

*The Robert E. Webber
Institute for
Worship Studies*

**Library
Community
Profile &
Collection
Development
Policy**

Prepared By:

JN

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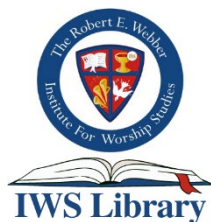


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Purpose Statement

The Collection Development Policy's purpose is to support the Robert E. Webber Institute for Worship Studies (IWS) Library's mission to provide information resources and services to meet the educational, theological, and spiritual needs of the IWS community, especially in the context of its academic programs leading to masters and doctoral degrees in Christian worship. The policy therefore outlines the selection and development of the IWS Library collection for the IWS community, namely IWS students, faculty, staff, the board, and donors. The IWS Library primarily supports the curriculum of the academic programs, but also strives to include diverse materials and special collections related to Christian worship in an ecumenical framework.

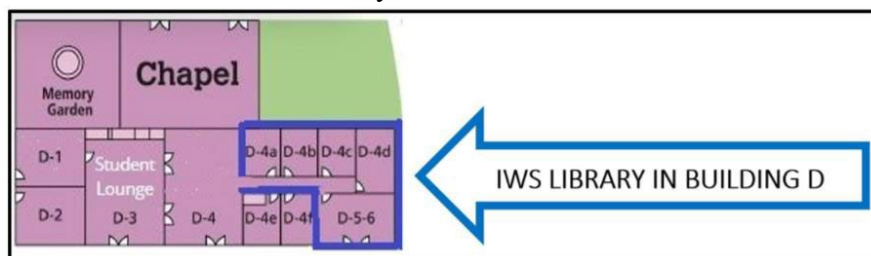
Background Statement

The IWS Library is a special academic library that serves the IWS community. Print resources are located in Building D on the IWS campus located at Hendricks Avenue Baptist Church in Jacksonville, Florida. Students typically learn together on the IWS campus for eight days twice a year in January and June, known as the intensive sessions. The extended track allows students to come to campus once a year instead. While print resources are located in Jacksonville, FL, the IWS community is often scattered across the country and around the globe for most of the year. Students then return home to their ministry contexts and learn online through a cohort system. As a result, the library also offers access to eBooks on EBSCO, Atla Religion Database with AtlaSerials PLUS, an online catalog, and various free and open access resources to serve students online. Approximately 153 students are actively enrolled as of June 2023, with 70 of those students attending on campus during the June 2023 intensive session. Library staff is comprised of an American Library Association (ALA) accredited Library Director (currently Interim Librarian) and a Library Assistant.

IWS Library Physical Address	IWS Library Mailing Address
IWS Library 4001 Hendricks Ave Jacksonville, FL 32207	IWS Library 4446-1a Hendricks Ave., Suite 395 Jacksonville, FL 32207

The IWS Library is located in five separate rooms, connected by a common hallway:

1. Webber Room: D-5-6 • Librarian's desk • Non-circulating collections, including: Course Reserves, Reference, The Webber Special Collection, and the First Set of IWS Print Theses.
2. Circulating Stacks: D-4b • General Collection
3. Circulating Stacks: D-4c • General Collection, Continued
4. Circulating Stacks: D-4d • General Collection, Continued • Second Set of Non-circulating IWS Print Theses
5. Other Special Collections in Library Conference Room: D-4a • Hugh T. McElrath Collection, Congdon Music Collection, and David Witt Hymnal Collection



Responsibility for Collection Management & Development

The Library Director has ultimate responsibility and final authority for the IWS Library collection. The Library Director assumes primary responsibility for managing and developing the collection, initiating collaboration with faculty on the selection of materials, and balancing the priorities of available funding and curricular needs. The Library Director welcomes the IWS Library, staff, faculty, students, and the Library Advisory Committee into the process of selecting books, periodicals, and other library materials. The Library Director also acts as a member of the faculty and 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.

Mission Statement

The mission of the library is to provide information resources and services to meet the educational, theological, and spiritual needs of the Institute for Worship Studies community. The Collection Development Policy Mission therefore seeks to support the library mission by providing educational texts related to the IWS academic program, theological texts that relate to Christian worship, and texts on Christian spirituality to aid community members in their understanding of Christian worship. The collection strives to be equitable, diverse, ecumenical, and simultaneously rooted in ancient texts and modern scholarship.

Goals & Objectives Statement

The IWS Library has goals and objectives regarding collection development that are informed by the IWS Mission and the IWS Strategic Roadmap, specifically Strategic Objective Three: Learning Resources and Educational Technology. All goals are within the context of its highly specific collection development related to Christian worship materials.

- Goal 1: The IWS Library provides information resources and services to meet the educational, theological, and spiritual needs of the Institute for Worship Studies community.
 - Objective 1.1: The Collection Development Policy will be reassessed once every five years.
 - Objective 1.2: Inventory will be conducted once every five years.
 - Objective 1.3: The library will purchase all required course materials for use in the IWS Library.
 - Objective 1.4: The library will continue to add 70 free online TREN resources and IWS student theses every year.
 - Objective 1.5: The library will expend all its funding allocated for purchases, with a priority on purchasing eBooks whenever possible.
- Goal 2: The IWS Library provides digital/electronic and physical tools that enhance students' ability to conveniently access and utilize scholarly resources.
 - Objective 2.1: The library will add scholarly print resources to the collection through quality donations given by the IWS community.
 - Objective 2.2: The library will mail books from its collection for free to domestic students to increase access to scholarly print resources.
 - Objective 2.3: The library will update its [Additional Resources Page](#) once a year.
 - Objective 2.4: The library will update its [online tutorials](#) twice a year before each intensive session to reflect any changes in tools or access.

- Goal 3: The IWS Library utilizes available technologies such as email, phone, and chat to provide distance learners with research assistance and access to materials.
 - Objective 3.1: The library will offer an email address at library@iws.edu for the primary source to receive help, as well as a [contact form](#), and a phone number with a VOIP that sends an email to library@iws.edu.
 - Objective 3.2: Library staff will respond to any inquiry in any given format within 48 hours.
- Goal 4: The IWS Library has online subscription databases and eBooks that provide adequate access to resources for distance learners.
 - Objective 4.1: The library will maintain its online catalog, eBooks on EBSCO, and Atla Religion Database with AtlaSerials PLUS to provide convenient access to the library's electronic resources at any time around the world.
 - Objective 4.2: The library staff will monitor eBooks and databases for the most cost efficient and useful resources, and will first buy electronic resources whenever possible for an equitable international student experience.
- Goal 5: The IWS Library has library collaborations with other theological libraries that enhances access to library resources.
 - Objective 5.1: The library will reassess its reciprocal borrowing agreements and partnerships with the ATLA Reciprocal Borrowing Program, Association of Christian Librarians (ACL), and Gordon-Conwell Theological Seminary Library System once a year.
 - Objective 5.2: The library will utilize ILL through ACL for scholarly articles that are not available in the IWS Library's holdings as requested by students and within copyright law.
- Goal 6: The IWS Library is well-marketed and communicates its importance in the IWS community.
 - Objective 6.1: The library, and any major updates to the collection, will be regularly featured in the alumni Anamnesis Newsletter.
 - Objective 6.2: The library and its collection will be presented during every new student orientation and alumni seminar.

