Golisano Library

ROBERTS WESLEYAN COLLEGE
&
NORTHEASTERN SEMINARY

Collection Development Policy

February 2018

B. THOMAS GOLISANO LIBRARY
Collection Development Policy

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I. INTRODUCTION

Library Mission

The B. Thomas Golisano Library supports the mission, educational goals, and curricula of Roberts Wesleyan College and Northeastern Seminary by partnering with people in information exploration. We accomplish this by providing:
- Opportunities to discover new and critical information and services;
- Service that demonstrates a commitment to Christian values;
- Collaborative spaces to enjoy.

YOUR PARTNER IN INFORMATION EXPLORATION

Collection History

Over twenty-five years after this institution was formed as Chili Seminary in 1866, a designated library was established in Cox Hall containing a fledgling collection of library materials. Forty-two years later, Ora Sprague was asked to evaluate the library's collection while working towards the New York State requirements for junior college status; this process revealed a mere 200 titles suitable for the collection and no reliable catalog to organize them. The collection was eventually transitioned into Roberts Hall and renamed the Benson H. and Emma Sellew Roberts Memorial Library in 1937.

By the time Roberts Wesleyan College conferred its first bachelor's degrees in 1951, the library collection had grown to 10,000 volumes and the Library welcomed Ora Sprague as its first credentialed librarian having earned her M.L.S. from Columbia University. While efforts in regional accreditation began to grow, the collection was expanded to over 25,000 volumes by 1960 and plans for an enlarged facility were started. In 1967 the Library joined the Rochester Regional Research Library Council as a charter member and within the year started a decade-long process of converting the organizational schema from the Dewey Decimal System to the Library of Congress Classification system.

When Northeastern Seminary opened its doors in 1998, the creation of this separate but closely aligned institution provided opportunities for the expansion of the Library's collection relating to religion and theology. By 2000 the Seminary coordinated with the Library in the hiring of a Theological Librarian for the purpose of guiding collection development for the newly established seminary.

With the 2002 announcement of a major gift from B. Thomas Golisano came plans for a newly designed state-of-the-art library facility that focused on the growing needs of the institution. A formal dedication on September 10, 2007 opened the doors of the Golisano Library to the campus community and welcomed a new age of library service at Roberts Wesleyan College and Northeastern Seminary. The Library's collection now totals over 130,000 print volumes with access to thousands of electronic serials and over 100 electronic databases.

Collection Goals
The primary goal of the B. Thomas Golisano Library collection is to provide access to relevant and appropriate information resources in support of the academic programs of Roberts Wesleyan College and Northeastern Seminary. Through the pursuit of this goal, the Library is guided by the academic curricula as well as the foundational assumptions of the College and Seminary in the areas of scholarship, spiritual formation, and service.

In support of the stated strategic priority of Roberts Wesleyan College to clarify and articulate its identity and image as a Christian college, the Library also endeavors to document the history and heritage of Roberts Wesleyan College and Northeastern Seminary.

II. INTELLECTUAL FREEDOM & COPYRIGHT

Roberts Wesleyan College, Northeastern Seminary, and the B. Thomas Golisano Library are committed to professional standards relating to academic freedom and access to information. As faculty members, the librarians are held to the professional principles outlined in the Roberts Wesleyan College Faculty Handbook (*IV. Specific Faculty Policies, Procedures, and Guidelines; A. Academic Freedom and its Protection; 1. Academic Freedom Defined, pg. 28*). The Library is committed to providing materials that represent diverse religious, social, political, and moral points of view, limiting censorship, and opening access to library materials and services to the diverse community of Roberts Wesleyan College, Northeastern Seminary, and the greater Rochester area.

See the American Library Association's website for intellectual freedom statements and policies:
- The Library Bill of Rights
- Interpretations of the Bill of Rights
- Code of Ethics
- Freedom to Read Statement
- Copyright Statement

III. BUDGETING AND FUNDING

Funding Sources
The funding for collection development comes from two distinct areas. Owned materials, such as monographs and print serials, are purchased from the Library's capital budget while electronic serials, database subscriptions, and other online-only resources are purchased from the Library's operating budget.

