

	Title:	
	<h1>Library Collection Development Policy</h1>	
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## 1. Aims of This Policy

The aims of this policy are:

- To identify the selection criteria for new items
- To set quality standards for the acquisition, retention and discarding of resources
- To enable continuity in selection of resources in the event of staff changes and to guide staff in handling possible complaints
- To enable development of a balanced collection
- To facilitate discussion between libraries regarding possible cooperative ventures
- To inform those with funding responsibilities of the needs of the library in order to develop realistic and acceptable levels of ongoing support for the library

## 2. Context

Vose Library is a part of Vose Seminary, founded in 1963 as the Baptist Theological College of Western Australia. It also the library of Vose College which was founded in 2011 to offer higher education programs, initially in management and business but with plans to expand into other non-theological areas. The Seminary trains people at many levels – vocational, undergraduate, postgraduate coursework and postgraduate research, as well as professional development through centres of excellence in mission and leadership. The number of full time equivalent students is over one hundred in 2012. With the formation of Vose College we expect enrolments at both Seminary and College to continue growing as we branch out from our original focus on theology into business and then other disciplines.

The theological outlook of the Seminary and College is evangelical, with a Baptist heritage and an attitude of 'generous orthodoxy'. Our collection will be seeking to reflect the broadening of focus to 'theology for the marketplace', by building a strong collection in secular disciplines, including both secular and Christian perspectives.

It is appropriate that the Library serve both Seminary and College as the College seeks to teach with an explicitly Christian worldview while the Seminary seeks to equip for more than narrowly church-related ministry.

The library began with a small shelf of books back in 1963, and has grown to nearly 40,000 resources in 2012.

This policy provides guidelines for adding materials to the library as well as removing materials.

## 3. Aims of the Library

The library plays a vital role in the academic and community life of the Seminary and College. It aims to provide facilities, resources and informational, research and reference needs of library users. The library is managed by the Director of Vose Library, who reports to the principal.

The library aims to:

### *Provide Resources*

- Acquire, organise and maintain high quality resources in Seminary and College teaching areas and to promote their most effective use by faculty, students and members of the wider seminary and college community;

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- Support the teaching programs of the Australian College of Theology and Vose College, providing for the information needs of students studying at an undergraduate and post-graduate level at either institution;
- Provide library resources to support the teaching and research needs of the faculty;
- Provide resources to support the ministerial development (preaching, teaching, and pastoral) of staff and students as well as pastors and lay people, and the vocational development of Christian professionals.

*Provide Facilities*

- Provide physical facilities and accommodation that will make possible the most effective display and storage of library resources;
- Create an environment conducive to study;
- Provide Internet access, word processing and photocopying facilities for the use of library patrons.

*Provide Services*

- Appoint, maintain and professionally develop a library staff who will be responsible for managing the library's resources, facilities and services;
- Help library users effectively and efficiently use the library, keeping them informed and encouraging them to use the library more
- Assist and cooperate with members of the faculty in their teaching and research and/or research programs;

## 4. Users

Vose Library has five main groups of users:

1. Vose Seminary and Vose College staff – academic staff need materials for both teaching and research; all staff need materials for spiritual and personal development.
2. Vose users –
  - a. Vocational (Vose Equip) students need materials which are practical and accessible and address their assignment topics. These materials will also help degree students who are struggling, such as students with a non-English speaking background.
  - b. Seminary and College degree by coursework (undergraduate and postgraduate) students range widely in their abilities and needs. It is important to have introductory works in topics they are studying as well as more advanced material.
  - c. Research students have specific needs for scholarly texts and primary sources.
  - d. Vose Leadership and Mission clients need material for professional development in their areas.
3. Christian leaders in Western Australia also require material for professional development and to supplement their own professional resources.

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4. Other Perth theological students – because we have the biggest theological collection in Perth, many students from other colleges join our library.
5. General Christian readers – we are encouraging Christians with an interest in learning more about their faith to use our library.

## 5. Books

### 5.1. Guidelines for selection of books

The librarian allocates the book budget between subject areas based on how many units are taught in that area, student demand, current holdings and the cost of books in that discipline. The teaching areas are:

- Business and Management (with planned expansion to other non-theological areas)
- Old Testament (including Hebrew)
- New Testament (including Greek)
- Biblical Studies – for books relevant to both OT and NT
- Theology
- Church History
- Philosophy and Ethics, including matters specific to Vose College subjects
- Evangelism and Mission
- Developmental Ministries
- Pastoral and Church Based Ministries
- General – for non-theological books

Old Testament, New Testament and Church History books are the most expensive on average, with Developmental Ministries and Pastoral and Church Based Ministries books the cheapest.