Target Audiences

The IWS Library serves students enrolled in a graduate school whose curriculum is entirely focused on the study and practice of Christian worship from an ancient-future posture. The IWS Library therefore focuses on the needs of students in an academic hybrid setting and solicits book recommendations by faculty and the IWS Bibliographer. The IWS Library aims to increase online resources, such as databases and eBooks. In addition, the student population's ethnic diversity is increasing, and the international student body has also increased by 2% in the past year. 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. The largest minority is Asian and Asian American, and therefore the IWS Library seeks to increase its holdings of Christian worship materials specifically related to Asian and Asian American cultures, while also intentionally adding Black or African American, Hispanic or Latino, and American Indian or Alaska Native whenever possible. The main language of the collection is English, since the IWS curriculum requires the submission of coursework in English, but foreign language materials may be acquired depending upon their usefulness and relevance to the IWS community.

Community Profile

Due to the unique, hybrid institutional learning model of IWS, the community profile will focus on current IWS students and faculty. According to the most recent January 2023 Racial/Global Diversity report prepared by the IWS Registrar for the IWS President from January 2023, 57% of IWS students are White, 26% are Asian, 12% are Black or African American, 4% are Hispanic or Latino, and 1% are American Indian or Alaska Native. 36% of students hold non-American passports and are considered international. In June 2023, over 58 distinct Christian denominations were represented in the student body.

According to the most recent IWS Student Achievement and Institutional Effectiveness report from December 2022, over the past 3 years, the student retention rate has been 73% for students enrolled in the MWS program and 66% for students enrolled in the DWS program. The overall student retention rate has been 68% of a total of 161 students who started their programs during that time. Also, based on the completion of the June 2021 term (i.e., by May 1, 2022) the student grade point average was 3.54/4.0. Over the past 3 years, on average, 55 new students have enrolled each year. During that same time period, on average, 36 students have graduated each year.

A plan was created for a community survey to take place in May and June 2023 to help identify the types of users and non-users in the IWS Library community. The key informants are current IWS students and faculty members. Due to the small nature of the Institute, all currently enrolled students and faculty are included in the respondent sample. A decision was made to create two surveys, one for IWS students and one for IWS faculty, since both populations have different library needs. The student survey was emailed to all 167 currently enrolled IWS students. The faculty survey was emailed to 18 faculty members. Both surveys were created using SurveyMonkey. For students, an email was sent directly from the Interim Librarian to each student's primary email address with a direct link to the survey. For faculty, an email was sent directly from the Academic Dean to each faculty member's IWS email address with a direct link to the Survey. Both surveys were sent on May 15, 2023. The faculty survey closed on June 2, 2023 and the student survey closed on June 5, 2023. All responses were collected anonymously.

Student Survey & Focus Group Summary

The student survey was emailed to all 167 currently enrolled IWS students as of May 2023. 58 currently enrolled students responded, making the response rate 35%. The survey included a section on Student Information, Student Residence, Library Use, Student Questions, Contacting the Library, Library Website Questions, Learning Resources - Strategic Objective Questions, inquiry as to whether the student would like to attend the follow-up Focus Group, and Open-ended Questions.

Questions 3, 5, 6, 7, and 12 utilized skip logic depending on how the student answered the question. For instance, for Question 5 "Do you use the IWS Library?" if the student answered "No" the student was brought to Question 7. "If no, please check all that apply as to why you do not use the IWS Library:" which then provided multiple answers the student could check. The student only needed to check one answer to validate the question, but they could check as many answers as are applicable.

An in-person IWS Library student focus group was conducted on June 24, 2023 and led by the Interim Librarian and an outside Library Consultant during the students' lunch time, and lasted approximately 40 minutes. Ten students participated. Eight were doctoral students and two were domestic master's

students. Three of the doctoral students were international students. It was decided to not record the meeting at the request of a student, so notes were taken and shared by the consultant and Interim Librarian instead. The student focus group was conducted primarily to understand service needs, but from the focus group the IWS Library was able to gain insight into the collection needs of the community mentioned.

All student survey questions and responses can be viewed online at the following link:

https://www.surveymonkey.com/results/SM-LL70sZxAvj0D_2F36Ga3jTrQ_3D_3D/

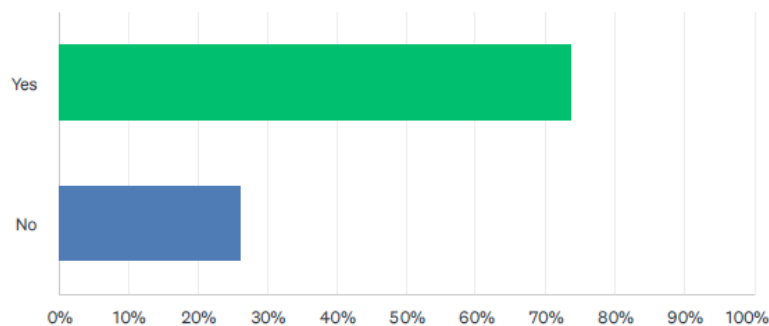
Student focus group questions and responses can be viewed in Appendix A.

The survey and focus groups revealed that a majority of IWS students that responded use the IWS Library, with Atla Religion Database with AtlaSerials PLUS being the most popular library resource used. The majority of students that responded also use the physical library while on campus and utilize the library website. The survey revealed that the library is meeting its strategic goals in student responses, but can improve in communicating its various services to students. In the focus group, students expressed needing clear guidance on how to access resources and a more streamlined approach to searching for resources in the library. Another student commented on the limited number of scholarly articles available through the library electronically on highly specific worship topics.

The following graphics identify the types of users and non-users in the IWS student community:

Q5 Do you use the IWS Library?