Budget Decision Making
In the past, a complex formula was used to determine the appropriation of funding to various program areas. This formula factored in enrollment numbers, estimated costs of book materials, program growth/strength, and other elements. Distribution of funding is centered on two major components; distribution by type and distribution by school.

Funding is distributed based on the three main formats of monographs, print serials, and electronic resources. The second distribution is based on the five schools; Arts & Humanities, Business, Natural & Social Sciences, Nursing, and Education & Social Work. Separate funding is also distributed for physical materials purchased to supplement graduate-level coursework.

The Library distributes funds between the five schools, factoring in the growth of school programs, collaborative collecting efforts, the launching of new programs, and online initiatives, while considering enrollment fluctuations. Funds are allocated by school and expenses are tracked by individual program to ensure the balanced development of the collection.

At times, the Library may divert funds to specific areas of focus when program accreditation mandates, or in other cases where additional collection development in a particular area is required.

IV. PRIORITIES AND SELECTION CRITERIA - GENERAL

Collection Priorities

The B. Thomas Golisano Library's collection development priorities are to provide access to resources that,
1) Support the curricula of Roberts Wesleyan College and Northeastern Seminary
2) Contribute to the professional development of Roberts Wesleyan College/Northeastern Seminary faculty, staff, and administration.
3) Contribute to the general and recreational interests of the institution its diverse community.

Assessment Sources to Consider

Liaison librarians should consider the following sources when assessing materials for acquisition: faculty recommendations, online/print review publications, reliable professional resources, reserves/interlibrary loan statistics, authoritative bibliographies, campus community recommendations, and comparative assessment tools (e.g. OCLC Collection Evaluation).

General Characteristics to Consider

When selecting materials for inclusion in the collection, the following characteristics should be considered: author credentials, reputation of the publisher, currency, longevity/obsolescence, cost, uniqueness or viewpoint, accessibility, physical characteristics, binding (paper, cloth, library, etc.), and availability.

Electronic vs. Print

The selection of print or electronic materials should involve the consideration of the intended program(s) of use. This would involve the consideration of on-site vs. distance learning situations, hybrid programs, non-traditional programs, and accelerated programs.

The following factors should be considered: accessibility, ease of use, differences in content, ability to search/browse, timeliness/currency, reliability/sustainability, relative levels of use, cost, and opportunities to try the resource.

V. PRIORITIES AND SELECTION CRITERIA – SPECIALIZED

Databases

Annual assessment and updating of the electronic subscriptions list is essential. Among the issues to monitor in such reviews are the following: changes in pricing structures, opportunities for consortial/cooperative purchases, changes in subscription packages, search features, coverage, usage statistics, faculty preferences, and Roberts Wesleyan College/Northeastern Seminary curricula changes.

Journals

Occasionally journal subscriptions are only available by means of direct from publisher licenses. Two of the major advantages of electronic journal subscriptions include space savings and remote access. When selecting electronic subscriptions, potential drawbacks should be considered including price, limited backfile access, and lack of perpetual access to backfiles.

Other factors involving electronic journal subscriptions include full text and partially full text databases. Before dropping print subscriptions in favor of electronic subscriptions an evaluation should be conducted to determine if the transition would cause a significant loss of access to content or delay access to content (e.g. embargo). A determination must be made to accept the potential risk of a database or vendor losing full text rights to a journal, leading to a loss of content access or increase in expenses to regain access.

Some subscription packages offer archival guarantees for their full text journals. These are safer options than full text journal indexes for backfile maintenance, but they may delay appearance of the full text by as much as five years in an effort to discourage the substitution of print subscriptions (e.g. JSTOR).

Binding of Periodicals

Binding often serves as a cost effective means for the long-term preservation of print periodicals. When determining the need to bind periodicals, consideration should be given to the longevity/obsolescence of the information and the anticipated use of the materials. The anticipated retention of a title's backfile should be considered as well when evaluating binding needs. Serials that are frequently weeded or short runs are retained should not be bound.

