

COLLECTION DEVELOPMENT POLICY AND PROCESS

TURPIN LIBRARY
DALLAS THEOLOGICAL SEMINARY

Rev 11/2014

In supporting the mission of Dallas Theological Seminary, the library aims to assist DTS faculty, students and staff in their teaching, learning, research, and course-related ministry, by providing information resources and databases, instruction in research methods, reference assistance, study facilities, and media production resources. Secondly, as time and resources permit, the library may also provide limited theological research assistance to the general public for non-commercial endeavors.

The library provides access to information by purchasing resources for its own collection, by leasing temporary access, by using inter-library loan and borrowing agreements with other libraries, and by supplying network infrastructure and authentication mechanisms to connect to Internet resources. This document guides selection of information resources and summarizes some selection procedures.

General Selection Guidelines

What do we collect?

Goals and Priorities

We select information resources useful in supporting our degree programs and achieving our mission primarily according four sub-goals, prioritized one through four: 1) to support every aspect of the curriculum; 2) to support faculty research and instructional preparation; 3) to support practical ministry, spiritual growth, and personal development; 4) to document Christian thought as it touches on theology and ministry. Subject matter is often the most important component in determining whether a resource is likely to be “useful” in furthering these goals.

Subject Matter

We select widely and deeply in our core fields of study, focusing on biblical and theological studies and practical ministry from a conservative Protestant perspective, but also documenting the historical, confessional, and socio-cultural diversity of the global Christian tradition while remaining attentive to the broader world of religious studies. We selectively acquire resources that lie outside our curricular parameters, representing disciplines useful to theological research and ministry such as linguistics, philosophy, education, psychology and social sciences; selectively documenting major cultural ideas, worldviews, and movements that support or challenge evangelicalism; selectively documenting general social and human problems pertinent to ministry; and responding to the general reading interests of the seminary community. Appendix One lists collecting intensity for specific topics.

Scholarly, Vocational and Popular Materials

We collect scholarly, practical, and popular works. The majority of items we select are scholarly materials (i.e., technical materials written by scholars for other scholars). We also select works which provide practical vocational preparation for non-academic ministries. We collect popular works which reflect current issues or have made a big impact on culture, public opinion, or the practice of ministry.

Use Patterns

Demonstrated demand is an important selection criterion. The library attempts to tabulate use of materials (circulation, online downloads, in-house use, holds, interlibrary loan requests, purchase requests) by topic. We select resources to meet areas of proven demand, and we systematically acquire additional copies of high-use items. We may also add high-use resources to reserve and reference collections.

Languages

To support advanced research and doctoral programs, we collect primary sources in many languages, ancient and modern, but for secondary sources we strongly prefer English language materials. We acquire secondary sources in German, French, and Spanish (in that order of preference) selectively and only if they contain unique scholarly content or are otherwise essential. We seldom acquire secondary literature in other languages. However, the seminary teaches a few courses in some languages other than English (only CGS courses in Chinese at this point) and the library maintains very small collections of basic works in those languages.

Media, Formats, Online Resources

We strive to minimize the variety of media, formats, carrier agents, and delivery mechanisms, preferring print and modern digital technologies instead of microform or older AV technologies.

We aggressively collect ebooks, ejournals, databases and online resources. We prefer online digital resources instead of digital resources that are transported by physical carrier media such as DVD or CD discs. We may purchase both print and online versions of the same resource. We seek to avoid digital materials controlled by cumbersome and restrictive digital rights management technologies or tied to proprietary vendor technologies.

Ownership vs Temporary Access to Online Resources

We prefer ownership or perpetual access of high-priority, high-use resources rather than limited-term access (subscribing/leasing). We do, however, sometimes lease materials because it tends to have a low initial cost, provides flexibility, and is sometimes the only option.

Predefined Vendor-selected Packages of Online Resources

We do selectively purchase heavily discounted pre-defined packages of online resources even though those packages may include many items which do not conform to our selection policy. The vendors determine the content of the packages. We seek to determine the portion of a package which conforms with collection policy and the cost per "conforming item."

