

**2022 Collection Development and Access Policy¹
of the Wright Learning and Information Center**
Approved by the Library Committee, November 18, 2022

1. Introduction

Collection development is the art of fitting the collection of academic information resources as closely as possible with the mission of Austin Presbyterian Theological Seminary (the Seminary) and the information needs of students, faculty, and other library users. Thus, collection management takes into consideration the curricula of the Seminary, formats for information, trends in theological scholarship, and research needs. Collection management involves making judgments about the current and future needs of users. The library's collection development policy is reviewed for adequacy at least every three years.

This document sets down in writing a collection development policy for the Stitt Collection² of the Wright Learning and Information Center and explains the reasons for these choices. This document is properly used as a benchmark for those involved in evaluation and selection, a rationale explaining why the library staff makes specific choices, and a test of accountability for the library's stewardship of the financial resources entrusted to it.

The Stitt Collection and the collection of the Booher Library (Seminary of the Southwest) are searchable via a shared catalog. Because of the joint catalog, users can easily discover materials held in either collection.

Because of changes in technology, many users utilize online resources (principally e-books and full-text databases) heavily, while still continuing to use the print resources in the library. Thus, reliable access to these resources is important. In this document, *access* is defined as the ability for authorized users to view online resources remotely and the ability to have physical access to print material in the Stitt Collection. Section six of this document discusses how the Wright Center staff ensure robust patron access to resources.

2. Accountability for Collection Development and Access

The library director is accountable to the Academic Dean for all aspects of collection development and access and consults with the Library Committee, as described in the Faculty Manual.

3. Context: Austin Seminary Programs and Library Users

3.1 Educational Programs Wright Center librarians shape services and resources to cohere with seminary degree programs and other educational offerings. Currently, the Seminary offers five master's-level degrees (MATS, MAMP, MAR, MAYM, and MDiv) and the DMin. The Seminary also offers three online certificate programs. The academic catalogue describes these programs in detail.

¹ This document is called a "collection development and access policy" because this is the terminology now used by ATS (standard 6.8). This document replaces the previous collection management policy, which was approved in 2019.

² The Stitt Collection refers to materials, exclusive of materials in the Austin Seminary Archives, housed in the Mary and Robert J. Wright Learning and Information Center of Austin Seminary.

3.2 Users The **primary users** of the Wright Center are students participating in Austin Seminary programs and Seminary faculty and staff. **Secondary users** are students and faculty of the Seminary of the Southwest (SSW) and The University of Texas at Austin. **Tertiary users** are APTS graduates³ and the general public, including many church professionals and students and faculty members of other seminaries. The Library also participates in the Atla Reciprocal Borrowing Program. Shaping library collections takes into account the requirements of these constituencies, especially primary users.

3.3 Shape of Collecting

The library staff provides access to materials:

- Needed by degree and certificate students to support their academic work
- Needed by faculty and staff to support teaching and research

Library materials are described and classified according to national and international standards and conventions. Adherence to these common protocols allows for participation in cooperative cataloging and sharing of bibliographic metadata among diverse institutions. Use of a given vocabulary term or classification does not indicate agreement with any ideological views that a user may perceive to be embedded in these systems.

4. Seminary-Produced Content

4.1 The Austin Seminary Archives The third floor of the Wright Center houses the seminary archives, which serves as the repository for the documentation of Austin Seminary, including its administrative activities and educational programs.

In addition, the Archives collects materials documenting the Presbyterian Church in the Southwest, generally limiting its scope to churches, schools, and governing bodies in the general geographical areas of the Synod of the Sun, its presbyteries, and their historical antecedents. All forms of the Presbyterian and Reformed tradition are included. Interdenominational organizations are included only if they contain a strong southwestern Presbyterian presence.

The Archives supports researchers by providing physical and intellectual access to the collection. This is achieved through appraisal, acquisition, arrangement, description, preservation, cataloging, and reference service.

Space constraints in the archives repository currently require prudence when considering the acquisition of new materials.

4.2 Austin Seminary Digital Collections Video and audio recordings of faculty chapel sermons and other special events were originally stored on DVD, CD, and cassette. Since fall 2019, new content is made available via Austin Seminary Digital

³ Because of provisions in most licensing agreements, APTS graduates do not have the ability to use many databases remotely. Seminary graduates can use the Atla Serials database via the ATLAS for Alumn program.

Collections while existing copies stored on physical media have been retained. Making content available digitally improves accessibility for students, alums, and non-local members of the Austin Seminary community.

Content initially made available on physical media is being added to the library's digital collection as staff time allows. This includes the digitization of legacy cassette tapes.

