LIBRARY COLLECTION DEVELOPMENT POLICY
Nicholson Library
(Original 2018; Reaffirmed 2022)
Updated and Endorsed by Library Advisory Council 2024

This Collection Development Policy serves as a guiding document in aligning the Library's resources with the information needs of the University' curriculum and research projects and with institutional plans for the future growth of the University. We collect, organize and deliver a rich and diverse array of resources in a variety of formats. Reflecting the University's liberal arts tradition, we do not attempt to be comprehensive in our coverage of any specific academic discipline but work towards a balanced collection that meets the wide-ranging information needs of each discipline. We seek to uphold the tenets of intellectual freedom, that is, the right to access information that reflects a diversity of thought and ideas without censorship, even when those ideas are controversial.

We believe that the building of a library collection is best achieved when it is a partnership between faculty librarians and teaching faculty. Faculty librarians and teaching faculty members, together, contribute in both unique and significant ways when selecting library materials for purchase. Teaching faculty members bring subject expertise, curriculum-specific knowledge, and awareness of instruction, study and research needs. Faculty librarians also bring subject expertise as well as collection-building skills, knowledge of resources, use of resources, and familiarity with collection development issues.

The library acquires materials for its collection in a variety of ways, including:
- Purchase of materials;
- Materials loaned from faculty for course reserves;
- Digital access subscriptions, with no permanent rights to the materials;
- Short-term loans of materials to single users, from other libraries or through temporary or token access provided by publishers or other distributors; and
- Gifts (see Gifts section of this document).

The following criteria are considered in assessment of quality and suitability of potential resources:
- Appropriateness of the resource for university-level study;
- Recommendations from the teaching faculty;
- Reviews in professional library publications, scholarly journals, trade journals, and other discipline-specific publications;
- Award-winning designations;
- Reputation of the author, issuing body, or publisher;
- Strength of present holdings in the subject;
- Strength of present holdings by the same author or issuing body;
- Likelihood of future obsolescence, i.e. traditional annual-edition textbooks; and

- Format of item for most effective student use, i.e. Print vs. eBook.

Budgeting for Collection Development

Budget amounts are divided by individual print and eBooks, periodical subscriptions, audio-visual materials, databases, eBook package subscriptions, and binding. Many libraries choose to divide the budgeted amounts for these resources into departmental allocations, often using some kind of formula to determine how much to allocate to each. This practice is not followed with the Nicholson Library resources. Together with the teaching faculty we work towards building and maintaining a balanced collection of resources; subject-area spending is monitored throughout the year. Though often some disciplines or subject areas will receive greater attention in a given year in areas of permanent title purchases.

Consortia & Association Memberships

A library consortium is a group of libraries who partner to coordinate activities, share resources, and combine expertise. Participation in such groups allow the individual library to realize not only fiscal savings but also broad collection depth and collaborative, cross-disciplinary cooperation. The Nicholson Library is a member of the following consortia and associations –

Private Academic Library Network of Indiana (PALNI) – 24 institutions (2024); support deep collaboration for library and information services

- Anabaptist Mennonite Biblical Seminary
- Anderson University
- Bethel College
- Butler University
- Christian Theological Seminary
- Concordia Theological Seminary
- DePauw University
- Earlham College
- Franklin College
- Goshen College
- Grace College and Theological Seminary
- Hanover College
- Huntington University
- Manchester University
- Marian University
- Oakland City University
- Saint Mary-of-the-Woods College
- Saint Mary's College
- Saint Meinrad Seminary and School of Theology
- Taylor University
- Trine University
- University of Indianapolis
- University of Saint Francis
- Wabash College

Academic Libraries of Indiana (ALI) -- an organization representing all (66) Indiana academic libraries in accredited non-profit institutions of higher education (2024).

American Theological Library Association (ATLA) – a professional association providing support of theological and religious studies libraries and librarians.