When a new subject starts, we will use discretionary funds to build up that area. This happened in Semester 1, 2010, with EM420 Living Faiths being taught for the first time. The library had only a small collection of texts on Buddhism, Islam and Animism, so the librarian made an extra allocation to EM, bringing the collection up to standard. When possible, the librarian should anticipate this in the allocations for the year and create a separate category for buying extra books for the new subject.

In order to be able to offer a strong collection in the new discipline of business and management in 2012, Vose moved to a demand-driven acquisition model for ebooks, meaning that most ebooks within a given subject area (20,000 initially for business and management) are listed on the catalogue and Vose then pays as students access titles.

There are also allocations for the Popular Collection and for each research student - \$500 per year per full time research student, as of 2011. The librarian should anticipate this as best as possible in setting the allocations at the beginning of the financial year; it will be subject to change. Research students are encouraged to offer suggestions to the librarian, who will decide in each case whether the book is better purchased or accessed through inter-library loan. This allocation may also be spent on relevant journals.

### 5.2. Questions to ask of each book

- **Does the book relate to our assignments, lectures or research areas?**

We prefer books which are directly relevant and will best meet demand. The librarian keeps up to date with unit outlines to see what lecturers are teaching and what assignments students are doing. We should have strong holdings on every assignment topic.

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Assignment topics will change over time; lecturers should aim to keep the librarian up to date and librarians should aim to keep up.

▪ **What are our current holdings in the subject area?**

In teaching areas, we aim to have books across the full range of difficulty, from basic to scholarly, and representing all major viewpoints.

For subjects we do not teach we should aim to have a recent introductory text. So, for example, we do not directly teach about the Quakers, and so an adequate collection in this area will be a recent introduction to Quakerism from a reputable publisher like Cambridge University Press. The librarian should be alert for gaps in the collection; all areas of the Christian tradition should be at least cursorily covered, as well as all subjects of interest or importance to ministry and discipleship in Australia.

We aim to have at least some commentaries on each book of the Bible. However, some books of the Bible like Judges are not covered in depth in our teaching and for these, we will purchase major commentaries and introductions, but generally not academic monographs.

In business and management, our collection will be focused on ebooks, ensuring we have up to date resources and a wide range.

▪ **Is the book scholarly and authoritative?**

Generally, we prefer authoritative, scholarly books. Measures of a scholarly book are:

- Bibliographical references and index.
- Reputation and qualifications of the author – does she or he have postgraduate qualifications in their field? Do they teach or practice in their field?
- Publisher – some publishers like Brill only publish scholarly books; others like IVP publish scholarly and non-scholarly books but have a reputation for excellence (at least in the evangelical world); others have more mixed reputations and mainly publish non-scholarly works.

▪ **What audience is the book pitched at?**

- A majority of books we purchase will be pitched at coursework students – that is, non-research students. Introductory undergraduate texts are ideal. Books suitable for vocational level students should also be collected.
- We collect academic monographs in our research areas. Research areas are:
  - Vose Seminary and College Academics' areas of specialization
  - Vose Research students' research subjects
- Some books pitched at a general audience are appropriate for the popular collection and do not need to be scholarly.

▪ **For theology books, where does the book belong theologically?**

We aim to represent the full spectrum of theological opinion, with the evangelical tradition especially well represented. Our collecting will also reflect the College's approach of 'generous orthodoxy'.

### 5.3. Special Collections, Formats and Collecting Subjects

#### 1. Ebooks

The ebook collection allows multiple users to access materials without even visiting Vose. This makes it a strong collecting priority.

Some of the considerations in selecting books are:

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- We will only duplicate a print book when it is a high demand item. When a closed reserve or high demand book is available in electronic format, we will purchase it.
- When a book is available in electronic and print format, we will prefer electronic as long as it is not considerably more expensive.