The files housed in the digital collections are considered an access copy, and a digital master copy is retained in institutional Sharepoint storage.

4.3 DMin Final Doctoral Projects The Seminary acquires one copy of each approved final Doctor of Ministry project, which is shelved in the library stacks. A digital copy of the project is made accessible through ProQuest Dissertations & Theses and a digital master copy is stored on the library Sharepoint. Copies of doctoral projects completed prior to 2013 may be ordered through the Theological Resource Exchange Network.

5. Collecting Rationale

This section outlines why the library spends funds to purchase or provide access to resources in specific fields. This rationale guides the librarians in allocating the acquisitions budget and in determining weeding priorities.

5.1 Languages The primary language of materials collected is English. Spanish language materials are acquired as needed to support the Certificado program and in response to faculty requests. Within the constraints of the budget, primary source documents are collected in such ancient languages as Hebrew, Aramaic, Greek, and Latin. Materials may be purchased in modern languages to support faculty research.

5.2 Collecting Patterns Because of the needs of the Seminary's curricula, the collection is strongest in the following Library of Congress classification categories:

BJ 1188-1278 Christian Ethics	BS Bible and Exegesis
BL Religions, Mythology, Rationalism	BT Doctrinal Theology
BR Christianity	BV Practical Theology
	BX Denominations and Sects

The collection holds fewer materials in Philosophy and Psychology (B-BJ), Judaism (BM), Islam, Baha'ism, and Theosophy (BP), and Buddhism (BQ), but supports teaching needs in these fields. The collection holds even fewer materials in other disciplines.

The Wright Center may receive donations of books. Donated books will be reviewed for condition, suitability, and overlap with existing collections. Donations that are not incorporated into the collection will be discarded.

Librarians cooperate with the staff of the Booher Library when managing resources. Appendix 1 contains the text of the current cooperative agreement.

5.3 Format of Library Materials The library staff seeks to provide users with needed information, regardless of format. The library director encourages faculty

members to recommend materials that have a direct bearing on seminary courses, represent high quality work in their field, or pertain to their research interests.

Because instruction in the MAYM, DMin and certificate courses is conducted partially or entirely online, and because students in those programs are not in the Austin area most of the time, the librarians acquire materials that support these programs as electronic resources whenever possible.

In general, books on the required or recommended reading lists submitted by faculty for master's-level and DMin classes are purchased as both print and ebook editions, when available. E-books of faculty publications are also purchased, when available. The library purchases e-book titles from reading lists at the highest available level of access consistent with budget constraints. For details of e-book purchasing guidelines, see appendix 4.

In many classes, professors require students to read most or all of a book and professors expect students to purchase individual copies of such books. While the Wright Center purchases copies of books named in faculty syllabi, the library copy is not intended to replace the level of access provided by ownership of one's own textbook.

As of the fall of 2022, subject-relevant academic books are not widely available as audiobooks. The library may acquire individual titles, as available, in the case of a specific need and will continue to explore options for future acquisition.

5.4 Rationale The philosophy governing the selection of materials for the Stitt Collection is summarized below in the *Statement on Library Materials*, which was approved by the faculty of Austin Seminary on December 14, 1994.⁴

Statement on Library Materials

1. The librarians of Austin Seminary are committed to freedom of inquiry.
2. A plurality of viewpoints is essential in theological inquiry in this age of globalization. Thus, many viewpoints are expressed in library holdings.
3. Possession of an item in the Stitt Collection does not imply endorsement of its religious, philosophical, or political viewpoint, acceptance of its scholarship, or express a judgment about artistic merit.
4. Decisions about adding materials to the Stitt Collection shall be made on the basis of their value to the library's mission and not on the basis of their perceived acceptability.

5.5 De-accessioning Materials Librarians remove materials from the collection for a variety of reasons, including the issuance of updated editions and deterioration of physical objects. Appendix 2 contains de-accession guidelines.

⁴ The document that the faculty approved in 1994 used the phrase "Stitt Library." The text here substitutes, as appropriate, words like "Stitt Collection" to convey the same commitments.

5.6 Evaluation Collection evaluation means measuring the extent to which the collection fits its overall goals. That is, evaluators seek to measure the fit between user needs and library materials by asking users and by keeping in mind the learning outcomes of degree programs.

Librarians regularly survey professors and students about the usefulness of the collection and report results to the academic dean and faculty.

