

Collection Development Policy

Melvin and Laura Maxwell  
Library

Ohio Christian University

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Profile Ohio Christian University:.....	6-7
Governing Body: .....	7
Funding:.....	7
Organization and Administration: .....	7-8
Mission Statement Ohio Christian University:.....	8
General Objective Ohio Christian University: .....	8
Mission Statement Melvin and Laura Maxwell Library: .....	9
Purpose Melvin and Laura Maxwell Library: .....	9-10
Department Objectives Melvin and Laura Maxwell Library: .....	10
Student Objectives Melvin Maxwell Library:.....	10
Upon using the library, the student will be able:.....	11
Purpose of the Collection: .....	11
Responsibility for Selection: .....	12
Selection Process:.....	12
Departmental Allowances: .....	13
Communication about Selections:.....	13
Selection Standards: .....	14-20
Duplicate Materials: .....	20
Reserve Materials: .....	20
Gifts: .....	21
Weeding and Discards:.....	22-25
Repairing Materials: .....	25
Replacing Lost Materials:.....	25-26
Interlibrary Loan:.....	26
New Programs or Classes:.....	26
Copyright:.....	26-27
Challenged Materials:.....	27-28
Request for Reconsideration of Library Materials: .....	28-29
Section Two: University Catalog and Standards:.....	29
University Catalog:.....	29
Academic Standards: .....	29
Association for Biblical Higher Education Standards:.....	30

Association of College & Research Libraries Standards: .....31-32  
Section Three: Collection Analysis and Evaluation:.....32  
Collection-Centered Analysis:.....32-34  
User-based evaluations:.....35-36

Appendices:

Appendix One: Gift Donation Form:.....37  
Appendix Two: Purchase Suggestion Form.....38



## **Profile Ohio Christian University:**

Ohio Christian University is a private university of the Churches of Christian Union. Founded in 1947 at the annual Council of Churches of Christ in Christian Union, Ohio Christian University, formerly Circleville Bible College was established at the Mount of Praise Campground in Circleville, Ohio. The College opened its doors to the first class of students in September 1948.

In the mid-1960s the campus was moved from the Mount of Praise Campground to its present location and the administration, dormitories and student center buildings were constructed. The eight thousand square foot Laura and Melvin Maxwell Library opened its doors to students in 1979. In 1998 construction began on a fourteen thousand square foot library addition that opened in 1999. The addition added classrooms, a computer lab and office space for faculty. The library currently houses approximately 55,000 print books; 75 print periodical titles; over 3,000 physical media items; and is home to the Stout Bible Collection of over 225 bibles and bible portions in a variety of editions from the 1600's to the present.

Electronic resources include access to more than 75 subscription databases, more than 29,895 subscription-based e-Books, and approximately 96,275 consortium (Ohio LINK) and OCU institutionally-owned e-Books, 57,000 theses and dissertations, 100 electronic research databases, indexing 20 million electronic journal articles. Students can read complete issues of nearly 10,000 scholarly journals and have access to thousands of videos, images, and photos.

Ohio Christian University is located in the city of Circleville, Ohio in Pickaway County. Pickaway County, with a population of 56,876 residents, is primarily a rural community with a substantial manufacturing base. Circleville, Ohio is located thirty minutes south of the capital city of Columbus, Ohio. Ohio Christian University offers degree programs for residential undergraduate students, graduate students, and adult and online students. Additionally, students can participate in OnlinePlus (Trailblazer Academy), which allows high school students to complete college classes on campus or abroad. The university has worked to establish a positive relationship with the local community. The Laura and Melvin Maxwell Library welcome the local community and Pickaway County residents to use the library's services and programs.

Ohio Christian University is accredited by The Higher Learning Commission and Ohio Department of Higher Education. It is affiliated with the Association of Biblical Higher Education and Council for Christian Colleges and Universities. The Ohio Department of Higher Education has authorized Ohio Christian University to offer associate, bachelor and master's degrees, and certificates in a growing range of disciplines. The Teacher's Education program is accredited by the Teacher's Education Accreditation Council (TEAC) and the Bachelor of Science in Nursing Completion program is accredited by the Commission on Collegiate Nursing Education. To meet the needs of students, programs are provided to undergraduate students, graduate students, adult and online students, and high school students wishing to complete college classes.

### **Governing Body:**

Ohio Christian University is governed by a board of trustees whose members are selected by the Churches of Christ in Christian Union Council. The board of trustees is responsible for the selection of the university president who manages the day-to-day operations of the university.