Reference Works

When considering reference materials available in both print and electronic format, online access is preferred. In determining the appropriate format for selection, consider remote access, internal/external linking to related resources, enhanced search features and potential updates. The need to provide an updated reference collection requires constant updating and weeding of the Library's current holdings, which means cost and space

savings should factor heavily into format selection for reference works. When selecting electronic reference materials, preference should be given to perpetual access rather than annual subscriptions.

Multimedia Resources (DVD, Blu-Ray, Video Games, Curriculum Center, etc.)

When purchasing multimedia resources, special attention should be given to the compatibility of the resource with playback equipment available within the Library. Attention should also be given to licensing requirements and availability of the resources in other formats. Librarians should be careful when selecting resources that may require legacy systems to operate moving forward (*maintenance of old systems for playback; e.g. VHS/cassette tapes*).

Graphic Materials

When selecting materials for addition to the collection that include high levels of graphic material or artwork, attention should be paid to the quality of the reproduced works in regard to visual representation. *For example, is the print edition more desirable due to the superior reproduction of works of art or is an electronic reproduction with lower quality images sufficient?*

Microforms

Due to the prominence of microform as a preservation medium combined with the high level of user resistance and low usage rates, the acquisition of microforms is not recommended. In certain circumstances the acquisition of microforms may be necessary, for example, if an online subscription is not feasible due to cost. Space constraints and management of microform readers/printers should be considered when examining microform collections.

VI. SPECIAL SELECTION ISSUES

Textbooks

The Library does not maintain a comprehensive collection of textbooks in support of course syllabi. Some textbooks may be valuable reference sources or important monographs in specialized subject areas, but most have a high rate of obsolescence and are generally inferior as library resources to the primary sources from which they are derived.

The Library is committed to collaborative efforts with teaching faculty in selecting and locating alternative texts as a means for reducing student textbook costs. However, this does not implicitly state that the Library will purchase all required course materials and textbooks. The Library recognizes the importance of purchasing selected alternative texts as a valid accommodation to differences in student learning styles and readings skills as a means for promoting diversity throughout the collection.

Multiple Copies

The Library does not customarily purchase multiple copies of a given title because such a practice inhibits the development of depth within the collection. If the anticipated

demand for the material does not materialize or is short-lived, this action wastes financial resources. When a request for a purchase involving multiple copies is received, an effort is made to explore alternative solutions before the request is processed.

Potential alternatives include making the desired item a required textbook, placing copies of key excerpts on reserve (where copyright law permits or permission can be obtained), leasing through the Leisure Reading Program, or purchasing additional titles containing equivalent information. In some cases, multiple copies will are purchased to satisfy faculty requests for reserve materials used in multiple sections of a course in a given semester, the Roberts Reads program, on-campus book club programs, etc.

Laboratory/Office Reference Sources

The Library is prepared to accommodate campus offices and laboratories that have a temporary need for library reference sources, but when such use is so frequent as to require that items be permanently housed on site, the offices or departments requiring them should purchase the items.

Music Scores

Performance scores for musical ensembles are purchased by and housed within the Music Department. However, the Library maintains collections of study scores and scores suitable for instrumental and vocal solo performance.

Non-Print Media Materials

Though rapid obsolescence of either content or medium is sometimes a concern, the various non-print media sources convey information in unique and complimentary ways and can serve as valuable library resources. The Library maintains a sound recording collection in support of the music programs as well as a video collection in support of the ongoing development of visual arts programs. The Library is open to developing additional media collections as well.

Considerations in making purchases of non-print materials will include the following:
1) Is there a rental or streaming audio or video alternative with adequate delivery quality that would be more cost-effective?
2) If the item requested is available in more than one format, is the medium requested the most appropriate in terms of cost and intended application(s)?
3) Is the content quality of the item appropriate to College or Seminary curricula?
4) Does the Library have play back equipment for the medium requested?
5) Are there any copyright issues with respect to the intended application?
6) Is the intended application such that library purchase and storage is appropriate?