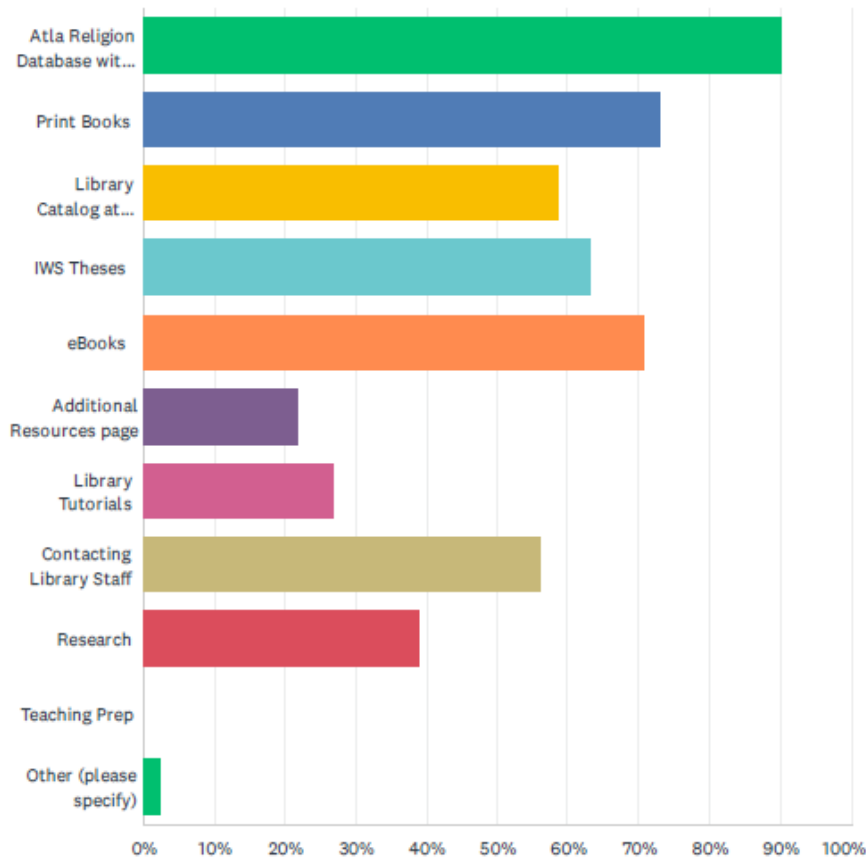
Answered: 57 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	73.68%	42
No	26.32%	15
TOTAL		57

Q6 If yes, please check all that apply concerning IWS library services used:

Answered: 41 Skipped: 17

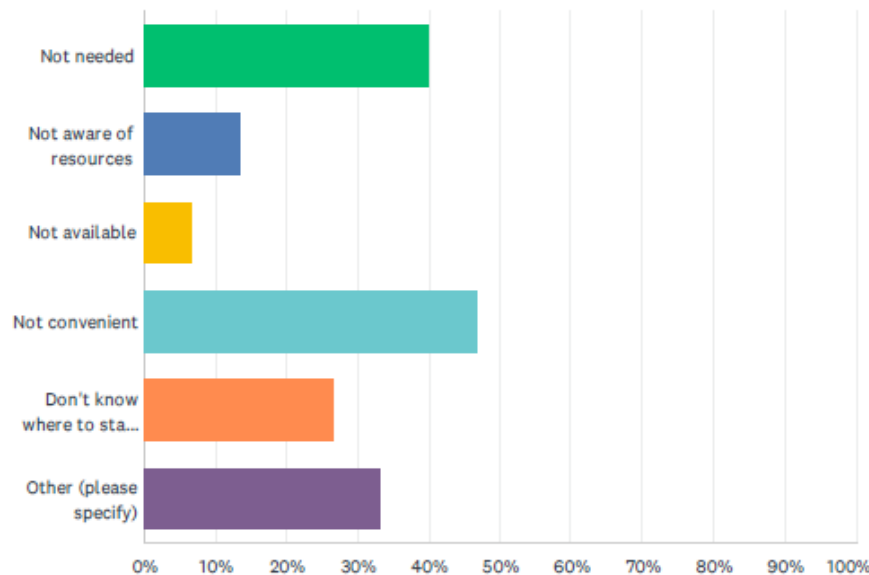


IWS Library Survey for Students

ANSWER CHOICES	RESPONSES	
Atla Religion Database with AtlaSerials PLUS	90.24%	37
Print Books	73.17%	30
Library Catalog at https://iws.bibliovation.com/	58.54%	24
IWS Theses	63.41%	26
eBooks	70.73%	29
Additional Resources page	21.95%	9
Library Tutorials	26.83%	11
Contacting Library Staff	56.10%	23
Research	39.02%	16
Teaching Prep	0.00%	0
Other (please specify)	2.44%	1
Total Respondents: 41		

Q7 If no, please check all that apply as to why you do not use the IWS library:

Answered: 15 Skipped: 43



ANSWER CHOICES	RESPONSES	
Not needed	40.00%	6
Not aware of resources	13.33%	2
Not available	6.67%	1
Not convenient	46.67%	7
Don't know where to start looking	26.67%	4
Other (please specify)	33.33%	5
Total Respondents: 15		

Faculty Survey & Focus Group Summary

The faculty survey was emailed to 18 faculty members. 10 faculty members responded, making the response rate 56%. The survey included sections on Faculty Member information, Library Use, Faculty Questions, Library Website Questions, Learning Resources - Strategic Objective Questions, and Open-ended Questions. The survey was structured similarly to the student survey, but with some questions particular to the faculty experience.

Questions 2 and 3 utilized skip logic depending on how the faculty member answered the question. For instance, for Question 2 "Do you use the IWS Library?" if the faculty member answered "No" the faculty member was brought to Question 4. "If no, please check all that apply as to why you do not use the IWS Library:" which then provided multiple answers the faculty member could check.

An in-person IWS Library faculty focus group was conducted on June 27, 2023 and led by the Interim Librarian and an outside Library Consultant during dinner, and lasted approximately 40 minutes. With

input from the library consultant, it was decided to share anonymously some of the student survey and focus group feedback. In addition, the focus group time was used to introduce potential new developments in the library to faculty and engage in information sharing.

