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, Comenius Center, 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. In addition, Reeves Library fully supports copyright principles.

Collection Development Goals

The Reeves Library support 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 of 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.

The College’s book and film budget is divided into departmental allocations. The responsibility for departmental purchases to support their curriculum lies with the departmental chair. Each department chair communicates to the acquisitions librarian any parameters established within the department.

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 responsibility lies 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 (LVAID) 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
   - When there is a choice between a soft cover and a hard cover, finances typically dictates that the soft cover edition will be purchased.
   - Manuscript-material (handwritten books) are not collected but may be donated
   - 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 gift donations of books with the following stipulations. If the book does not meet our selection criteria and/or does not add value to a discipline’s collection and/or does not add value to the liberal arts collection, the book will be disposed, as we deem appropriate. In some cases, this will result in the book being added to the library’s sale table. In other instances, it will result in the book being donated to Better World Books.

The Library is unable to accept the following:

- Books that have been stored in a basement or garage;
- Books that are in poor condition and/or have stains, broken bindings and/or mold or excessive foxing;
- No journals are accepted; and
- No magazines or leaflets are accepted unless they have value to the College Archives; i.e., they pertain directly to Moravian College’s history. Items such as old Moravian College and Bethlehem Female Seminary yearbooks, catalogs and scrapbooks of our alums represent value to our Archives. We accept these items when they are in good condition.