I. RELATIONSHIPS

This statement suggests the outlines of the policies that give direction to the collection of resources at William G. Squires Library. It describes the philosophical orientation of the collection and states the policies for the selection and withdrawal of material.

It is understood that policies of Squires Library are formulated in the context of other information resources available to students. For example, Squires Library collaborates with the Cleveland Public Library (CPL) adjacent to the Lee University campus. Registered patrons of one library can use either collection. This collaboration has many benefits for both libraries because it allows each to develop areas of strength. Squires Library focuses on building a collection consistent with the academic programs and mission of Lee University and the Pentecostal Theological Seminary (PTS). Items that do not fit with the mission of the academic institutions served, such as works of popular fiction or entertainment media, are accessible at CPL.

Additionally, Lee University maintains a Music Resource Center in the School of Music and the Sharp Curriculum Library in the Helen DeVos College of Education. These resource collections are under the supervision of the respective schools that house and fund these collections. In principle, the parties responsible for these collections do their own selecting (and deselecting) but their holdings are searchable in Squires Library’s catalog. Their materials also complement, rather than duplicate, those of Squires Library. Off-campus libraries are located at the Lee University Charlotte Center, which operates through the Division of Adult Learning (DAL), and at the overseas off-campus instructional sites where Lee University and PTS offer academic programs. Each off-campus instructional site is responsible for its own funding and collection development and management. However, students enrolled in Lee University and PTS courses at each location have access to the electronic resources and other services available through the Squires Library collection. Squires Library personnel provide specific support services to these libraries and/or on-site library coordinators as the need arises. The holdings of the Charlotte Center Library are searchable in Squires Library’s catalog.

Located in Squires Library is the Dixon Pentecostal Research Center (DRC), a special collection including the official archives of the Church of God (Cleveland, TN), the sponsoring denomination for Lee University and PTS. This collection provides mission-centric resources and is accessible to students, staff, and faculty of each institution.

A. The Mission of William G. Squires Library

Squires Library is an essential component of the educational experience at Lee University and the Pentecostal Theological Seminary. The library is dedicated to actively gathering,
maintaining, and sharing information and to providing access to adequate resources and relevant services to help equip and assist students, staff, and faculty in their teaching, research, and service.

The mission of Squires Library embodies the mission statements, objectives and curricula of Lee University and PTS as stated in their catalogs. The library exists (1) to acquire, organize, give access to, and safeguard information in various forms and (2) to provide instruction, assistance, and resources to users to facilitate the achievement of their educational objectives.

B. Purposes of the Collection

Within the framework of the mission statements of the two institutions, Squires Library accepts the following purposes that provide a focused rationale for selecting materials and services to assist in the intellectual and spiritual needs of the students, faculty, administration and staff:

- To select and acquire the information resources necessary to support the current and anticipated general educational, research and instructional needs of the users
- To maintain a collection of information resources which provide historical, current, and multicultural perspectives relevant to educational goals
- To provide access to information resources through print and non-print both on- and off-campus
- To provide timely individual and group instruction on effective research methods for finding and evaluating information
- To provide appropriate and effective services to bring information resources to those who need them

II. SELECTION PROCESS

Although the Library Director has oversight of the selection process, the faculty (classroom and librarians) has the responsibility for building a useful and relevant collection.

A. Funding

The administrations of the two institutions must provide adequate funds to build and maintain a collection that supports the curricula they offer. The Library Director annually proposes a working budget.

B. Selection Responsibilities

Any member of the academic community may submit requests for resources to be added. Such requests are given careful consideration within the parameters of the budget and the Collection Development Policy. In addition, librarians will collaborate with classroom faculty through the Library Committee and their department liaison responsibilities to evaluate resources appropriate to the institutions’ mission and various academic programs offered.

Normally, requests for items that clearly fit the collection criteria and can be obtained for a modest cost will be sent to the Acquisitions Assistant for processing. More expensive items will be sent for approval to the Collection Development Committee (CDC).
The following items will be taken to the CDC for approval:

- Books (including reference items) that cost more than $150
- CDs, DVDs, and other media items that cost more than $150
- All new periodical requests
- All standing order requests
- All database subscriptions

The CDC assumes the primary responsibility for the overall collection and gives special attention to neglected areas. To insure proportionality, the CDC will strive to match the collection to the needs of the users in the various disciplines.