All faculty survey questions and results can be viewed online at the following link:

https://www.surveymonkey.com/results/SM-023fYpGX30QT5e_2Fz_2BcrM9g_3D_3D/

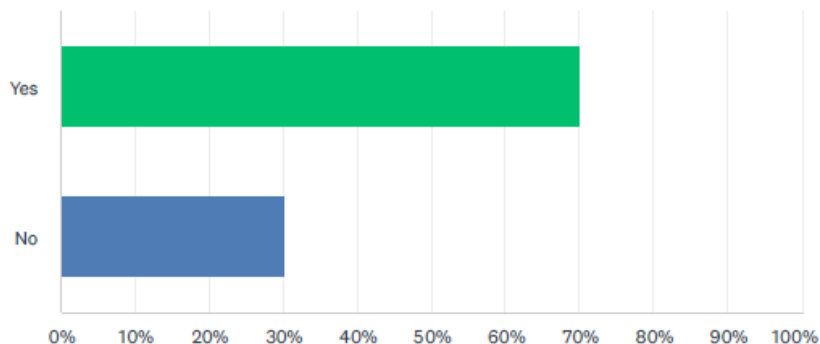
Faculty focus group questions and responses can be viewed in Appendix B.

The survey and focus groups revealed that a majority of IWS faculty that responded use the IWS Library, with contacting library staff being the most popular library resource used. The faculty also direct students to use the library. Faculty either agree or are not sure if better orientation to library resources on campus and online is needed for students. Faculty are less likely than students to use the library website. The survey revealed that the library is meeting its strategic goals in faculty responses, but can improve in communicating its various services. In the focus group, faculty members discussed how essential eBooks on EBSCO and the Atla Religion Database with AtlaSerials PLUS was for their classes.

The following graphics identify the types of users and non-users in the IWS faculty community:

Q2 Do you use the IWS Library?

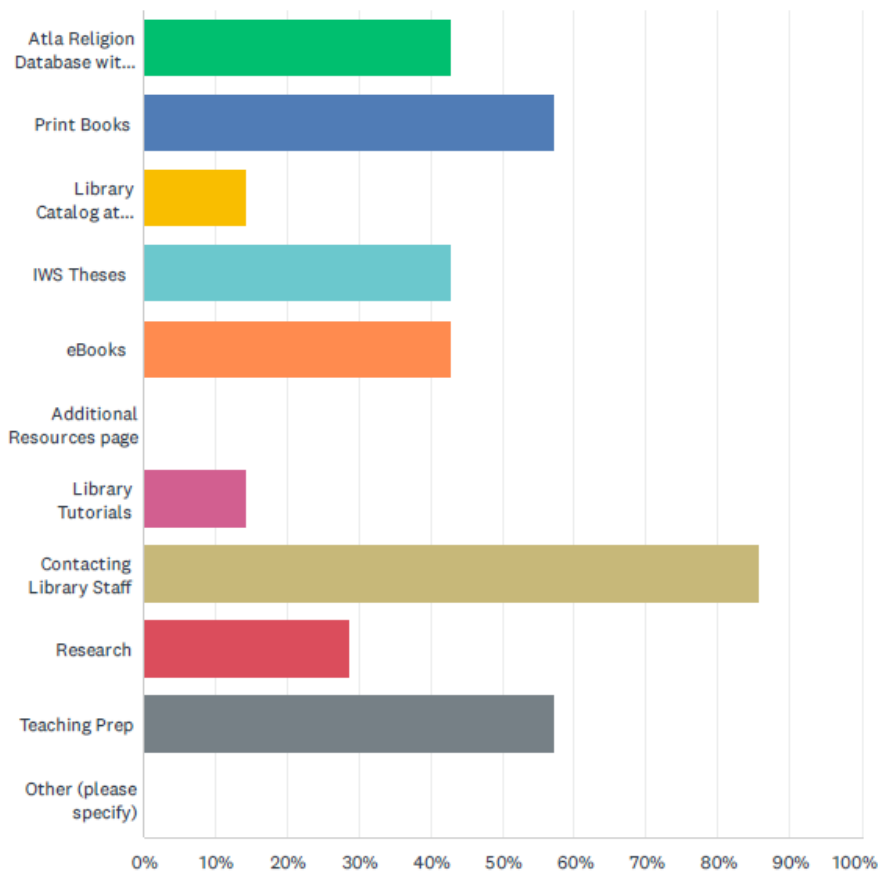
Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	70.00%	7
No	30.00%	3
TOTAL		10

Q3 If yes, please check all that apply concerning IWS library services used:

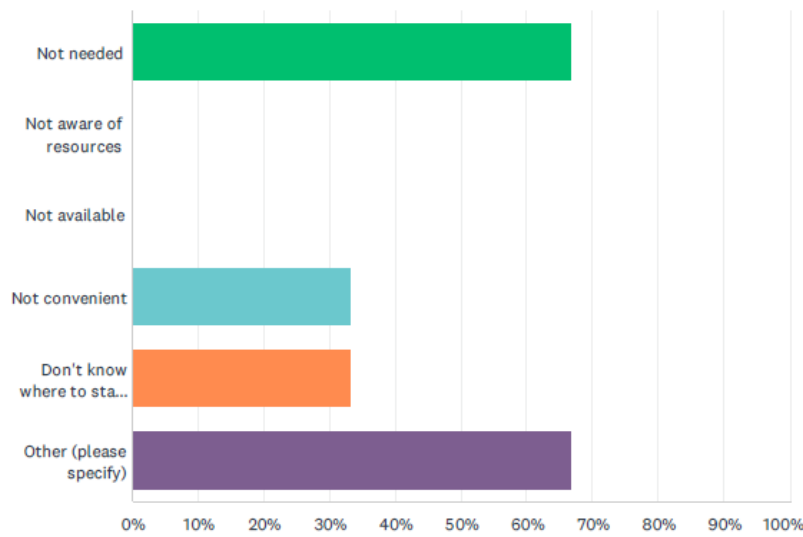
Answered: 7 Skipped: 3



ANSWER CHOICES	RESPONSES	
Atla Religion Database with AtlaSerials PLUS	42.86%	3
Print Books	57.14%	4
Library Catalog at https://iws.bibliovation.com/	14.29%	1
IWS Theses	42.86%	3
eBooks	42.86%	3
Additional Resources page	0.00%	0
Library Tutorials	14.29%	1
Contacting Library Staff	85.71%	6
Research	28.57%	2
Teaching Prep	57.14%	4
Other (please specify)	0.00%	0
Total Respondents: 7		

Q4 If no, please check all that apply as to why you do not use the IWS library:

Answered: 3 Skipped: 7



ANSWER CHOICES	RESPONSES	
Not needed	66.67%	2
Not aware of resources	0.00%	0
Not available	0.00%	0
Not convenient	33.33%	1
Don't know where to start looking	33.33%	1
Other (please specify)	66.67%	2
Total Respondents: 3		

Suggestions for Collection Development

The community profile confirms that the IWS community is in a unique situation as a largely remote learning environment. This report will be distributed to the IWS President, Academic Dean, and Library Advisory Committee. The library should take steps to make faculty and students more aware of what the collection has to offer. The library should also continue prioritizing online resources, especially Atla Religion Database with AtlaSerials PLUS, eBooks on EBSCO, and other electronic documents that can be made available through the library catalog. The IWS Library should appeal to non-users through more awareness and advertising of the collection and its various services, with a focus on convenience and usability.