### **Funding:**

Ohio Christian University derives the majority of its funding from student tuition and fees. The University's Office of Advancement and Alumni Relations Department is charged with growing endowment and other funding sources to ensure the programs, technology, scholarship opportunities, and grounds and facilities all contribute to an atmosphere for excellence in learning. The university also receives funds from ordained ministers who participate in a tithing program.

### **Organization and Administration:**

The administration of Ohio Christian University is comprised of the board of trustees, the university president, a provost, and vice presidents. The library director reports to the provost and is considered a full-time member of the faculty. In 2013, the student to faculty ratio was 9:1.

Ohio Christian University offers traditional students the Associate of Arts and Bachelor of Arts. The College of Adult and Graduate Studies offers Associate, Bachelor and Master's degrees. For organizational purposes, curriculum is arranged under the School of Business and the five departments of General Studies, Music, Religion, Psychology and Counseling, and Teacher Education. The university's general objectives promote inter-departmental cooperation and communication in order to achieve unity of knowledge.

**Mission Statement Ohio Christian University:**

The mission of the Ohio Christian University is to prepare students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

**General Objectives Ohio Christian University:**

**Our Mission:**

Ohio Christian University prepares students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

**Our Core Values:**

- Christ-Centered
- Biblically-Based
- Student-Oriented
- Ministry-Motivated
- Leadership-Focused
- Academically-Excellent

**Upon graduation from Ohio Christian University the student should:**

- Influence the culture and community through Christ-like character, Biblical Christian faith, and a transformed heart.
- Lead by serving and equipping others to leverage their highest God-given potential.
- Demonstrate discipline-specific competencies and an understanding of the broad fields of knowledge necessary for life-long learning and fulfilling one’s calling.
- Exhibit love and respect while engaging and communication with all people groups.

**Melvin and Laura Maxwell Library Mission Statement:**

The mission of the Melvin and Laura Maxwell Library is to positively impact student outcomes by providing resources, services, and facilities that meet student and faculty curricular needs, by supporting scholarship, and by promoting inspirational and recreational reading.

**Melvin and Laura Maxwell Library Goals and Objectives:**

The Library pursues its mission’s goals through accomplishing the objectives of acquiring, organizing, and providing access to an appropriate breadth and depth of current materials in formats suitable to all of the University’s programs.

With the growth of the University’s adult, online, and hybrid classes, the Library places great emphasis on delivering an ever-growing array of electronic resources coupled with technology that provides the modern, easy-to-use, search experience today’s users expect.

At the Library’s physical facility, staff strive to create an environment conducive to user needs and is committed to providing all users with instructional support meant to foster independent inquiry and the critical evaluation of library resources.

The Library’s full membership in OhioLINK, Ohio’s Academic Library Consortium and the largest library consortium in North America, enables the Library to participate in cost-effective digital resources acquisition and provides students and faculty access to unparalleled collections

in both electronic and print formats. Interlibrary loan is used to obtain resources otherwise unavailable. The Library also recognizes its responsibility to faculty and staff to provide information, inspirational materials, and limited recreational reading resources.

The Melvin and Laura Maxwell Library supports the American Library Association's Bill of Rights, the Association's Intellectual Freedom Statement, and its Challenged Materials statement. One of the Library's goals is to provide materials which represent differing opinions on secular and religious controversial matters. Selection is without partisanship regarding matters of race, sex, or religion. Naturally, the beliefs and doctrines of the Churches of Christ in Christian Union will be well represented. The Library follows the ALA's challenged materials procedures.

### **Purpose of the Melvin and Laura Maxwell Library:**

The library staff is dedicated to providing students the support and resources needed for successful, scholarly university studies. We are here to field your questions, guide your research process, help with finding appropriate resources, and provide study/meeting spaces for both your individual and group activities.

### **Melvin and Laura Maxwell Library Department Objectives:**

- To support the mission of the college in student education and spiritual growth.
- To provide and promote adequate resources and services for all instructional programs.
- To select resources that will inspire students, faculty and staff in their studies, teaching and work and challenge students to read beyond the classroom.
- To provide resources for personal, professional, and spiritual growth.
- To help students, faculty, and other users discover, access and use library resources.
- To maintain a facility with sufficient library staff; adequate space for individual study and group collaboration activities; ample computers, printers and other technology; ample room for materials processing and shelving; and designated areas for the display and the protection of special collections.

## **Melvin and Laura Maxwell Library Student Objectives:**

Library resources and services will enable students to:

- Discover and access sufficient resources to complete class assignments.
- Prepare for ministry and other career opportunities related to the University's educational offerings.
- Enrich their spiritual growth.
- Pursue personal growth.