6. Patron Access to Collections

Web-based resources are accessible to the seminary's primary users who have signed in with their seminary credentials and visitors who are using a computer in the library building. Patrons have access to print materials during hours of public service, as posted on the library website. In addition, Austin Seminary students have 24/7 access to print reserve materials. Following standard archival practice, researchers use print material in the Austin Seminary Archives on site by making an appointment with the archivist. Long distance researchers may request scans of archival materials through the archivist and may also access selected digitized archival materials through the Austin Seminary Digital Collections page. Print materials can be mailed to enrolled students.

The Wright Center uses inter-library loan to augment our collections and to make our collections available to colleagues at other institutions.

7. Challenges to the Appropriateness of Materials

7.1 Austin Seminary Librarians collect materials reflecting a wide range of worldviews, theologies, and lifestyles since Austin Seminary is committed to train persons who can interpret the Christian gospel in relation to the broad scope of human life. In addition, diversity in the content of library materials is required by both external accrediting agencies of Austin Seminary, the Association of Theological Schools and Southern Association of Colleges and Schools Commission on Colleges.² The philosophy governing this policy is summarized in the *Statement on Library Materials*.

7.2 Challenges to Materials Library users may object to certain items being part of the collection. This section outlines procedures that will be used in such cases.

Handling Patron Concerns

1) If a library user challenges the appropriateness of an item in the library, staff are to listen courteously to the complaint. Staff should refer the patron to the library director.

"The library curates and organizes a coherent collection of resources sufficient in quality, quantity, currency, and depth to support the school's courses and degree programs, to encourage research and exploration beyond the requirements of the academic program, and to enable interaction with a wide range of perspectives, including theological and cultural diversity and global voices." ATS Standard 6.7.

2) The library director will explain to the patron the library's reasons for documenting many viewpoints in the collection.

3) If a patron wishes to make a formal request for review of a particular book, the library director and the patron shall fill out a *Library Materials Review Form* completely. Appendix 3 contains the form.

4) The library director shall explain the review process and answer any questions that the patron may have.

Process for Committee Review The director will give a copy of a completed review form to all members of the Library Committee before its next scheduled meeting. The director will also give members a descriptive summary of the contents of the challenged item. Members may examine the item under review themselves.

The committee will discuss the questioned item's appropriateness under the *Statement on Library Materials*. The result of this discussion shall be recorded in the official minutes of the meeting. The person who requested that the item in question be reviewed shall be informed, in writing, of the committee's judgment.

8. Review of this Policy

The Library Committee reviews the collection development and access document at least every three years for its adequacy and reports changes to the faculty. This policy will be reviewed no later than the fall of 2025.

Appendix 1: Cooperation in Collection Management

Cooperative Library Agreement, Austin Presbyterian Theological Seminary and The Seminary of the Southwest

Alison Poage, Director of the Booher Library (SSW)
Timothy Lincoln, Director of the Stitt Library (APTS)

Reviewed Sept. 2016; Sept. 2019; Oct. 2022

The libraries of the Episcopal and Presbyterian seminaries of Austin cooperate closely with one another to provide library resources and services for the communities of our institutions. Cooperative arrangements include reciprocal borrowing privileges and cooperative reserve systems.

The libraries also share an integrated library catalog. Details of that arrangement are on file with the financial officers of each school.

This agreement supersedes the agreements last reviewed by both libraries in 2019. The agreement may be suspended or terminated by either of the parties upon formal written notice of at least six months.

Shared Library Privileges

Students and faculty of each seminary enjoy full borrowing privileges at both libraries. Students and faculty are issued borrowers' cards at no charge. They are expected to comply with all the regulations of the lending institution.

Cooperative Reserve System

Each library lends items needed by the other library for course reserves. These items are available to the borrowing institution for the entire semester.

Acquisitions

The Booher and Stitt libraries support the degree programs of their respective institutions, implementing their individual formal acquisitions policies to meet the information needs of their core users. Duplicate purchases of materials that serve each school's curricula will not be avoided.

Appendix 2 De-accession (Weeding) Guidelines

August 19, 2014

Reviewed March 2016; Oct. 2019; October 2022

This text outlines the steps for Stitt staff to use to deaccession materials from the Stitt Collection on the basis of three rules:

- [1] 25 year rule for periodical backfiles
- [2] Material in the public domain
- [3] 25 year rule for world language monographs

The access and instruction librarian supervises this workflow. The metadata and systems librarian changes records in the library management system.

[1] The 25 Year Rule for Backfiles of Periodicals

Librarians may weed bound volumes of periodicals which are:

- 25 years old or older AND
- Available as full-text from any one of the following reliable and comprehensive sources: JSTOR, ATLASerials, HathiTrust

Because bound volumes often include multiple years, a bound volume of a given title might contain some volumes which are less than 25 years old. In these cases, the bound volume will be de-accessioned only when all years in the volume reach the 25 year mark.