Budgeting & Funding

The IWS Library is funded by the Robert E. Webber Institute for Worship Studies. IWS has allocated \$13,500 for Library Acquisition, such as eBooks and print books, as well as administration costs, such as databases and the library catalog, for the 2024 fiscal year. Additional funding may come to the library through the bi-annual library book sale during the intensive sessions and from donations, which will be put into the library restricted fund. Library restricted funds are used at the discretion of the Library Director in consultation with the VP of Finance and Administration for additional purchasing and collection development when needed.

Evaluation Criteria

General Criteria

General criteria include the relevance of the materials to the academic programs and curriculum of IWS, the needs of users, especially faculty and students, and the procurement of educational, theological, and spiritual texts related to Christian worship. The IWS curriculum is built upon five major areas of reflection in Christian worship: Biblical, theological, historical, cultural, and missiological. The Library's main focus is to support the current Master's and Doctoral curriculum. To best support this curriculum, the IWS Library primarily acquires resources focused on the following areas:

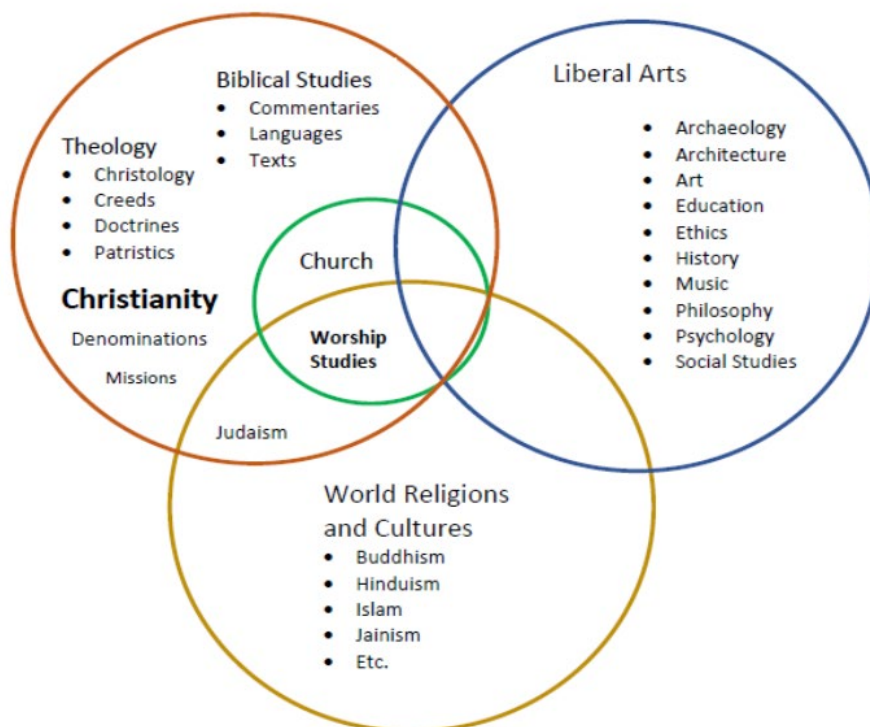
- Worship Studies, including the historical and theological development of the acts of worship;
- Biblical Studies, including commentaries and general resources for reference and research in the areas of Systematic Theology and Historical Theology, and;
- Practical guides for application in worship settings, such as sermons, liturgical guides for the church year, church training manuals, songbooks, hymnals, plays, and examples of church architecture and decoration.
- Ethnodoxology studies, including the blending of cultural and missiological studies as it relates to Christian worship, arts in all cultures, and multicultural worship settings.

The library will not develop any in-depth collection of materials unrelated to the curriculum or Christian worship, especially if these areas are already covered by another local library. Supplemental materials that are related to World Religions, Liberal Arts, and Christianity may be included in the collection if deemed to support the curriculum and worship research. Selection of titles shall also take into consideration the following best practices for the review and evaluation of library materials:

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

To aid users in the understanding of what constitutes general criteria on Christian worship, the following Venn diagram was created by former Library Director Susan Massey to visualize the possible intersections of materials that relate to Christian worship:

POTENTIAL UNIVERSE OF LIBRARY RESOURCES RELATED TO WORSHIP STUDIES



Specific Criteria

Diversity: IWS is committed to reflecting the full racial, ethnic, sex, socio-economic, denominational and age diversity of the Church universal at all levels—students, faculty, administrative staff and board. The IWS Library will intentionally work to add Christian worship materials from underrepresented communities in the Church. In addition, IWS is committed to the traditional orthodox Christian faith and practice. However, materials in the IWS Library collection may not always align with traditional orthodox Christian faith and practice in an effort to provide diverse materials for the purposes of scholarly study. The main language of the collection is English, since the IWS curriculum requires the submission of coursework in English, but foreign language materials may be acquired depending upon their usefulness and relevance to the IWS community.

Space & Budget Considerations: 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. Due to limited space and the equitability of the international student experience, the library will elect to buy electronic materials and eBooks whenever possible. 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.

Quality: Materials will be assessed based on their quality before inclusion into the collection. Authority and credibility of the author and publisher will be considered. Items listed in the [IWS Bibliography](#) are considered high quality and will be added to the collection due to the

authoritativeness of the bibliographer. Quality of the format, such as the book's condition and how broadly the resource can be used by students, will be considered.

Recency: 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.

Research Interests: IWS will consider the addition of materials related to personal research interests only if IWS is directly benefited or a course of instruction is offered in the area. The use of cooperating libraries and interlibrary loan 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.

Duplication: 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.

Format: When a title is available in multiple formats, the format will generally be selected 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 ereader); (2) paperback copy; and (3) hardback copy. A hardback copy may be selected over a paperback copy for preservation purposes if there is not a significant price difference. Electronic formats via the Internet provide access for the maximum number of IWS users, who are primarily distance learners domestically and overseas. The library reserves the right to determine the format based on budget restrictions and format availability at the time of purchase and acquisition.