## **Purpose of the Learning Resources:**

The purpose of the learning resources is to serve the objectives and academic needs of the students and faculty of Ohio Christian University. To accomplish this mission the resources must serve the following priorities:

- Materials must meet the full curriculum requirements of the programs of study.
- Resources must be current, available and accessible in formats consistent with the designs of the programs of study. To meet this requirement, emphasis is placed on providing online resources, streaming video, etc.
- Standard theological works and other resources supporting all programs of study and general education will be represented.
- Materials will support a variety of viewpoints in order that students, faculty and other users may critically examine varying opinions and aspects of a given subject.
- Resources will be selected to help keep faculty members apprised of the latest developments in their fields and assist them in their professional growth.
- Materials for recreational purposes, including fiction, biography, and non-fiction works that relate to popular trends and culture will be available. Materials selected in these areas will be appraised for their enduring value, social significance or their contribution to the wide range of knowledge.

### **Responsibility for Selection:**

The board of trustees of Ohio Christian University is legally responsible for all matters relating to the operation of the university. The Library Committee advises the Library Director on matters of library policy.

The Library Director has the final responsibility of selecting and/or acquiring access to materials for the Library. The Library Director is responsible for the allocation of library budget funds and determines what percentage of funds will be spent per curriculum area to support faculty research and for the purchase of all other library materials. Requests for purchases or subscriptions from faculty and students are encouraged and given priority evaluation and are a high priority for selection.

### **Selection Process:**

The Library Director and staff use the following questions to evaluate materials for selection and acquisition. While faculty input is actively sought and highly regarded, ultimate responsibility for all collection development rests with the Library Director.

The following true or false questions are asked about each title considered for purchase. If any answer is false, the item is not purchased. This process is applied to new purchases and subscriptions in support of the university curriculum, but is not applied to the purchase of recreational materials, or to materials added as a result of donations. During this process faculty members may be contacted to provide justification for the purchase of the title they have submitted.

### **True or False:**

- The resource in question directly supports classroom work for a current course.
- The content is current and of sound scholarship.
- The resource is in a format suited to the course design, e.g., online, hybrid, etc.
- The cost of the resource reflects industry and/or consortia pricing trends.

Contacting faculty for justification is not meant to encumber the collection development process. It is meant to improve communication between librarians and faculty. In almost all cases, faculty support for an item is enough to merit its purchase, and justification is simply a matter of touching base with a faculty member to inform him or her of recent acquisitions in the area, or to confirm a change in department focus, course assignment, etc.

### **Departmental Allowances:**

The majority of the library's resource budget is used to pay for general library materials purchases and subscriptions. At different times additional or special funds may become available for faculty selections. When this happens, the Library Director will contact the appropriate faculty members in each department. In most cases the faculty person contacted will be the department chair. The department chair will then decide how to work with the other faculty in the department to decide on the titles to be submitted for consideration.

Faculty members are encouraged to submit selection requests all year long, as appropriate titles are located. While funds may not be available until the next fiscal year, the submitted selections are kept on file and orders are placed when funds become available. In the event that a department order file is extensive, when funds are available, faculty in that department may be asked to prioritize the submitted titles for purchase.

### **Communication about Selections:**

To facilitate open communication between the library staff and faculty, the library will use the following methods to communicate information about selecting materials.

- Publisher catalogs and flyers will be routed to faculty on a regular basis.
- Library staff will verify that all faculty recommended purchases are not already owned, and advise faculty if the library already has a copy of the requested title, has a copy on order, or owns sufficient similar materials that make the purchase of an additional title unnecessary.
- The Library Director will maintain regular contact with faculty to solicit and clarify selection recommendations.

It is the responsibility of faculty members to keep abreast of scholarly fields of study in their fields of study. Students are encouraged to suggest new acquisitions by filling out a "Suggestion for Purchase" card in the library, or sending an email to [library@ohiochristian.edu](mailto:library@ohiochristian.edu).

Faculty and students who request purchases should supply the library staff with as much bibliographic information as possible. For every acquisition recommendation the library will need as much of the following information as possible:

- Author or Editor
- Title
- Publisher
- Year Published
- Edition
- Price
- ISBN
- Medium or Format
- Requestor's name
- Date request submitted
- Course(s) which requested materials support (please list course number if possible)

### **Selection Standards:**

The Melvin and Laura Maxwell Library uses the Dewey Decimal Classification System and Library of Congress Subject Headings to catalog materials. Though it is not possible to apply a single standard to each potential selection, the Library follows the below guidelines when making selections:

- **Nonfiction Criteria:**

The Library purchases and/or leases nonfiction resources of both permanent and current interest in all Dewey subject areas. Special emphasis is placed on providing materials in both the Religion 200s section and in all other disciplines in which degrees are

offered. In making selections the Library considers the curriculum needs and interests of the faculty and students of Ohio Christian University. Each resource is evaluated based on the following: the authoritativeness of the author and publisher, accuracy of the content, currency of the title and its data, scope of the coverage, quality of the index, and historical value of the work.