Cost

The library seeks to spend in a responsible manner, and may decline to purchase a very expensive resource even if it is very relevant and very good quality. The library requires extra justification to purchase books or journals which cost more than \$400 per volume.

Juvenile Literature

To assist child rearing, we maintain a very small collection of wholesome fiction and non-fiction material for children grades K-6. We also maintain a very small Christian education curriculum lab primarily for children grades K-6.

Special Collections

The archival collection includes institutional papers, presidential and professorial papers, and other materials closely linked to the seminary's history. The modest collection of rare books reflects our theological heritage and curricular interests, particularly dispensationalism. The library welcomes donations but we do not routinely purchase material for the archives or rare book collection.

Branch Campus Collections

All extension sites rely on the Dallas collection and the online collection. The Houston branch has a small collection consisting of basic works, reserve materials, and high-use materials. Funding for the Houston collection is separate from funding for the main Dallas collection.

Ideological Diversity, Open Access, Filtering and Confidentiality

We aggressively strive to represent a broad range of viewpoints, including criticisms of our evangelical tradition. Inclusion of an item in the collection does not imply endorsement or agreement. In the interest of intellectual freedom, all faculty, students and staff have open access to the complete collection (other than restricted archival documents), and borrowing records are confidential. However, Internet filtering software issues a warning before displaying certain content such as suspected pornography, and the juvenile collection is limited to wholesome and age-appropriate materials.

Responsibilities and Procedures

Who builds the collection, and how?

Responsibility for Selection

The library director is responsible for building the collection and has final authority in selection decisions. Faculty members bear a responsibility to assist in seeing that the collection, particularly in their respective areas of expertise, responds to curricular needs and emphases. However, in practice, the collection development librarian selects most items purchased by the library. Other library staff assist, particularly reference staff. Both Dallas personnel and branch personnel are authorized to select materials for branches.

Identification of New Publications

Library staff monitor publishers' catalogs, announcements, bibliographies, notification slips, vendor approval plans and other sources to identify materials for acquisition. The library places blanket orders and standing orders for some series and reference works. Staff consult scholarly review sources, but often the library needs to obtain resources long before reviews are published. Staff occasionally use reprint and used-book databases when there is a need to retrospectively strengthen specific subject areas.

Identification of Areas of Need, Opportunity, or Demand

Staff periodically examine the course catalog and syllabi, giving particular attention to new offerings. The collection development librarian periodically canvases the faculty concerning changing needs and their perception of overall collection strengths and weaknesses. Faculty are encouraged to submit requests at any time. Interlibrary loan records are monitored for collection gaps. All lost and long-missing materials are reported to the collection development librarian who considers replacement. Students and staff are invited to request specific items for acquisition. We encourage continuous feedback via special request and comment forms, and through occasional surveys administered by the library staff.

Staff use WorldCat and the ATLA religion database to compare DTS holdings with other institutions and with the universe of published or reviewed material by topic and call number ranges. We use ATS and ATLA statistics to compare expenditure levels and collection size with peer institutions and to track historical trends. We use circulation statistics and reports from database vendors to identify low-use and high-use items and subject areas. Staff randomly check new scholarly bibliographies to determine what percentage of items DTS owns and to identify needed materials. Expenditures are categorized and tabulated in several ways including by broad subject area and material type, by branch location, and by special collection. Need, demand, and opportunity are matched to expenditure levels. All this information is used to guide selection decisions and budget requests.

Gift Policy

Materials donated to the library may be added to the collection if they meet the same selection criteria as purchased items. The library will not place restrictions on gifts, and they will be integrated into the general collection. Donated materials that are not added to the collection will, at the discretion of the librarian, be exchanged, sold, given away, or discarded. The library does not appraise or estimate the market value of gifts. Gift books should be delivered to the seminary; we do not ordinarily pay for shipping but exceptions are possible.