C. Guidelines for Selection

Many factors influence the selection of materials (both physical and electronic), but the process should follow these guidelines:

1. Materials should support and be consistent with the general educational goals and instructional programs of the two institutions.
2. Materials should be of high quality in format, factual in content and attractive in presentation.
3. Materials should be of contemporary significance and/or permanent value.
4. Materials on controversial issues will be included in the interest of representing various views. Providing access to such materials is not equated with endorsing or advocating a position that the materials contain.
5. Consideration can be given to general materials needed to support the curricula although they might not be linked to a specific instructional program.
6. Squires Library will not purchase items because of their rarity.
7. New technologies, interfaces and products will be adopted where they contribute to reaching the educational goals of the institutions.
8. Materials should not unnecessarily duplicate a similar item already in the collection in another medium.

D. Process of Selection

Selection is typically not done with the resource in hand; therefore, the following sources will guide the selection process (in descending order) faculty recommendations, critical reviews, standard selection tools (e.g., Booklist, Choice, Library Journal, etc.), publisher's catalogs and discipline specific bibliographies. Although the librarians should scan regularly for appropriate titles, the classroom faculty is strongly encouraged to recommend titles from their academic areas.

E. Collection Levels and Priorities

Squires Library desires to support the instructional programs of the two institutions and recognizes individual disciplines require different materials. Some disciplines are more research-intensive than others. Some subject areas are dependent on databases while others require physical/paper sources. Changing technologies will impact decisions regarding selection and retention of materials. However, the library will try to meet the needs of all the departments in collaboration with classroom faculty and departmental administrators. The institutions’ academic catalogs, long-range plans and official pronouncements on academic programming will guide the
selection progress. Most of the resource allocation will be spent on materials that are at such a level that they benefit most of our students. Levels of focus for collection development include:

- **General** - basic reference materials that are general and non-discipline specific and applicable to various research and information needs across the curriculum
- **Undergraduate** - materials selected to meet current instructional needs, including collections of significant works, primary and secondary sources, monographs and anthologies, and a core collection of journals relevant to the curriculum
- **Graduate** - specialized books and journals to provide depth and breadth beyond that required for undergraduate programs

Additionally the library supports faculty who are engaged in serious scholarship, such as dissertation writing, through interlibrary services and providing a faculty study room. The library does not purchase materials with the sole purpose of supplying a faculty member’s scholarly research.

**F. Gifts**

Squires Library accepts gifts in the form of books as well as monetary support to expand the collection in accordance to the academic mission of Lee University and PTS. Potential book donors should send a list of titles they wish to donate for library personnel to review. Upon reviewing the list of titles to determine need and appropriateness for the collection, library personnel will set up an appointment for the transfer of materials. For donations relating to the DRC archival collection, library personnel will forward those requests to the Director of the DRC.

Library personnel may not provide monetary appraisals of collections. Donors should contact a tax consultant or attorney regarding possible tax deductions for donations of books and special collections. Donors must file Form 8283 to deduct the value of non-cash gifts if the claimed deduction is more than $500 and must obtain the signature of the Library Director on that form if the value of the gift is more than $5,000.

Material accepted into the collection will be processed and cataloged for access by researchers. Materials accepted into the DRC special collections and archives will be maintained in a secure, climate-controlled environment. The Office of the Vice President for University Relations at lee University or the Office of the President at PTS may encourage donors to consider providing a monetary donation to help support the processing and preservation of a donated collection, particularly one of substantial size and significance.

Once a donation has been accepted, the donor will sign a Deed of Gift, which is a statement of the legal transfer of personal papers, organizational records, rare books, or other materials from the donor to Lee University or PTS, respectively. The deed describes both the donated materials and the terms of the transfer. Elements of the Deed of Gift include:

**Description of the Collection**: This section is completed by library personnel and describes the bulk of the material transferred by the donor, not what is ultimately kept. (SEE **Disposition of Out-of-Scope Materials** below)
**Access Restrictions:** Squires Library accepts donations only without restrictions. Occasionally, access to certain sensitive materials may need to be restricted for a specific period of time. Such rare exceptions are handled on a case-by-case basis and the terms must be agreed upon prior to signing the Deed of Gift, which must note the specifics of the agreement.