Patron Driven Acquisitions (PDA)/Demand Driven Acquisitions (DDA)

Many e-book publishers offer libraries a means for increasing access to library materials while reducing overall costs. One such offering is the implementation of Patron Driven or Demand Driven Acquisition models. The Library should look favorably upon the use of PDA/DDA models for selecting e-books to ensure high levels of use for selected materials, particularly in the selection of materials that tend to be costly (e.g. nursing,

psychology, sciences, etc.) or materials for programs with a growing online presence (e.g. Northeastern Seminary programs).

Approval Orders/Approval Plans

Publisher and book dealers offer a variety of plans for sending materials to the library for a specific review period; materials not returned within the specified period are billed for purchase. Considerations when deciding whether to enter into such arrangements include the following:

1. Budgetary limitations make most blanket arrangements impractical for small academic libraries. Even for individual sets or items, it is unwise to agree to approval arrangements for items that it would not be feasible to purchase with currently-available funds.
2. Approval arrangements should be authorized by the Director of Library Services. If library purchase is contemplated, approval arrangements should be made through the Director of Library Services rather than through academic departments or individual faculty members.
3. The Library cannot be responsible for the return or purchase of unsolicited approval items.

VII. ROBERTS WESLEYAN COLLEGE ARCHIVES

The Roberts Wesleyan College and Northeastern Seminary Archives (hereinafter referred to as the College Archives) preserves the records, ephemera, and memorabilia of Roberts Wesleyan College and Northeastern Seminary and their predecessors; Chili Seminary, Chesbrough Seminary, Chesbrough Junior College, and Roberts Junior College. The items held in the College Archives are available for consultation by faculty, staff, students, alumni, and retired faculty and staff, as well as anyone unaffiliated with the college but pursuing research relevant to the College Archives' holdings. The College Archives is not an institutional repository, and its holdings are not comprehensive of the official records of the college and its predecessors.

The Library will also coordinate with the faculty and administration of Northeastern Seminary to assure that appropriate measures are in place for preservation of its institutional heritage. Although the official denominational archives are housed elsewhere, the Library also has an interest in materials pertaining to the Free Methodist Church, based on the unique historic and ongoing relationship between the College and the denomination.

Roberts Wesleyan College Records Retention Policy

1. Records created by College administrators and faculty members in the performance of assigned administrative duties are the property of the College.
2. The administrator in charge of each office, department, or committee will determine when records are no longer in active use. Such records may be discarded only with the approval of both the administrator and the College Archivist.
3. The College Archives is the official repository for records of administrative and/or historical significance.

4. The College Archivist is responsible for the identification and systematic transfer of historically relevant inactive records from individual offices to the archives.

Categories of Collecting Interest (Roberts Wesleyan College)

1. Documents related to the governance of the college and its predecessors, including but not limited to charters, meeting minutes, memoranda, and account books.
2. Documents related to the governance of departments and divisions of the college, including but not limited to meeting minutes, memoranda, and account books.
3. Documents related to student life, including but not limited to guidebooks, student newspapers, and student council minutes.
4. Publications issued regularly by the college and its components, including but not limited to yearbooks, newsletters, directories, magazines, course catalogues, and commencement programs.
5. Promotional materials issued by the college and its components, including but not limited to recruitment flyers, posters, concert programs, and press releases.
6. Memorabilia issued by the college and its predecessors, including but not limited to coffee mugs, pins, pennants, sweaters, and jerseys.
7. Documents and photographs related to the current and former buildings used by Roberts Wesleyan College and Northeastern Seminary and their predecessors.
8. Images and audiovisual representations of college life and events, in any form (photograph, painting, film reel, VHS, etc.).
9. Personal records directly related to the college and its predecessors, including but not limited to diaries, correspondence describing college life, and obituaries of alumni and faculty.
10. Records, images, and other objects of B.T. Roberts and his immediate family.
11. Other items of direct relevance to the college and its predecessors.
12. Other items as deemed fit by the College Archivist of President of Roberts Wesleyan College and Northeastern Seminary.

Free Methodist Church Collecting Interests

1. Denominational periodicals and yearbooks.
2. All editions of the *Book of Discipline*.
3. Newsletters published by conferences of the Free Methodist Church – especially those in the eastern United States.
4. Histories of the denomination or of its conferences, local churches, educational and benevolent institutions, and missions activities.
5. Biographies of bishops, general church officers, pastors, missionaries, and prominent lay leaders or significant books authored by such persons.
6. Manuscripts, photographs, and official records and reports pertinent to denominational history.