Selection Aids

Due to the specialized nature of Christian worship, the IWS Library uses highly specific selection aids. The input of faculty, students, alumni, the board, and staff are always welcome due to their unique placement in various contexts of worship. In addition, the following resources will be consulted in the following order:

- Current syllabi for IWS courses
- IWS Bibliography prepared by Dr. Mark Torgerson
- Publications listed under the Calvin Institute of Christian Worship

The following online reviews and resources may also be consulted, but will not serve as definitive sources when selecting materials:

- LOGOS Books
- Christianbook – Christian Worship Books section
- Amazon.com
- Reviews and information by prominent Christian Publishers such as Zondervan, Baker Books, InterVarsity Press, Westminster John Knox Press, and Wm. B. Eerdmans Publishing Co.

Analysis of Subject Fields

The IWS Library uses the Library of Congress Classification System, with each broad subject associated with a letter or a combination of two letters of the alphabet. The majority of resources are cataloged in the Christian Religion Section (BR-BX) of the library as follows:

- Subclass BR – Christianity
- Subclass BS – The Bible
- Subclass BT – Doctrinal Theology
- Subclass BV – Practical Theology (including worship)
- Subclass BX – Christian Denominations

(CL) Current collection strength - This is the strength of the existing collection.

(AC) Acquisition commitment - This reflects the current level of acquisition activity.

(GL) Collection goal - This category represents the desired level of collection.

(PC) Preservation commitment - This represents the need for preservation activity.

0 - Out of scope; the library does not collect this subject category.

1 - Minimal Level; only basics as related to Christian worship are collected.

2 - Information Level; the collection includes important titles and authors related to Christian worship.

3 - Study Level; the collection can meet the needs of most highly-educated patrons outside of the IWS community; supports collegiate research in Christian worship

4 - Research Level; the collection is extensive; supports graduate level research in Christian worship

5 - Comprehensive Level; the collection strives to be a complete resource.

LC Classification by Class/Subclass	Class/Subclass Titles	CL	AC	GL	PC	Comments
Class A	General Works	0	0	0	0	Out of scope.
Subclass B	Philosophy (General)	1	0	1	0	Section meets goals.
Subclass BC	Logic	1	0	1	0	Section meets goals.
Subclass BD	Speculative philosophy	1	0	1	0	Section meets goals.
Subclass BF	Psychology	1	1	1	1	Weed older titles and replace with newer publications when possible.
Subclass BH	Aesthetics	0	0	0	0	Out of scope.
Subclass BJ	Ethics	1	1	1	0	Section meets goals.
Subclass BL	Religions. Mythology. Rationalism	2	1	2	1	Weed older titles.
Subclass BM	Judaism	1	1	1	1	Weed older titles and replace with newer publications when possible.
Subclass BP	Islm. Bahaism. Theosophy, etc.	0	0	0	0	Out of scope.
Subclass BQ	Buddhism	0	0	0	0	Out of scope.

LC Classification by Class/Subclass	Class/Subclass Titles	CL	AC	GL	PC	Comments
Subclass BR	Christianity	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BS	The Bible	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BT	Doctrinal Theology	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BV	Practical Theology	4	4	4	4	BV section accounts for nearly 1/3 of the print collection.
Subclass BV5-530	Worship (Public and private)	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BV30-135	Times and seasons. The Church year	4	4	4	4	Needs weeding based on condition. Add more electronic books and print books published in the last twenty years to strengthen collection.
Subclass BV169-199	Liturgy and ritual	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BV205-287	Prayer	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BV800-873	Sacraments. Ordinances	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Subclass BX	Christian Denominations	4	4	4	4	Needs weeding based on condition. Add electronic books and print books published in the last twenty years to strengthen collection.
Class C	Auxiliary Sciences of History	1	1	1	0	CB3-482 History of Civilization most collected subclass to provide general context for the history of Christian worship.

LC Classification by Class/Subclass	Class/Subclass Titles	CL	AC	GL	PC	Comments
Class D	World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.	1	1	1	0	Section meets goals.
Class E	History of the Americas	1	1	1	0	Section meets goals.
Class F	History of the Americas	1	1	1	0	Section meets goals.
Class G	Geography, Anthropology, Recreation	1	1	1	1	Section meets goals.
Class H	Social Sciences	1	1	1	1	Section meets goals.
Class J	Political Science	1	0	1	0	Few titles that rarely circulate. Weed and deprioritize acquisition.
Class K	Law	0	0	0	0	Out of scope.
Class L	Education	1	1	1	1	Add more resources in LB section related to Turabian writing style for research and writing course. Weed outdated Turabian resources.
Class M	Music and Books on Music	3	3	4	2	Prioritize purchasing materials in subclass ML1400-3275 Vocal music as it relates to Christian worship, hymns, and singing based off recent circulation statistics.
Class N	Fine Arts	2	2	2	1	Section meets goals.
Class P	Language and Literature	2	2	2	2	Acquire more updated resources on PN1600-3307 Drama as it relates to Christian worship. Weed older materials that have never circulated.
Class Q	Science	1	0	0	0	Majority of materials in this section have never circulated. Weed and deprioritize acquisition.
Class R	Medicine	1	0	0	0	Current materials in this section have never circulated. Weed and deprioritize acquisition.
Class S	Agriculture	0	0	0	0	Out of scope for collection.
Class T	Technology	0	0	0	0	Out of scope for collection.
Class U	Military Science	0	0	0	0	Out of scope for collection.
Class V	Naval Science	0	0	0	0	Out of scope for collection.

LC Classification by Class/Subclass	Class/Subclass Titles	CL	AC	GL	PC	Comments
Class Z	Bibliography, Library Science, Information Resources (General)	1	0	0	0	Section only features 10 unique items. 9 of those items have never circulated. Weed and deprioritize acquisition.
REF	Print reference materials	4	0	2	4	Print reference materials are rarely used due to distance learning environment. Reallocate majority of reference collection to circulating collection. Weed outdated materials. Preserve rare materials. Purchase electronic reference materials in lieu of print.
Magazine and Periodicals	Print magazines and periodicals	3	0	3	4	Print magazines and periodicals are all donations, and were recently evaluated and weeded. They are currently not cataloged in the collection. Create a catalog summary record for each magazine and periodical in collection to raise awareness of these resources. Prioritize electronic database over purchasing print copies.
THESIS	IWS Print Thesis Collection	5	5	5	5	IWS doctoral theses. Prioritize preservation as the official archive of the Institute's scholarship.
Electronic Resources	Description	CL	AC	GL	PC	Comments
eBooks	eBooks offered through concurrent access in EBSCO. Encompasses all LCC classes and subclasses.	3	4	4	4	Prioritize growth for distance learners. Need more biblical commentaries written in the last 20 years and reference materials to supplement doctoral-level research.
Atla Religion Database with AtlaSerials PLUS	Atla Religion Database with AtlaSerials PLUS	4	4	4	1	This database is the largest index and collection of theology and religion journals. Continue to subscribe for doctoral-level research.
eTHESIS	Electronic copies of IWS doctoral theses	5	5	5	5	IWS doctoral theses. Prioritize preservation as the official archive of the Institute's scholarship.
eDoc	eDocuments housed in Populi Library.	2	2	3	2	Includes non-IWS theses purchased from TREN. Continue to add 70 free documents each year to expand access to other theses.

