items.

http://home.moravian.edu/public/reeves/about/Policies/Weeding_0807.pdf

This collection development policy should be revisited and revised on a regular and timely basis.

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