* Materials are accepted by the administrator of the College Archives in consultation with the Director of Library Services and the Golisano Library reserves the right to not accept all offered donations. The College Archives will not accept duplicates of items it already holds due to space constraints.

VIII. GIFTS AND DONATIONS

Accepting Gift Items

In general, the selection criteria governing the purchase of library materials should be applied with equal rigor in considering gift materials. The cost to house and process gift materials is the same as for purchased materials, and gift materials of inferior quality have an equal potential for misleading students and discrediting the collection.

Consideration of Duplication

Gifts that duplicate items already in the collection should be added only if the titles are in heavy demand either continuously or cyclically as relevant courses are taught. Exceptions to this principle may be considered for irreplaceable titles of great important to the collection. Substitution of gift copies for existing library copies may be desirable in instances where the existing library copies are in poor physical condition.

Accepting Gift Collections

Space and quality control considerations normally require the Library to consider collections of gift materials on an item-by-item basis and to reject collections that donor stipulations prohibit from being integrated into the library collection at large. Sets that require continuous updating to remain current must be declined, unless they are relevant to the Library's collection development objectives and the maintenance cost is manageable. The monetary or bibliographic value of a collection is not in itself a sufficient basis for making and exception to these principles.

Library Materials Gifted by Campus Departments

Occasionally, academic divisions or departments obtain grant funds to strengthen library holdings relevant to their academic programs. While the appropriateness of the material selected by the divisional or departmental faculty in such cases can generally be assumed, advanced consultation with the Library is advisable to avoid duplicating items already in the collection, to take advantage of any acquisitions assistance the Library could provide, and to ensure that there will be adequate shelving space.

Gift Acceptance Procedure

As collection development coordinator, the Director of Library Services is ultimately responsible for gift acceptance decisions. In practice, the Collections Services Librarian coordinates the process. As appropriate, the Director consults with other library faculty, faculty of relevant disciplines, the Office of Development, and the President. Unless the Director specifically authorizes and exception in advance, acceptance is made with the understanding that the Library is free to determine the present and future disposition of individual items. Methods for disposal of gift materials not added to the collection may include gift and exchange arrangements with other libraries, sale of the material at nominal cost to Roberts Wesleyan College and Northeastern Seminary students, faculty, staff, and community members, and in cases heavily damaged items, final disposal by means of recycling. The Director of Library Services is not authorized to make estimates of value for tax purposes. Obtaining such evaluation is the responsibility of the donor.

IX. COLLECTION MAINTENANCE PROCEDURES

Weeding Criteria

A collection from which no materials is being withdrawn on a systematic basis will almost certainly face mandated weeding from accrediting bodies, campus administration, and as a result physical space constraints. Even if this is not the case, a judicious weeding program can have a positive impact on the amount and quantity of student collection use. Because weeding is necessarily a subjective process, it is crucial to draw heavily on the expertise of the teaching faculty. The Library encourages the faculty of each department to assess their subject materials on a regular basis, especially prior to any accreditation process.

Categories of material that are candidates for weeding include the following:
1. Material whose physical condition mandates removal and/or replacement
2. Superseded editions
3. Unnecessary duplicates
4. Material characterized by outdated, misleading, or factually inaccurate information
5. Material whose subject matter is irrelevant to current programs, goals, and interests
6. Material that lacks literary and scholarly merit
7. Material whose level of presentation is inappropriate for the needs and interests of Golisano Library clientele
8. Lack of use or lack of recent use can serve as a helpful screening device either before or after other criteria are applied, but such data alone should not mandate withdrawal.

The B. Thomas Golisano Library does not serve as a depository for historical research and therefore cannot retain materials based on specific criteria, such as age of the item, alone. The above highlighted criteria should be evaluated in conjunction with input from faculty and with consideration of the ongoing development of the Roberts Wesleyan College and Northeastern Seminary curricula.

