

**Robert E. Webber Institute for Worship Studies**  
**Collection Development Policy**  
**June 2017**

## **I. Introduction**

The purpose of this document is to articulate guiding principles and specific practices for the planned development of IWS library collections. The policy is designed to inform students, faculty, staff, administrators, and potential donors of the nature and content of the collections and future plans for development. Additionally, it serves as a working document for library staff to ensure consistency in managing library collections. It further assists them in their responsibility to balance the availability of informational resources, funds, and the needs of library users.

In consideration of changing curriculum and research needs, this policy should undergo periodic revision to ensure its continued usefulness.

### **I.A. Mission and Goals**

The primary mission of the IWS Library is to acquire, organize, disseminate, maintain, and administer resources and services to meet the informational needs of students, faculty, and the IWS community. To fulfill its mission, the library's goals are: (1) deliver effective library services consistent with the instructional learning needs of the IWS community; (2) provide an optimum collection of research tools and materials that complement all areas of instruction; and (3) provide bibliographic access to the resources and an extension of these services by means of interlibrary loans, cooperative agreements, and other library networking.

### **I.B. Overview of the collection**

The Institute for Worship Studies curriculum is built upon five major areas of reflection in Christian worship: Biblical, theological, historical, cultural, and missiological.

To support this curriculum, the IWS Library primarily acquires resources focused on

- Worship Studies, including the history and development of the acts of worship,
- Biblical Studies, including commentaries and general resources for reference and research in the areas of Systematic Theology and Historical Theology, and
- Practical guides for application in worship settings, such as sermons, liturgical guides for the church year, church training manuals, songbooks, plays, and examples of church architecture and decoration.

The main language of the collection is English, since the IWS curriculum requires the submission of coursework in English. Foreign language materials may be acquired depending upon their usefulness to the IWS community.

The IWS values of diversity in ethnic, cultural, and denominational backgrounds are reflected in the library collection. The library consciously makes an effort to collect

theological studies and practical guides for worship practices from a broad variety of Christian perspectives. Comparative studies of non-Christian world religious practices are generally not included in the collection focus.

## **II. Selection**

IWS Library space is limited, so the application of systematic selection and acquisition criteria is essential to ensuring the relevance of library materials to curricular offerings and research applications. Best practices for the general review and selection of library materials will be followed, as well as policies outlined in this document for specific types of materials. Resources can be secured by purchase, gift, or exchange.

### **II.A. Responsibility for Selection**

The privilege and responsibility for selection of books, periodicals, and other library materials is shared by IWS staff, faculty, and students. The Library Director, working closely with the Library Advisory Committee, assumes primary responsibility for assessing the collection, initiating collaboration with faculty on the selection of materials, and balancing the priorities of available funding and curricular needs. The Library Director also acts as a liaison with each faculty member and is the first point of contact for requesting the purchase of resources. Faculty and the Library Director will work cooperatively with each other in selecting materials for inclusion in the collection. The Library relies heavily upon the faculty's expertise to evaluate the strengths and weaknesses of the collection and to provide guidance for growth of the collection.

### **II.B. General Selection Criteria**

**The primary criterion for item selection shall be present and potential relevance of the material to the curriculum, to faculty and student needs, and to the overall educational aims and purposes of the Institution.**

The Library will, as top priority, purchase materials needed to support current Master's and Doctoral curriculum. In addition, the library will provide materials to support the research of faculty and to assist the administration in the effective performance of their duties.

Selection of individual titles shall also take into consideration the following best practices for the review and evaluation of library materials:

1. Appropriateness and effectiveness of medium to content
2. Attention of reviewers and critics as a document of the time
3. Reputation or purpose of author (authoritativeness)
4. Suitability of physical format for library use (does the library have space and/or equipment for access to content)
5. Usefulness as a reference tool (inclusion of indexes, bibliographies, etc.)
6. Completeness of holdings as determined by standard bibliographies and other sources

### **II.B.1. General Procurement Standards**

- (1) When a title is available in multiple formats, select the format in the following order of priority: (1) electronic copy on a secured library platform in a file format such as PDF or ePub that is accessible directly through the Internet (not via e-reader); (2) hardback copy; and (3) paperback copy. Electronic formats via the Internet provide access for the maximum number of IWS users, who are primarily distance learners domestically and overseas.
- (2) The library will select current and retrospective materials to build an adequate basic collection to support all areas of the curriculum. Emphasis will be placed on acquiring relevant current content rather than out-of-print or rare publications for their value as artifacts.
- (3) In general, no more than one copy of a given title will be purchased for the library's collection so that available funding and limited space can be used to develop a broader collection rather than supplying multiple copies of one title. Special requests may be submitted for additional copies. Curriculum and circulation statistics will be used in determining the number of copies to be ordered if additional copies are needed.
- (4) The library will not develop any in-depth collection of materials not related to the curriculum, especially if these areas are already covered by another local library.
- (5) Personal research interests will not be dominant factors in selection of materials unless the Institute for Worship Studies is directly benefited or a course of instruction is offered in the area. The use of cooperating libraries and document delivery services will be encouraged for the procurement of materials not available in the IWS Library to support the unique research topics of faculty and graduate students.
- (6) In general, textbooks, workbooks, and work manuals will not be purchased. One copy of required course readings and accompanying materials will be acquired and kept on Reserves for student and faculty review and use during on-site sessions.
- (7) In instances where the cost of an item is high and the demand is relatively low, the holdings of cooperating libraries will be considered in determining whether or not an item should be purchased.