Demand-Driven Acquisition (DDA) of ebooks means that many titles are listed which are not owned by Vose. Using this model means:

- Unless there is a good reason to think an e-book will be in high demand, short term loans (STLs) should be preferred to outright purchase.
- Some of the ebooks included in the catalogue for short term loans might be inappropriate. Publishers included by the ebook provider may need to be manually excluded by library staff.

## **2. Baptist Materials**

As an institution with a Baptist heritage, the library aims to especially collect materials from this tradition.

- We will collect all commercially published Australian Baptist works.
- We will consider collecting self-published Australian Baptist works, particularly works of history.
- We will collect all significant international works in Baptist history and theology.

## **3. Australian materials**

As an Australian institution, we will collect Australian materials heavily. In particular, we will usually purchase any Western Australian works of theology.

## **4. Books by people associated with Vose**

We will usually purchase any publications by authors associated with Vose, including faculty, part-time lecturers, students and alumni. However, self-published books will only be selected where they meet other criteria for selection.

## **5. Popular Collection**

The aim of the popular collection is to showcase books and other resources which can be read for pleasure, rather than studied. It aims to help make theology accessible, both to stimulate our own students and staff to deepen and widen their faith, and to appeal to the general reader who is not studying at Vose.

### **▪ Books**

In developing the popular collection, the librarian will particularly look out for books written for the general reader by respected theologians. Examples are Tom Wright's 'for everyone' series of accessible Bible commentaries and Alister McGrath's books on Christian living. We will also look for popular writers acknowledged for their spiritual and theological depth, like Philip Yancey.

### **▪ DVDs**

While Vose encourages students to read for pleasure and information, we also recognise that we live in a visual age. This is why our DVD collection is an important part of our library.

DVDs receive much higher usage than any other part of our collection. They are an opportunity to inform, entertain, teach and equip library users. It is always difficult to find enough quality DVDs being produced; the supply is lower than the demand – the opposite situation to books.

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In general, any DVD representing a thoughtful, generously orthodox Christianity with high production values should be purchased.

One of the aims of the collection is to introduce library users to a thoughtful Christianity that will not tend to be on the best-seller lists of DVDs at evangelical bookshops.

The librarian will use the following criteria in purchasing DVDs:

- **Documentaries** – a large number of purchases will be documentaries. Prefer documentaries about Christian subjects with high production values and thoughtful treatment of the subject. The librarian will also purchase significant documentaries on non-Christian topics of interest to library users in the fields of history, culture and current affairs, especially from an Australian perspective. Secular documentaries about Christianity are purchased to expose library users to the ways in which Christianity is seen from the outside the church.
- **Teaching DVDs** – the librarian will particularly purchase teaching DVDs that show the spirit of generous orthodoxy that prevails in the seminary.
- **Ministry resources** form a key part of the DVD collection, including DVDs for small group use, sermon illustration and ministry training. The librarian will generally prefer thoughtful resources fitting within a generous orthodoxy, and also considering production values.
- **Feature films** that show Christian themes in a profound way can be considered for purchase. These are collected less heavily as they are more readily available from video stores. Films which lecturers wish to show their classes should be purchased. Significant depictions of Christians should be considered.
- **Children's DVDs** – the librarian will occasionally purchase children's DVDs. Innovative and effective retelling of Bible stories should be considered. Some children's DVDs will also be purchased as ministry resources.

▪ **Fiction**

The fiction collection of the library is designed to provide an alternative to the idea of 'Christian fiction' found amongst evangelicals, which is limited to popular fiction (usually in genres like thriller or romance) and reflects popular piety rather than deep spirituality or thoughtful theology. For this reason, the collection will not include books like the Left Behind series which have saturated the evangelical consciousness. It will deliberately seek to include works of literary, theological and spiritual value.

The librarian will only occasionally buy fiction from the book budget, as it is not an area we teach at Vose and will have limited use by library users. Novels of particular importance that have incited theological discussion or influenced the Christian community may be considered for purchase. Generally, the librarian will build the fiction collection from books donated to the booksale.

Usually fiction added to the collection should be placed in the popular collection with the prefix 'F' for fiction, arranged by the author's surname. Books which are particularly unattractive in appearance might be considered for placement in the main or upstairs collection, classified by Dewey Decimal.

▪ **Audio Books**

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We collect audiobooks in order to give our users a chance to 'read' books while in the car or doing other things. Audiobooks have the potential to get our students and staff reading and thinking more than they would otherwise. Audiobooks should be selected which enrich or equip users. The librarian should keep up to date with developments in formats and aim to be as 'futureproof' as possible while not investing too heavily in unproven formats.