Analysis of Collection By Format

Print Books

The IWS Library's collection of print books includes hardback and paperback books. Print books are generally focused on Christianity, Bible commentaries, worship studies, Biblical studies, practical worship guides, ethnodoxology studies, doctrinal theology, practical theology (including worship), and Christian denominations. Self-published print books written by IWS alumni and faculty may also be included in the print book collection. Course reserves are a subset of the print collection; one copy of required course readings and accompanying materials will be acquired and kept on Course Reserves for student and faculty review and use during on-campus intensive sessions. Print books can be checked out by any student attending during the on-campus intensive sessions, but print books can only be mailed to students in the United States due to budget limitations.

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. In addition, free Internet resources that complement the curriculum may be selected and listed on the library website. The library currently subscribes to the Atla Religion Database with AtlaSerials PLUS, purchases eBooks on EBSCO, and lists access to other free and open access resources via the library Additional Resources page. In addition, some electronic materials are password protected and offered through the library catalog via Populi Library, including PDFs of IWS theses and other theses and papers purchased through the Theological Research Exchange Network (TREN). eBooks on EBSCO are available via concurrent access and do not officially check out to patrons.

Music Scores & Hymnals

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

The IWS Library does not collect the following:

- Movies and Entertainment
- Audiobooks
- Musical Recordings (unless included with relevant music scores or worship recordings created by IWS faculty, staff, students, board members, and/or alumni)
- Large Print Books
- Textbooks, workbooks, or work manuals
- Print serials/periodicals

Reciprocal Borrowing, InterLibrary Loan, & Library Partners

The IWS Library participates in various partnerships and programs to offer access to resources outside of the IWS Library. The ACL Reciprocal Borrowing Program is a cooperative agreement through the Association of Christian Librarians that provides IWS students, staff and faculty with on-site borrowing privileges at over 83 libraries at Christian seminaries, colleges and universities in the U.S. Borrowers must obtain an Authorization Form from the IWS Librarian to take to a participating library near their home. Privileges must be renewed annually. The IWS Library also participates in the ACL Interlibrary Loan (ILL) Service, which is the library's primary source for ILL materials.

IWS also participates in the ATLA Reciprocal Borrowing Program. This cooperative agreement enables IWS students, staff, and faculty to check out materials on site at over 140 participating libraries in the U.S., U.K., and Canada, free of charge. Borrowers must follow the rules of the participating library in their area to apply for lending privileges. The program does not include access to inter-library loan or off-site access to other libraries' electronic resources.

Current IWS students and faculty are granted access and borrowing privileges at the Gordon-Conwell Theological Seminary (GCTS) Jacksonville campus subject to GCTS library policies, at no charge. These privileges allow IWS students to borrow up to 10 books for up to 4 weeks from the GCTS libraries. Students will need to provide valid identification, and call GCTS in advance to confirm that library staff are available to assist them with setting up an account.

Intellectual Freedom Statement

The IWS Library recognizes and celebrates that the freedom to worship has historically been tied with the freedom to read. The IWS Library supports and upholds the American Library Association's Library Bill of Rights within the purview of the IWS mission to form servant leaders in Christian worship renewal and education through graduate academic praxis, grounded in biblical, historical, theological, formational, cultural, and missiological reflection in community. Materials in the IWS Library collection may not always align with traditional orthodox Christian faith, practice, or doctrine in an effort to provide diverse materials for the purposes of scholarly, academic study related to subjects that may intersect with Christian worship. Please note that the IWS Library does not make library exhibit spaces or meeting rooms available to the public.

The ALA's Library Bill of Rights may be viewed online at the following link: American Library Association (2006, June). *Library Bill of Rights*. <https://www.ala.org/advocacy/intfreedom/librarybill>

Reconsideration & Complaint Procedures

The IWS Library takes complaints and requests for reconsideration of materials seriously. All complaints will be handled and conducted in an atmosphere of Christian caring, integrity, and respect. If anyone has a complaint regarding a library resource, a request to speak to the Library Director must be emailed to the IWS Library at library@iws.edu. The IWS Library Director will either set up a time to speak with the patron online or over the phone, or respond to the patron in writing via email, whichever the patron prefers, to discuss the library's collection policies and intellectual freedom statement.

If the patron still has a complaint after initially communicating with the Library Director, the patron may fill out a reconsideration request form. The reconsideration request form can be found in Appendix C. The patron must submit the completed reconsideration request form via email to the IWS Library at library@iws.edu. The reconsideration request form will be reviewed by the IWS Library Director, Academic Dean, and President. A formal decision will be made after reviewing the resource and the library and Institutes' procedures and policies. The final, official response from IWS will be emailed to the patron within 90 business days of the library receiving the reconsideration request form.

Collection Maintenance & Weeding

The IWS Library collection is maintained and weeded regularly by library staff on a monthly basis. Due to the nature of IWS, library staff are not present in the library every day. To ensure collection maintenance, weeding, and integrity, every five years a full inventory of the physical collection will be performed. Inventory will take place in conjunction with the collection development policy reassessment performed every five years. The inventory will include the identification of lost or missing items, materials needing repair or replacement, and potential candidates for weeding.

Items selected for withdrawal should also be reviewed for rarity and/or potential resale value. Removed items should be placed in the book sale to collect proceeds to benefit the library's purchase of future materials or offered to used book sellers if the resale value is high. The item may be disposed of if library staff determine the item's condition is poor. Care should be taken to protect and retain materials in special collections such as the Webber Collection.

Items are weeded, or removed from the collection, according to the following criteria:

- Value to the collection/community
- Duplication
- Physical condition
- Format
- Outdated/misleading information
- Availability of updated material, especially online/accessible materials
- Availability at partner institutions
- Circulation
- Shelf space
- Unused, unneeded volumes of sets

Gift Policy & Procedures

The IWS Library welcomes the donation of resources that contribute to and support the curricular activities of the IWS community. Materials that are donated to the library become property of the library. The library cannot accept materials with restrictions on their use or disposition. Donations will be evaluated in accordance with this collection development policy. 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 new materials. Donated materials that do not sell in the book sale may be discarded.