Sharing of Materials

The library has Interlibrary Loan (ILL) borrowing and lending commitments in place with other libraries and expedited borrowing and lending with Indiana academic libraries, especially with PALNI Libraries. These consortial arrangements enable the library to spread its funds further, and still guarantee Anderson University faculty, staff and students access to needed resources. When evaluating whether to purchase an item, the library will consider the number of partner libraries already holding that item. In addition to traditional ILL borrowing, the library works with several limited-scope borrowing networks:

- PALShare program. Registered students, faculty, and staff from all 24 PALNI schools have the ability to check out materials from any of the 23 other schools. Borrowers can request holds on items at other libraries, which will be delivered to the borrower's school. Items will be ready for pick up in approximately 5 business days.
  - Circulation period for returnable,-print items (transit not included) is 60 days.
  - Circulation period for circulating audiovisual items (transit not included) is 14 days.
  - There are no renewals for returnable, non-media items and circulating media items.
  - Non-media items may be recalled by the loaning library.
  - Fines and Fees: lending library will bill borrowing library $75 per lost item.
- ALI Reciprocal Borrowing Agreement. Patrons of any Indiana academic library may obtain an ALI card from their affiliated library and take to another ALI library to borrow print materials in-person.
- ATLA Reciprocal Borrowing Agreement. Patrons of enrolled ATLA-member libraries may obtain endorsement from their affiliated library and borrow print materials from other ATLA-member libraries. This is especially beneficial to SOTCM online students who happen to be geographically located near another seminary.

There are limitations to dependence on borrowing of materials from other libraries. Most academic libraries will not readily lend traditional textbooks through ILL for the same reasons Nicholson Library does not prioritize collection of these items. Additionally, there is no current mechanism for access to eBooks via ILL through other libraries. Nicholson library has access to many eBooks through subscriptions with limited-sharing licensing agreements. As a result, the library neither borrows nor lends eBooks, but will borrow/lend an electronic copy of a limited portion of an eBook, i.e. 1 chapter.

The reciprocal sharing agreements with consortia lend within compliance to copyright law, and the Nicholson Library is no exception. Two important components of copyright law

allow the library to share materials: the first sale doctrine and the fair use principle. The first sale doctrine of copyright law allows the library as owner of the physical materials to share those physical copies without concern of copyright infringement. The fair use principle of copyright allows sharing of limited sections of electronic resources including ebooks and journal articles. The fair use principle is a guideline rather than a rule, leaving each fair use claim up to individual evaluation and interpretation. Librarians tend to err on the side of caution when lending electronic resources. For eBooks, the library usually only lends one to three chapters or less than 20% of the book. For electronic journals, the library will lend only one article from the same issue at a time, and borrow no more than five articles from the same journal before purchasing individual articles or a subscription.

Open Access, OER, and AER

The library recognizes that patrons experience varying degrees of information privilege, a term for the concept that the knowledge or ability to access information can be influenced by the person's status, income, or opportunity. In an effort to promote equity in information privilege, the Library supports the use of Open Access materials (OA), Open Educational Resources (OER), and Affordable Educational Resources (AER). OA titles and collections, including items in the public domain, are evaluated for relevance and quality, and linked in the Library discovery interface. Non-purchased copyrighted works and collections (i.e. Internet Archive) are shared to the limit allowed through a reasonable and conservative Fair Use claim.

To reduce textbook costs for students, Librarians will assist in searching and evaluating Open Educational Resources (such as OER textbooks) as well as Affordable Educational Resources (such as Library or institution-funded paid resources). Special consideration will be given to expending Library collection development funds for paid resources identified by teaching faculty for assigned reading in courses. While it might make sense to otherwise buy three print titles for $150, those funds would be viewed as well-spent if the result was a single eBook that allowed textbook access for a course full of students.

Collection Evaluation

The function of collection evaluation is to maintain a quality, well-rounded collection through identification of strengths and deficiencies, so that intelligent management decisions may be carried out. Evaluation and deselection are ongoing tasks. The faculty and librarians, together, are responsible for collection evaluation, selection and deselection.

