

**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 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 Moravian College and Theological Seminary [College].

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 (*Appendix A*). In addition, Reeves Library fully supports and complies with copyright principles.

Collection Development Goals

Reeves Library will support the mission of the College through development of 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.

Collection 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.

- **Cooperative Relationships:** 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 modern 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 (in both print and e-book formats) that go into the Library's collection.

Accreditation standards and individual accrediting requirements may dictate the purchase of a book over the interlibrary loan of one.

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 for the overall library collection 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 (LVAIC), 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 or low 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:

- Individual E-book collections are purchased through the library's budget and through consortia arrangements with PALCI 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 and sent out for professional binding.
- 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.

B. Journals

- Electronic journals are always preferred over their print counterparts
- Purchased journals are limited to those that are peer-reviewed by a non-commercial, not-for-profit entity; to enhance the ability to learn a foreign language; or, to address current events.

C. Visual Materials

- DVDs are purchased and these must be Format 1 compatible
- Two-dimensional (microfiche and microfilm) may be considered for the collection when there are no other options
- Three-dimensional (tools for elementary and secondary education, such as puppets) and Kits are collected when they support the curriculum of a particular department or discipline (e.g., Education, Nursing, etc.).

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 to be spent per item 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

Seminary

The Moravian Theological Seminary [Seminary] follows the collection development guidelines outlined in this policy. In addition, the Seminary's portion of the collection follows the collecting intensity guidelines used by North American theological seminary libraries.

The levels of collection are:

Basic -- support the curriculum through collecting materials that introduce and define a subject

Study -- provide materials required for academic work or sustained independent study at a graduate theological seminary level

Research – collect materials which support research or likely future research by faculty and by student writing a thesis

Comprehensive – collect all significant works of recorded knowledge in all applicable languages for a clearly defined and limited field

The following categories represent the Seminary's collection focus.

- ***Biblical***: Study
- ***Chaplaincy***: Study
- ***Clinical Counseling***: Study
- ***Doctrinal***: Study
- ***Historical (Church History)***: Study
- ***Pastoral***: Study
- ***Related Program***: Study
 - Spiritual Direction & Spiritual Formation***
 - CrossRoads***
- ***Groenfeldt***: Comprehensive

APPENDIX A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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