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. If you are interested in donating funds online, please use the following link and input Library in the comment field: <https://iws.edu/support/now/>

Due to limited funding, material donations contribute significantly to the growth and currency of the print collection. The library reserves the right to decline gifts of materials that do not fall within the scope and focus of Christian worship and 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.

All donations of materials or funds to the IWS Library will be acknowledged with a letter of receipt for tax purposes. Please note that the library cannot assess the value of material donations.

Replacements

Worn, damaged, or lost materials will be individually considered for replacement based on cost and value to the collection. Library staff reserve the right to not replace worn, damaged, or lost materials if the material falls into one of the criteria listed in the Collection Maintenance and Weeding section of this policy. The library will always attempt to replace a print copy with an eBook to better serve overseas students and the distance learning environment. Lost books will be billed to the student at the cost of replacement with a new or used copy in good condition plus an administrative processing fee of \$10 per book. Students must resolve any lost books with the library before graduation.

Special Collections

Webber Collection

The Webber Collection is comprised of over 600 print books that belonged to worship theologian and IWS Founder Robert E. Webber (1933-2007). The print books contain his personal, hand-written notes. These include books written by Webber, as well as books written by other authors that Webber found important. This collection has a specialized call number within the IWS Library of WEB and is only available for in-library use.

IWS Print Thesis Collection

Two print copies of every IWS doctoral thesis published are collected and available for in library use during the January and June on-campus intensive session. Print IWS theses do not circulate due to their nature as the official archive of the Institute's scholarship. Electronic PDFs of IWS theses are password protected and available for current students, faculty, and alumni to access through the library catalog via Populi Library.

Congdon Music Collection

Rev. George K. Congdon (1904-1983) was a missionary with the Rural Evangelistic Mission, and with his wife Florence Congdon, served Native Americans of the Navajo tribe in New Mexico for nearly 50 years (1934-1983). Rev. Congdon would provide hymns translated into the Navajo language and printed on the printing press he had acquired for the mission station. Over the years he amassed a collection of over 150 hymnals and songbooks for Christian worship and mission meetings, most published between 1890 and 1950, which are now part of the IWS special collections. The songbooks are kept in acid free envelopes to ensure preservation.

David Witt Hymnal Collection

David Witt (1941-2014) was a strong supporter of IWS, serving as the vice chair of the Board of Trustees, chair of the Audit Committee, a member of the President's Advisory Council for Excellence and as organist for the convocations and commencements. This collection includes a broad range of over 40 hymnals published primarily in the first half of 20th century, and encompasses a variety of Christian denominations.

Hugh T. McElrath Collection

Hugh T. McElrath (1921-2008) was a prominent scholar and church musician who taught hymnology at the Southern Baptist Theological Seminary. McElrath owned a winter home in Penney Farms, Florida. His collection includes hymnals, songbooks, and books on hymns published during his lifetime. Many items in the collection feature hand-written notes by the author which include his name, date of purchase, and location where he acquired the material.

Appendices

Appendix A: Student Focus Group Questions & Responses

1. What do you like about the library?

Responses included that library staff was friendly, quick and helpful. Students liked that the library was available year round, even when they were on a break. Students appreciated that the librarian prepared books on hold and students could have their books checked out for up to a year as needed by their extended track program. One student remarked that a recent change of policies in extending checkout dates to the next intensive session, rather than mailing books back before the intensive session, was beneficial to their studies. One student commented that they appreciated the reminders of when to send books back and when books were due. Another student commented on the comfortable environment of the physical library.

2. What is missing from the library?

One student commented on desiring a streamlined search function, since there are currently two separate places to search for materials in the catalog and in a database. Another student commented on the limited number of scholarly articles available through the library electronically on highly specific worship topics. Another student mentioned that alumni access would be beneficial. One other student mentioned that the font size on the IWS website, which affects the library website, in general was small and difficult to read.

3. What supplemental library resources would you like to see for your particular course?

Reponses included the need for a live library session post new student orientation. The students mentioned that the New Student Library Orientation is helpful, but since students are also adjusting to a new environment, they would like a new refresher after the initial instruction. Students suggested either offering a time outside of class for the library to host information, or for the librarian to come again later in-person during the intensive session during the students' class. Some students also commented on the student center and its need for an updated printer so they could print more easily for various course assignments throughout the intensive week.

Appendix B: Faculty Focus Group Questions & Responses

1. We've learned a number of faculty do not use the library because they are not familiar with what is available and not knowing how to start. For those of you who are using the library, can you share with the group what you use and how it has been most useful.

One faculty member responded that they use the library for show and tell, namely that they check out resources that are available in the library to show in their class. Another faculty member commented on how they do not have to bring print resources to each intensive session because the library offers course reserves to check out instead. Another faculty member mentioned using the library for research, noting that a book that was rare and useful for their research area was available in the IWS Library. Four other faculty members discussed how essential eBooks on EBSCO and Atla Religion Database with AtlaSerials PLUS was for their classes. Two other faculty members responded that they use the library to locate theses for doctoral students. Another faculty member commented on the usefulness of a copyright document the IWS Library created.

2. How does collaboration need to work between the librarian and faculty? (Example: students often have questions about citation and reference management.)

One faculty member discussed that they do not want to dictate to students what citation manager to use, so long as it works for the student. The faculty member suggested the librarian join the Research module in Canvas to better understand student requirements and how the library could align its resources with those requirements. Another faculty member discussed potential collaboration with the required writing course students must take.

3. Based on our review of current services and the student's feedback, we are looking at creating a Canvas module for the library. Does anyone have any concerns about this?

Faculty voiced positive responses for this effort.

4. Are you connected to any international schools that may have resources or know of alumni who are potentially connected with libraries overseas?

Faculty did not voice any schools or alumni immediately, but the librarian will be following up with faculty via email at a later time to further explore this question due to time constraints.



Appendix C: Reconsideration Request Form

The IWS Library has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. An alternate print form is available upon request. If you wish to request reconsideration of a resource, please email the completed form to the IWS library director at library@iws.edu.

Name: _____ Date: _____

Phone: _____ Email: _____

Do you represent yourself or an organization? Please select: _____

If you represent an organization, please list the name of the organization below:

1. From the dropdown menu, please select the type of resource on which you are commenting:

If other, please describe the resource: _____

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? Yes No

If no, what sections did you review? _____

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

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