### **II.B.2. Guidelines for Specific Collections and Types of Materials**

THESIS COLLECTION - Print copies of IWS theses will be collected and kept in the main library available for in Library use. Theses will not circulate as they are the official archive of the Institute's scholarship and therefore must be protected. The print Thesis

Collection will be available to the IWS community at both the January and June session. Online copies will be maintained by the IWS administrative office and be made available to the scholarly community through collaboration with the Theological Research Exchange Network. Digital copies will be provided free to current IWS students, staff and faculty.

**ELECTRONIC RESOURCES** - The Library seeks to purchase subscription web-based databases that support teaching and research. These databases include indexes and abstracts, full-text journals, and other full-text content that supports the curriculum. The cost-effectiveness of subscription databases will be examined at the end of each FY reporting period using cost-per-use and other vendor analysis tools. Whenever possible, the purchase of electronic books should be preferred over print materials to ensure the broadest access to all IWS users anywhere in the world, since print materials are only provided via mail in North America. In addition, free Internet resources that complement the curriculum may be selected and listed on the library website as recommended.

**AUDIO-VISUALS** - Evaluative criteria as set forth in the selection policy is used in the selection of audio-visual materials. On a limited basis, the Library may acquire audio and video media in current formats, multi-media kits, CD-ROMs, and computer software only if IWS has the appropriate equipment on site to access them. All audio-visual items will be purchased to meet the course needs and assignments of the overall instructional program. The library does not purchase audio-visual materials for recreational use. In addition, the following criteria should be taken into consideration:

1. Appropriate academic level
2. Technical quality of color, sound, continuity, etc. must be good
3. Currency and timeliness of the materials
4. Cost effectiveness
5. Appropriateness of the audio-visual format in a subject area
6. Strict compliance with copyright law

**MUSIC SCORES** - Music scores are acquired on the basis of curriculum and instructional needs. The library does not purchase or collect music score for use in on-site chapel services or practicums. The library does not collect music scores designed for training musicians or teaching music theory. The focus of music, songbook, and hymn book acquisition for the IWS Library is how music is applied in acts of worship and the history of music in worship settings.

**SERIALS/PERIODICALS** - The Library does not actively subscribe to print serials or periodicals due to the cost of housing and maintaining them.

### **III. Gifts**

The IWS Library welcomes the donation of resources that contribute to and support the curricular activities of the IWS community. The Library reserves the right to refuse gifts of materials that do not fall within the scope and focus of the collection development policy. Library space is limited, and the acquisition of materials through donations

consumes library funds to select, catalog, and process individual titles. Therefore, the library must be prudent and selective when receiving donated resources. For large donations, the library may request a title list before agreeing to take the materials.

Materials that are donated to the library become property of the library. The library cannot accept gifts materials with restrictions on their use or disposition. The library may choose to accept a group of donated materials, select some items for the collection, and place the remaining items in a book sale so students can build their personal libraries at a nominal cost, while proceeds benefit the library's purchase of alternate materials.

The Institute for Worship Studies also gladly accepts donations of funds designated for the library. Funds are also welcome to accompany extensive donations of materials that may incur high processing costs to integrate into the library's collection. The library may also use gifts of funds to purchase equipment essential for access to materials.

All donations of materials or funds to the IWS library will be acknowledged with a letter of receipt for tax purposes.

## **IV. Maintenance of the Collection**

### **IV.A. Evaluation**

To evaluate collection development efforts, an assessment of the quality of the collection will be done annually in conjunction with spending the budget for the acquisition of new materials. This evaluation will encompass several steps:

1. Holdings will be compared against standard bibliographies such as the *IWS Bibliography* prepared by Dr. Mark Torgerson.
2. Faculty and student curricular needs will be surveyed using current syllabi and course assignments.
3. Circulation statistics for specific titles will be analyzed.
4. Comparisons of title availability through print and digital venues will be made along with a cost per use analysis of electronic resources.
5. Planned direct examination and identification of damaged item repair or replacement, as well as additional copy needs, will be implemented along with a de-selection program.
6. Long overdue books will be declared lost and the need for replacement copies evaluated.

Those deficiencies and weaknesses that are identified in the evaluative process will be addressed with the proper corrective measures. Recommendations resulting from periodic accreditation reviews will also be incorporated into the program.

### **IV.B. Deselection**

An ongoing deselection program is part of the IWS Library's collection development

policy to ensure space for new acquisitions and the currency of the collection. The librarian will continuously assess the collection for deselection based on the following criteria:

1. Support of the curriculum
2. Value to the collection
3. Duplication
4. Physical condition
5. Unsolicited or unwanted gifts
6. Unused, unneeded volumes of sets

The Library Director will apply the policies and guidelines in this collection development document to the deselection process. The Library Director will also consult with the Library Advisory Committee and with library faculty to make deselection or replacement decisions. Faculty will be given the opportunity to review titles slated for deselection.

Care should be taken to protect and retain materials in special collections such as the Webber Collection, which includes items previously owned by Robert E. Webber that contain his personal notes. Items selected for withdrawal should also be reviewed for rarity and/or potential resale value. Deselected books may be offered for sale to IWS students and/or used book sellers after a review of their value.

#### **IV.C. Inventory**

At least every 5 years a full inventory of the physical collection will be performed to ensure the integrity of the collection and that materials represented in the library catalog match what is on the shelf. The inventory will include the identification of lost or missing items, materials needing repair or replacement, and potential candidates for deduplication or deselection. A browsing subject analysis will also be performed to identify areas where the collection is weak and where an active acquisitions plan should be considered. The subject analysis will be extended to comparing the strengths of the online collections before deciding to focus funds on acquiring more print materials.