▪ **Anabaptist Collection**

The significant collection of Anabaptist history and theology is an important legacy of the early decades of the Vose Library. We want to continue to build the Anabaptist Collection as the tradition has always held significance for the Baptist tradition and has particular importance for contemporary theology and mission in a post-Constantinian society. Many theologians, missiologists and postmodern Christians are looking to Anabaptism for its long example of a minority believers' church and counter-cultural discipleship.

The librarian will consider purchasing significant books in Anabaptist history and theology. Anabaptist books on subjects we are teaching will also be collected. Scholarly and highly specialised works will generally not be purchased unless we have a research student working in the subject area.

## 6. Journals

### 6.1. Aims

Our journals collection has three aims:

- Articles - to provide articles required by faculty and students for assignments and papers.
- Research developments - to keep faculty and research students up to date with the latest developments in their field.
- News - to keep all library users up to date with the latest news and thought in church, ministry, theology and the world.

Journals decisions need to be made in consultation with faculty, as decisions will particularly affect them.

### 6.2. Criteria for renewing

We have been assessing each print journal as it comes up for renewal, using these criteria:

- Is it indexed? If no index is available, there is a strong case for cancelling the subscription as it will not have much use.
- Is it indexed but **not** available full-text? If so, this is a factor to continue the subscription
- If the journal is available full-text with one of the library's database subscriptions, there must be a good reason for continuing to pay for a print copy as well. We will weigh the following factors:
  - Is it in a research area or a circulating title? If not, the print copy should be cancelled.
  - Is there an embargo on full-text? If not or the embargo is only three months, the print copy should be cancelled.

We aim to spread spending and number of journals evenly over subject areas

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## 7. Weeding

Materials should be considered for weeding when they are:

- Damaged beyond use.
- Outdated beyond usefulness.
- Superseded by later editions.

The Upstairs Collection was created to house books which were of low use and low value to users. It allows us to move books into it rather than weed them. However, when space runs out, books in the upstairs collection should be the first to be considered for weeding.

Journals which are not indexed and are incomplete/short runs might be considered for weeding.

We will be approaching weeding pragmatically, with one of the main motivating factors being space. The cost of housing low use materials has to be measured against the valuable function of our library in having a long 'tail' of books – our role as guardians of a heritage and tradition which would otherwise be lost.

## 8. Suggestions, Donations and Complaints

Library users are able to suggest titles they believe the library should hold. The librarian will consider these suggestions in the light of the collection development policy.

As library staff co-ordinate the Vose booksale, donations of books are always received. However, only a small proportion of items the librarian judges to be appropriate are added to the collection.

Any library user may make a complaint about material in the library's collection or material excluded from it. In the first instance the matter will be dealt with informally by the director of Vose Library, who will explain the selection criteria and may refer the complainant to the Collection Development Policy. If they wish to take the matter further, then the complaint must be put in writing. The director will consult the principal and notify the complainant as to what action, if any, will be taken.

## 9. Review of Collection Development Policy

This policy will need to be revised in the future to meet the changing needs of the College and its library users. It should be responsive to developments and changes in teaching and research programs and in library professional standards and technology.

The director of Vose Library, in consultation with the academic board and teaching staff, will review this policy periodically. Responsibility for the implementation of this policy rests with the director.

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## Appendix: Document History and Version Control Record

<b>Document Title:</b>	Library Collection Development Policy
<b>Original Source Documents:</b>	Vose Seminary Collection Development Policy ACTh Collection Development Policy
<b>Associated Internal Documents:</b>	Vose College Student Handbook
<b>Associated External Documents:</b>	AQF National Policy Guidelines on Credit Arrangement, Final Draft, May 2009
<b>Authorised Officer:</b>	Chairperson, Academic Board
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Version Number	Version Date	Authorised Officer	Amendment Details
1.00	30 May 2011	Chairperson: Board of Directors	Original version of Library Collection Development Policy, submitted to DES as part of Vose College's HEP application.
2.00	Mar 2012	Chairperson: Academic Board	Revised by Mr Nathan Hobby and Dr John Olley for Academic Board: substantial revision of policies; incorporation of version control and legal numbering format