A key question in evaluation is, "Do the Library's collections, in conjunction with discovery tools and delivery services, meet the needs of the students, faculty and staff?" Professors constantly shape the collection to support teaching and learning. Teaching Faculty evaluate student use of library resources in papers, projects and presentations submitted for grading. Students may provide feedback about the library and its collections during instruction evaluations and on other occasions, or at their own instigation. As well, review of the resources will include –
- Yearly reviews of usage of e-resources, and associated cost-per-use

- Analysis of each call number range for deselection considerations at least once every ten years
- Reviews, at least once every five years, of usage of other types of materials, including reference books, periodical subscriptions, and government documents

The library may produce reports about the collection holdings, use and/or comparison reports with holdings of other libraries. The library's holdings should largely complement rather than duplicate the holdings of consortial partner institutions unless usage frequency suggests a need for multiple copies.

The library sometimes deselects material and/or ends subscriptions to print and digital content. These decisions are based on the following factors:
- Usage
- Cost
- Relevance to the current curriculum
- Duplication
- Importance to the discipline(s)
- Holdings of other libraries
- Availability in a stable digital resource
- Faculty recommendations
- Superseded editions
- Condition of material

Disputed or Challenged Materials

Patrons of the library may become aware of library materials that they believe to be inappropriate, offensive, or unwarranted for the collection. In these situations the patron may follow the processes below to challenge the item and petition for its reassignment or removal from the library collection. The library will only respond to challenges from patrons from certain categories: Enrolled undergraduate or graduate students, current faculty or staff members, current Board of Trustees members, community members who are official advisors or committee members on university committees or projects.

Materials Challenge Process:
1. Patron will write a letter to the Library Director noting the specific item(s) in dispute and articulating the reason for the challenge and a recommended remedy. The Patron letter should include return contact information, including an email or postal address.
   a. The Library Director will respond to the patron within 10 business days of receipt of the challenge letter, noting the decision of the Director, and may include a statement of rationale for the decision. The Library Director's decision will be guided by the principle of intellectual freedom, criteria for materials selection and evaluation noted in the Collection Development Policy, and other extenuating circumstances and contexts. A copy of the responding letter to the patron, along

with the original Challenge letter, will be sent to the University Provost and members of the Library Advisory Committee.

2. Patrons who are unsatisfied with the responding letter from the Library Director may write an appeal letter to the Library Advisory Committee. This letter should be delivered to the Theology Librarian, who is a sitting member of the committee.

    a. The Theology Librarian will share the appeal letter with the committee, and will work with the Library Director to call a meeting of the committee to discuss and decide on the challenge appeal. The Library Director may attend the meeting to discuss the appeal, but will not vote on the resolution. A majority vote of the committee will conclude the appeal. The Theology Librarian will respond to the patron within 25 business days of receipt of the appeal letter, noting the decision of the committee, and may include a statement of rationale for the decision. The committee's decision will be guided by the principle of intellectual freedom, criteria for materials selection and evaluation noted in the Collection Development Policy, and other extenuating circumstances and contexts. A copy of the appeal response letter to the patron, along with the original challenge letter, response from Library Director, and appeal letter, will be sent to the University Provost and Library Director.

Gifts

Gifts can be a valuable aspect of collection building and they are welcomed with the proviso that there be minimal restrictions as to the use of the gift. Gift items are evaluated for suitability of inclusion into the collections and, if already owned or found unsuitable, may be exchanged, sold, or otherwise passed on at the discretion of the librarians. Monetary gifts restricted or assigned to the purchase of library books or other materials will be utilized in a manner that conforms to the same principles and expectations applied to use of institutional dollars. A document outlining guidelines for donation of materials to the Library is available on the library website for ease of reference for library staff and any potential donors.

The library cannot make appraisals for tax or other fiduciary purposes; the donor is responsible for appraisal. However, the Development Office will provide a receipt acknowledging the amount of a monetary gift, or gifts in kind after the appraisal is completed. When no appraisal is required, the Library will provide acknowledgement of the gift.