Weeding

Materials may be considered for withdrawal from the collection for a number of reasons including the following: item is badly deteriorated; item no longer matches collection policy; item is obsolete or has been superseded by more current, comprehensive or useful resources; item is not in demand; item has little unique information. Before weeding, the library may check to determine if the title is owned by other libraries or is available for purchase or for free via Internet. The library may seek to make a preservation copy, perhaps in digital format.

Appendix One: Collecting Intensity by Topic

The following intensity levels apply to various segments of the Turpin Library collection. The number of the level will be used throughout the classification outline on the following pages.

1. Minimal Level. A subject in which few selections are made beyond very basic works.
2. Basic Level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It may include major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.
3. Study Level. A collection which is adequate to support graduate course work, that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.
4. Research Level. A collection which includes the major published source materials required for dissertations and independent research at Dallas Seminary, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also aims to include all important reference works and a wider selection of specialized monographs, as well as a very extensive collection of journals.

NOTE: the most intensive level of collecting is the Comprehensive Level, in which a library aims for an exhaustive collection of all significant works of recorded knowledge in a defined field. Turpin Library does not attempt to collect at this level.

NOTE: Levels 3 and 4 can be further divided into decimal 1 (basic) and decimal 2 (advanced). For example, 3.2 is advanced study level.

| CLASSIFICATION | COLLECTING LEVEL |
|--|---------------------|
| A General Works | 1 |
| B-BJ Philosophy & Psychology | 2.2 |
| BL Religions, Mythology, rationalism | 2.1 |
| BM Judaism, except: | 2.2 |
| 160-178 Ancient Period | 3.2 |
| 487-488 Dead Sea Scrolls | 3.2 |

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|----|--|-----|
| BP | Islam, Bahaism, etc. | 1 |
| BQ | Buddhism | 1 |
| BR | Christianity: | |
| | 1-85 Collections, Patristics | 4 |
| | 95-139 Philosophy & Psychology of Christianity | 2.2 |
| | 140-1689 Church History | 3.2 |
| | 1690-1725 Christian Biography | 2 |
| BS | Bible: | |
| | 1-399 Texts and versions | 4 |
| | 410-680 Works about the Bible | 4 |
| | 701-2970 Bible commentaries & criticism | 4 |
| BT | Doctrinal Theology | 4 |
| BV | Practical Theology: | |
| | 1-589 Worship | 2.1 |
| | Ecclesiastical theology, except | 2.2 |
| | 1450-1 583 Christian Education | 3 |
| | 2000-3799 Missions & Evangelism | 3.2 |

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|------|---------------------------------|-----|
| | 4000-4470 Pastoral Theology | 3.2 |
| | 4485-5099 Christian life | 3.2 |
| BX | Denominations & Sects: | |
| | 1-189 Eastern Churches | 2.1 |
| | 200-750 Orthodox Eastern Church | 2.1 |
| | 800-4795 Roman Catholic Church | 2.2 |
| | 4800-9999 Protestantism | 3.2 |
| C | Auxiliary Sciences of History | 1 |
| D-DR | History, General & Old World | 1 |
| DS | History of Asia, except | 1 |
| | 36-99 Near East | 2.2 |
| | 101-154 Israel & Jordan | 3.2 |
| DT | History of Africa, except | 1 |
| | 43-154 Egypt | 2.1 |
| E-F | American History | 2.1 |
| G | Geography, Anthropology | 1 |
| H | Social Sciences, except | 1 |

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| | HQ Family, Marriage, Sex | 3.1 |
| J-K | Political Science & Law | 1 |
| L | Education | 2.2 |
| M-N | Music, Fine Arts | 1 |
| P | Philology & Linguistics | 2.1 |
| PA | Classical Languages, except | 3 |
| | Materials related to New Testament Greek | 4 |
| PC-PE | Romance, Germanic, English Languages | 1 |
| PJ | Oriental Languages, except | 2.2 |
| | Biblical Hebrew | 4 |
| Q-R | Science, Medicine, except | 1 |
| | RC 435-571 Psychiatry | 2.2 |
| Z | Bibliography, Library Science | 2.1 |