**Copyright:** Copyright generally belongs to the creator of the records. In order to allow scholars to quote from the records without complication, donors are encouraged to transfer copyright to those materials for which they own that right. A specific time limitation may be placed on this transfer; e.g., rights may be retained during the lifetime of the owner. In addition, researchers will be permitted to order photocopies or other reproductions within the limitations of copyright restrictions and the department’s reproduction and use policy.

**Disposition of Out-of-Scope Materials:** In order to make the most efficient use of library resources, donated materials will be evaluated for content that documents the university’s history or supports its current and evolving curriculum and research needs. The library reserves the right to dispose of gifts that are duplicates or irrelevant to the collections, according to policies set by Lee University or PTS. This may include sale, donation, transfer to another department or academic institution, or recycling.

**G. Objections to Materials in the Collection**

The Library Director encourages users to express their opinions about the nature of the collection, areas of weakness and the appropriateness of specific titles. If a user has a question or wishes to challenge a specific title, he/she may do so

1. if the objection is specific in nature by citing the offending material
2. if the objection is communicated to the Library Director in writing

Because the library values the community it serves, it will give all objections serious consideration but it cannot make decisions based on a strongly held individual preference. All objections will be taken to the Faculty Library Committee for their collective judgment. The Library Director will report the committee’s decision to the person who raised the objection.

**III. GENERAL POLICIES**

Ultimate responsibility for determining useful resources lies with the Library Director, who is aided in this task by the expertise of the librarians who partner with classroom faculty to determine need and priorities.

**A. Current vs. Retrospective**

Because Squires Library specifically supports the teaching mission of Lee University and PTS, it cannot collect and retain all items that might be requested. The emphasis is on useful, current materials; however, retrospective materials will be considered in order to fill in gaps and provide a broad perspective, especially to support the academic programs offered.

**B. Popular Fiction**
The library does hold some current non-course related popular fiction, but it does not actively acquire such items. Cleveland Public Library has an extensive holding of popular books and multimedia items.

C. Non-English Materials

Squires Library has generally collected predominately English language materials with the exception of items needed to supplement the foreign language courses. However, the library is committed to augmenting its current holdings with non-English materials required for research consistent with current curriculum needs.

D. Textbooks

Textbooks are normally not purchased because the library’s limited resources are designed to complement student textbooks. (It is understood that not all books used as texts are really textbooks in design, style and substance. Generally textbooks are surveys of the subject.) Multiple copies of texts are not held to provide material for class assignments even if the item is expensive for the student to purchase.

E. Dissertations

Unpublished dissertations are generally not purchased because of their limited usefulness for the undergraduate emphasis of the collection. The formal academic format and the lack of an index limit their readership to those doing advanced research on the narrow topic of the dissertation. It is a better use of funds to borrow such dissertations through InterLibrary Loan system. Dissertations that are re-written and published are considered monographs and are considered for addition to the collection on the same bases as any other book.

G. Out of Print Materials

Because of the time and money required to obtain out of print books, the library will consider this option only after the requester has made a case for the permanent value of the item.

H. Music

Squires Library and the Music Resource Center (MRC) share responsibility for supporting the research needs of the School of Music. Music scores and recorded music are the responsibility of the MRC, but Squires Library generally collects in all other areas of the music program. The Library Director and other librarians collaborate regularly with the MRC Coordinator, School of Music faculty, and School of Music administrators to assist with developing and maintaining the MRC collection, as needed.

I. Juvenile

The Juvenile Collection supports the curricular needs of the College of Education as it relates to children’s literature. Fiction and non-fiction suitable for K-12 readers may be included if it is age appropriate, cost effective, accurate in content, reflective of diversity and acceptable technical quality. Squires Library will acquire award winning materials even if it duplicates the holdings of the Sharp Curriculum Library (SCL) in the Helen DeVos College of Education. Pop-up books
and other fragile formats are generally excluded. Textbooks, lesson plans, activity guides, curricula kits and other materials normally held by the SCL are excluded also.

**J. Replacement / Mending**

Some books in the collection, either due to consistent usage or the simple passage of time, become worn and/or brittle. These items will be pulled from the shelf and distributed to the appropriate subject specialists or library liaisons for review. If it is determined the resource is no longer adequate to meet the needs of the institutions’ academic programs, the item will be withdrawn. If it is determined the resource is relevant and needed, the item will be placed in book repair for mending. If it is determined by book repair personnel that an item cannot be repaired, the item will be discarded and the subject specialist or liaison will order a replacement of the resource, if desired. Rare items can be sent out for photocopying and re-binding if the resource is not accessible by any other means.