X. CONTROVERSIAL MATERIALS – SELECTION & CHALLENGES

Selection of Controversial Materials

See II. Intellectual Freedom & Copyright for more information.

General Principles:
1. The Golisano Library does not collect pornography or other material that it believes would tend to undermine the educational or spiritual formation goals of the College and Seminary.
2. An academic library is obligated to provide a broad range of views on current and historical issues of relevance to the curriculum, and to expose students to the major schools of thought and expression in their academic disciplines. In fulfilling these obligations, the Golisano Library will inevitable include within its collections material expressing views that are controversial within the Christian faith community and that in some cases explicitly contradict historic Christian doctrines and

perspectives. Some library material may employ forms of expression distasteful or even offensive to persons within the Roberts Wesleyan College and Northeastern Seminary community.

Issues to Consider:
1. Whatever the views expressed or the forms of expression employed, it is the net effect of the work to inform or to confuse the reader concerning the issues of value addressed? Does the work tend to enhance or dull the sensitivity of the user to such issues?
2. Is familiarity with the work or the views it expresses fundamental to the defense of a Christian worldview, to serving a particular community, to understanding current perspectives within an academic discipline, or to considering an important public issue?
3. Does the work's perceived potential for harm derive from the use intended by the work's creator(s) or from some possible misuse?
4. Is the questionable content characteristic of the work as a whole?
5. Is the work directed to a general audience, or is it primarily of interest to specialist in a particular academic discipline?

Withdrawal Requests or Recommendations – Procedures
1. Academic departments are encouraged to review library collections relevant to their disciplines and recommend withdrawal of obsolete or otherwise inappropriate material. Such requests are normally processed routinely by the Collection Services Librarian, though the Director of Library Services may scan such material for any possible overlap with other academic programs.
2. Other withdrawal requests should adhere to the following procedure:
   a. Any library user may request that an item believed to be inappropriate be removed from the collection or the subscription access menu. Such requests should be directed in writing to the Director of Library Services. Each request should be signed and provide contact information for the person making the request. The request should also clearly state the reasons for the recommendation to remove the item.
   b. The Director will consult with liaison librarians and/or teaching faculty – including, when known and available, the person originally requesting the item. When the withdrawal request involved material of a controversial nature (e.g., when the item's views and/or forms of expression are the basis for the withdrawal request), the Director will also notify the Chief Academic Officer.
   c. The Director of Library Services will respond promptly in writing to the person requesting removal of material, normally within one week. If the decision is to retain the material in question, the response should explain the reasons for that decision. If the Chief Academic Officer was notified of the original request, the Director will notify the Chief Academic Officer of the decision.
   d. Should the person requesting the removal of material be dissatisfied with the Director's response, (s)he may request a face-to-face meeting with the Director.

e. Should the requesting individual be dissatisfied with the results of such meeting, (s)he may appeal the decision to the Chief Academic Officer.

XI. COLLECTION DEVELOPMENT RESPONSIBILITIES

Director of Library Services

1) Prepare annual budget requests for library materials and access services.
2) Provide leadership for the Library faculty in formulating policies governing the selection and review of library collections and access services.
3) Coordinate with the Library liaisons in promoting and facilitating faculty participation in collection development.
4) Provide leadership and oversight for the periodic review of electronic resource subscriptions, including the final approval of requests for new subscriptions.
5) Provide general oversight of the collection development process including, but not limited, to weeding projects and gift assessment.

Technical Services Librarian

6) Oversee the acquisitions processes for requested librarian materials, including selection of appropriate vendors.
7) Oversee the maintenance of the Library's internal expenditure records for library materials.
8) Coordinate with the Director of Library Services in assessing gift materials for inclusion in the library collections.
9) Oversee procedures for binding, repair, and other collection preservation activities.
10) Coordinate procedures for periodic review of the book collection, including working with the academic departments and school liaisons on collection weeding projects.

Library Operations Manager

11) Assist the Collection Services Librarian with tracking of budget lines related to the acquisition of print and electronic resources.