Thus, in 2022, the cut-off year for weeding is: **1997**. We retain volumes dated 1998 onwards.

NB: Titles produced by some scholarly societies and historical associations are NOT to be weeded under this rule because full-text is not available from a reliable and comprehensive source.

Exceptions to the 25 Year Rule

The library director may exempt a title from the 25 year rule for good cause.

[2] Public Domain Weeding Rule

In order to keep the Stitt Collection within the bounds of our shelf space, librarians regularly weed materials. As more and more books in the public domain are scanned, it is possible to remove them from our collection while maintaining access to them through reliable sources such as HathiTrust and Google Books.

Definition

Librarians may weed books in the public domain, when such books have been digitized and are available from digital repositories.

Exceptions

Books of special importance to the Reformed or Presbyterian tradition may be retained, at the discretion of the staff.

[3] Foreign Language Monograph Weeding Rule

Librarians need to weed in order to keep the collection within the bounds of available shelf space. This rule covers monographs not written in English.

Definition

A foreign language monograph is a printed book in a language other than English.

Exclusions

Reference works (by definition not monographs).
Primary source materials (e.g., collected works of Calvin)
Other materials deemed to be important because of their connection to Reformed Christianity.

The Rule

Librarians may weed foreign language monographs published twenty-five years ago or more.

Note: the other two rules require verifying that the discarded items are freely available from reliable, non-commercial sources. This rule does **not** require discovering whether or not another theological library holds a given item before choosing to remove a book from the collection.

English-language Inclusions for Weeding

English language technical monographs published twenty-five years ago or more may also be weeded when they are part of a series containing a high percentage of foreign language titles (examples: in Beiheft z. Zeitschrift f.d. alltestamentliche Wissenschaft or Vetus Testamentum Supplements).

Appendix 3
Library Materials Review Form

Form approved on Dec. 14, 1994;
Reviewed May 2007; Jan. 2011; Oct. 2016; Oct. 2019; Oct. 2022

Any person wishing to have an item reviewed for conformity to the *Statement on Library Materials* is invited to complete this form in full and return it to the library director.

Name:

Address:

Telephone Number:

E-mail:

Relationship to Austin Presbyterian Theological Seminary (please check one):

___ student; ___ faculty or staff

___ other. If other, please explain:

ITEM YOU WISH TO HAVE REVIEWED:

Author:

Title:

I have read the Statement on Library Materials (page 2).

I wish to have the above item reviewed for its appropriateness because (*you may use the back of this sheet if you wish*):

I understand the review process (page 2) and have had the opportunity to ask questions about it.

SIGNATURE: _____ Date: _____
[form page 1]

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3. Possession of an item in the Stitt Collection does not imply endorsement of its religious, philosophical, or political viewpoint, acceptance of its scholarship, or express a judgment about artistic merit.
4. Decisions about adding materials to the Stitt Collection shall be made on the basis of their value to the library's mission and not on the basis of their perceived acceptability.

Process for Review of Library Materials

Approved Dec. 14, 1994; reviewed May 2007; reviewed Oct.2016; Oct. 2019; Oct. 2022

1. A person wishing to challenge the appropriateness of an item owned by the Library shall, with the library director, complete a *Library Materials Review Form*.
2. Copies of a completed request for review form shall be sent to all members of the Library Commission before its next scheduled meeting.
3. The library director shall prepare a descriptive summary of the contents of the challenged item and give it to each commission member. Members may examine the item under review themselves.
4. The Library Commission will discuss the questioned item's appropriateness under the Library's "Statement on Library Materials." The result of this discussion shall be recorded as an official minute of the meeting.
5. The person who requested that the item in question be reviewed shall be informed, in writing, of the commission's judgment.

[form page 2]

Appendix 4

E-book purchasing guidelines

Reviewed, August 2019; Oct. 2022

Individual e-books are usually purchased through GOBI. See Stitt Library Team - Documents\Acquisitions and Collection Dev\GOBI_ordering_procedures.docx for details on making selections and placing orders in GOBI. Occasionally, e-books may be purchased directly through another platform (like Credo) or subscribed to as a bulk collection (like the EBSCO Academic eBook Collection).

E-book purchases are driven by faculty booklists and readings, librarian selection, faculty publications, and individual requests. Factors including print book duplication, access level, and price need to be assessed when making a purchasing decision.