**K. Duplicate Copies**

Duplicate copies usually are not purchased. The use of the reserve system is preferred to the expense of buying multiple copies.

The print version of some periodicals will not be maintained if the library can provide access through electronic means.

**L. Preferred Format**

Soft covered books are preferred over hard covers for most of the collection, but for the Juvenile Literature and Reference Collections hard covers are preferred. The acquisition of spiral binding and loose-leaf items is discouraged. If we have a book in a digital format, we typically do not purchase the title in the physical/paper format.

**M. Additional Consideration for Non-print Formats**

In addition to the general selection guidelines already stated, electronic formats (e.g., including databases, CDs, DVDs, media files, and other multimedia items) require additional considerations. Such items must be approved by the Collection Development Committee if they cost more than $150. The committee will consider a number of factors such as:

- Purchase price and network license fees
- Accessibility, ease of use and training
- Necessary hardware and/or upgrades
- Impact on print resources
- Application of general selection guidelines to the content
- Compatible access to the on-line catalog
- Availability of physical/paper versions of the item
- Stability of the media

**N. De-selection (or “weeding”)**
De-selection is an essential aspect of developing a collection. Because of limitations of shelf space or changes in curriculum needs, materials of limited usefulness must be removed to ensure that the collection remains useful and accessible.

The decision to remove a physical/paper item is usually the result of a combination of factors such as:
- Misleading and/factually inaccurate
- Damage beyond mending or having mold
- Superseded by a new edition or a better source
- Does not fit the academic mission and/or meet curriculum needs
- Irrelevant to the mission of the library
- Item can be borrowed easily from another source, such as through Interlibrary Services

De-selection can also consider age, frequency of use, multiple copies and currency. Items missing more than a year will be declared lost and the record removed from the system.

It is understood that some areas of the collection need to be weeded more thoroughly than others, but all areas should be weeded at least once in the five year cycle. Classroom faculty in that discipline will be invited to be part of the process of de-selection but the library faculty will proceed without them if they choose not to be involved.

Likewise journals (bound and unbound) need to weeded observing the following factors:
- Availability of an electronic version
- Number of volumes in the collection
- Relevance to the current curricula
- Convenient availability at other local libraries

It is understood that some titles might be retained but not regularly bound.

IV. SPECIFIC AREAS

A. Reference Collection

The Reference Collection, including both physical/paper and electronic materials, is the starting point of a research project. (See Section II, "SELECTION PROCESS."

The physical/paper Reference Collection includes, but is not limited to:
- Almanacs and yearbooks
- Bibliographies
- Biographical works
- Dictionaries – English language, bilingual, and for specific academic disciplines
- Encyclopedias – general and specialized
- Geographical resources
- Academic handbooks
- Indexes and abstracts
- Theological and/or Biblical Reference
- Guides to graduate programs
- Style manuals
- Yearbooks

**B. Serials (Standing Orders and Periodicals)**

The multiplicity of new titles and escalating costs (subscriptions, binding, storage, etc.) of serials necessitate that requests for subscriptions be treated differently than those for books. Each request will be considered by the Collection Development Committee.

Certain periodicals are not appropriate, such as those needed only rarely or by a few individuals, those prohibited by cost, and those that may be obtained conveniently from other local libraries.

The following factors will be considered in the selection of serials:

- Recommendation of a member of the faculty
- Cost
- Authority of the issuing body, publisher, editors, etc.
- Availability from local libraries or interlibrary loan
- Availability of an index through Squires Library
- Existence in an electronic format
- Anticipated demand by student users
- Subject matter and its role in the curricula

Faculty may recommend a subscription to desired serials, and the Collection Development Committee considers each request based upon the above criteria.

Periodicals are usually ordered through a subscription agency (e.g., EBSCO), but a small number may be ordered directly. The subscription list is usually reviewed by the CDC each summer. Decisions regarding binding and discarding are ongoing throughout the year.

The library subscribes to several local and national newspapers in physical/paper and electronic formats. Physical/paper newspapers are usually kept for a month before being discarded.

This Collection Development Policy guides Squires Library personnel in building and maintaining a collection of adequate resources relevant and consistent to the degree programs offered at Lee University and the Pentecostal Theological Seminary and to help equip and assist students, staff, and faculty in their teaching, research, and service.

Revised by the CDC, 8/21/2014