Theological Librarian

The Theological Librarian oversees collection development activities library collection and access services relevant to Northeastern Seminary. Specific development responsibilities include the following:

12) Supervise the selection of materials purchased via the Northeastern Seminary library materials budget line, including books, journals, electronic resources, reference materials, media, etc.
13) Coordinate appropriate periodic reviews of Northeastern Seminary collections and access services.
14) Promote and facilitate the participation of Northeastern Seminary faculty in collection development.

Information Services Librarian

15) In conjunction with the Director of Library Services, coordinate with the Library liaisons in promoting and facilitating faculty participation in collection development.
16) Assist in the identification of collection materials necessary for information literacy instruction.
17) Provide assistance to librarians in the selection of collection materials relating to professional development in librarianship.

Library Systems Specialist

18) Register, establish, and oversee the maintenance of connections to electronic resources.
19) Coordinate with Information Technology Services with respect to technical issues, such as providing off-campus access to electronic subscriptions.
20) Provide updates to library faculty regarding changes through IT Services that could potentially impact access to electronic subscriptions or alter licensing.
21) Oversee access to usage statistics relating to electronic resources and provide assistance to the Public Services Librarian in the collection of usage statistics from the Library Service Platform.
22) Assis the Collection Services Librarian with the maintenance and oversight of all acquisitions-related activities within the Library Service Platform.

Access Services Librarian

23) Recommend acquisitions based on circulation, interlibrary loan, and reserve usage patterns and stacks maintenance.

College Archivist

In the absence of a College Archivist, the Collection Services Librarian will assist in the oversight of collection development responsibilities relating to the archives of Roberts Wesleyan College and Northeastern Seminary:

24) Maintain files of current Roberts Wesleyan College, Northeastern Seminary, and Free Methodist Church publications.
25) Develop, in coordination with the Roberts Wesleyan College Chief Academic Officer and the Northeastern Seminary Vice President, a records retention policy for the College and Seminary and coordinate its implementation.
26) Screen inactive College records for inclusion in the Archives.
27) Screen gift materials for items of relevance to the Archives.

Liaison Librarians

28) Assist teaching faculty in the recommendation and selection of library materials and access services relevant to their areas of expertise and teaching responsibility.
29) Guide teaching faculty in the continued evaluation and weeding of collections relevant to their areas of expertise and teaching responsibility.
30) Inform teaching faculty of new and emerging library materials, access services, and technologies that will meet their service needs.

31) Recommend appropriate library materials and access services, particularly within their areas of scholarly expertise and teaching responsibility.
32) Assist the Library faculty in identifying collection and access service needs.
33) Provide disciplinary expertise in collection weeding projects.

XII. DEFINITIONS

Approval Plan: A model for collection development where vendors assist librarians in the establishment of development profiles to aid in the selection process. Libraries agree to accept materials based on a variety of factors including publisher and subject area and materials fitting the defined criteria are automatically shipped to the library as they become available. This is particularly helpful for libraries that are committed to extensive development in focused subject areas.

Backfile: Past issues of a print or electronic journal.

Monograph: A term used interchangeably with book to describe a specialized work on a single subject or part of a subject – in contrast to reference works which cover broader ranges of subjects.

Patron Driven Acquisition: A model for collection development where a library only purchases materials when a patron clearly demonstrates intent to use them. For example, a student would access an electronic book that would trigger an event (e.g. views item for 10 minutes) that automatically purchases the full item for immediate access.

Periodical: A term used interchangeably with serials and journals to describe anything that is published periodically, including magazines, newspapers, and scholarly journals. *See serial*.

Perpetual Access: A purchase agreement that allows a library to retain access to electronic journals beyond the terms of the contractual agreement. In many cases, access to electronic serials is only available while the library retains an active subscription. In the case of perpetual access, the library negotiates terms for ongoing access, usually to back issues, even if a subscription is cancelled (e.g. JSTOR).

Pornography: Sexually explicit material whose primary purpose is to cause sexual arousal.

Serial: A term used interchangeably with periodicals and journals to describe anything published in a series, usually in reference to academic journals. *See periodical*.

XIII. REVISIONS

REVISED OCTOBER 3, 1989

REVISED DECEMBER 5, 2002

REVISED JANUARY 27, 2010

REVISED NOVEMBER 11, 2014

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