PURCHASING DECISIONS

Print vs. electronic:

To stay within our budget, we will not always be able to purchase both print and electronic copies of every title. In general, purchase **ONLY** an e-book version when:

- The topic is related to MAYM, DMin, or certificate coursework.
- The book is a reference work.
- The book is a recommended title on a faculty booklist (not required).
- The title is only available in print from a low-quality publisher (like Scholar's Press or other reprint presses).
- An unlimited use copy is available at a reasonable price (see Price below).
- The title has low anticipated use. Depending on price, a 1U version may be adequate.
- We are approaching the end of the fiscal year and want to avoid encumbered funds with Midwest.
- In general, purchase **ONLY** a print version when:
 - The book is not available electronically.
 - A faculty member requests a print copy.
 - It is important to preserve access for local clergy, the Seminary of the Southwest community, or other in-person users of the collection who are not part of the Seminary community.
 - Current / popular titles.
- In general, purchase **BOTH** print and electronic versions when:
 - The book is on a required / recommended booklist or contains assigned course readings.
 - The book is a commentary.
 - The book is a faculty publication.
 - The book is anticipated to be a high use title for both on-campus and distance students.

Price and Access levels

- Selectors need to balance price, access level, and vendor preference (see below). In general, price is a higher driver than access for titles that aren't part of a faculty booklist.
- In general, purchase e-books at the highest available level of access, and DRM-free when available.
 - If an e-book has low anticipated use, a 1U copy may be adequate, depending on price.
 - If an unlimited use or DRM free copy is **under \$50**, we will generally purchase it.
 - If an unlimited use copy is **over \$50**, review the other access options and make an educated purchase selection based on anticipated use. For example, if a book is likely to be used by DMin or MAYM students, a higher level of access may be warranted (since they can't easily access a print copy). If a book duplicates a print holding, or may be used for specialized research, a single user copy may be fine.
 - If an unlimited use e-book is **over \$150** (even if it is on a faculty booklist), have the library director review to see if a 1U or 3U copy would be a better choice.

SELECTION DECISIONS

Librarian selection

- GOBI sends weekly lists of new e-books available from certain call number ranges and certain publishers for review. Talk to John if you want to be included in this list.
- Librarians select e-books based on subject matter; current holdings; anticipated use; appropriateness for MAYM, DMin, or certificate students; and other criteria. David Schmersal, the access and instruction librarian, is currently the primary selector of collection material.
- Depending on the publisher, e-book copies of new titles may not be available right away. Need to consider timing of use when deciding which format to purchase.
- Price: Inexpensive unlimited use e-books in our collecting areas are good prospects for purchasing. (See Price above)

Faculty booklists and readings

- When possible, we will purchase both print and electronic versions of required books from faculty booklists. Recommended books will be purchased **only** as e-books, if available.
- Faculty booklists are submitted to the Office of the Academic Dean or OMFAS and then shared with the library. Lists of faculty readings are sometimes submitted directly to a librarian.
- The access and instruction librarian will check each title on the list to determine if we already have an e-book copy or if one is available for purchase through GOBI and add notes to the booklist.
- If we have a limited use (1U or 3U) copy:
 - Check GOBI.
 - If a copy is available at a higher level of use, mark it for purchase.
 - **Note:** Notify John when purchasing a second copy of an e-book from a different vendor.

- If we do not own an e-book version of the text:
 - Check GOBI.
 - With an eye towards vendor preference (see below), find the copy available at the highest level of use and mark it for purchase.
 - In general, we will purchase unlimited use copies of books from booklists and class readings, but if an unlimited use copy is **over \$150**, check with the library director before purchasing.
- The associate library director will work with the Dean’s Office to update the booklist (following the established format) to include information on the access level and a permalink to the book and to have the finalized list published to MyCampus for students to access. Links for readings can be sent directly to the faculty member.

Faculty publications

- It is our policy to purchase both print and electronic copies of faculty publications.
- With an eye toward vendor preference (see below), we will purchase e-book copies of faculty publications at the highest level of access.

Individual requests

- Faculty, students, and staff may request that a particular e-book be purchased to support their research or work. In those cases, first check to make sure we don’t already have access to the title. Then search GOBI, following the same criteria as a librarian selection title. In general, a lower level of access is adequate for titles requested by an individual.

VENDOR PREFERENCE

With price and access levels being equal, the order of preference for e-book vendors is:

First Choice Tier	ProjectMuse, EBSCO, JSTOR, ProQuest
Second Choice Tier	De Gruyter, Oxford, Bloomsbury, Brill, Cambridge, Gale, Taylor & Francis, Wiley

Notes:

- JSTOR, ProjectMuse, De Gruyter, and Oxford are all DRM-Free and do not require a second sign-in. EBSCO has some DRM-free titles.
- In some cases ProQuest e-books *only* allow users to download, not read online. Need to check titles individually.