### **Special Note on the Dewey Classification Religion 200s:**

Certain guidelines will be followed for the selection of religious materials based on the work of John W. Montgomery as presented in his work *A Normative Approach to the Acquisition Problem in Theological Seminary Library*. Montgomery breaks down the field of theology into four sub-groups. According to Montgomery these four theological groups form a pyramid with exegetical theology at the base of the pyramid. A collection of materials sufficient for research should be present in all areas with special emphasis placed on the base of the pyramid, exegetical theology, which influences the other three levels of the pyramid:

1. **Exegetical Theology:** includes the history of the canon and translations, hermeneutics and textual criticism of the Old and New Testaments and the study of modern translation. Exegetical theology investigates the content of Biblical revelation and provides the foundation for the other three areas of theology.
2. **Systematic Theology:** embraces doctrinal theology, the study of Scripture, moral philosophy and Christian ethics, apologetics and polemics.
3. **Historical Theology:** includes church history and archaeology and its various periods. It also includes the history of dogma and confessions. Historical theology studies the activities of the church through the centuries. Its primary goal is to discover how the set-forth Biblical truths have been understood and applied by Christian believers.
4. **Practical Theology:** includes subdivisions of pastoral theology and church polity, homiletics, missions, hymnology, Christian art and architecture. Practical theology sets forth no new Christian truths, but seeks to relate and apply the insights of the other three branches of theology to the life and work of the contemporary church and to secular culture.

- **Fiction Criteria:**

The Library purchases classical works of fiction of permanent value. Other fiction purchased for the collection leans toward works of inspirational fiction that becomes part of the popular culture. Examples of these types of works would be J. K. Rowling's series of Harry Potter books, and Veronica Roth's *Divergent* series. When fiction is purchased for the collection librarians consider the reputation of the author and the publisher, its relationship to the existing collection, originality of the plot, the style of writing and inclusion in library bibliographies, such as the *Fiction Core Collection*, published by H. G. Wilson. Most popular fiction is acquired at the request of the English Department and through donations. Fiction books will also be purchased to support programming for Teacher Education.

- **Periodical/Journals:**

The Library subscribes to periodicals in both electronic and print formats. Thousands of journal titles, providing access to millions of individual articles, are accessible in electronic format. Print collections are managed according to a retention schedule that works within space constraints. Together, the electronic and print collections represent an important part of the Library's reference collection. The major criterion for the selection of periodical titles is to support the educational aims and curricula of the university. Specific criteria for the selection of individual titles are: access to the contents through the indexes and abstracts available to the library, the cost of the subscription in relation to its possible use and the number of titles already received in the subject area. Articles requested by faculty, students or administrative staff use that are not included in subscriptions, or available via interlibrary loan, will be purchased online from the publisher's website as needed and will become the personal property of the requester.

- **Newspapers:**

The Library subscribes to a limited number of newspapers in print format. These resources are maintained for one year. Students looking for newspaper articles older than a year will be referred to the library's online databases.

- **Reference:**

The Library purchases reference materials in both print and online formats. Materials in this collection are used to find definitive answers to questions in a quick, concise manner.

Materials in this collection can also be used as an index to help find other materials in the collection. Print reference materials are meant for in-library use only. The primary criteria for selecting reference sources are meeting users' information needs. The proliferation of, and user preference for, full-text, full-image, online databases coupled with the growth of the University's non-traditional program offerings dictate the need for online reference sources.

Due to budget restrictions the library may not maintain print sources if an online source the library subscribes to covers the same subject. The selection of all reference materials will be made based upon content, currency, the accuracy of the information, ease of use, cost.

Compatibility with library catalog software must also be considered when selecting electronic resources.

- **Digital Resources:**

The Library provides access to a growing number of digital resources including databases and eBooks. Access to full-text resources is available via the library's catalog. Digital resources provided in support of specific classes are either made available to the students of that class directly in their course management software or via the Library's web page. The following criteria should be considered when selecting digital resources: compatibility with current computer equipment, operating systems, catalog discovery software, how often equipment needs to be upgraded, format, ease of use and user preferences, and whether or not enhanced searching abilities are included. Selectors should also consider the accuracy of the data, reputation of the vendor, how often the data is updated and training requirements.

- **DVDs:**

The Library develops and maintains a collection of digital resources in DVD format, but as funds become available and streaming options become more affordable, emphasis will shift from collecting video in DVD format to providing more titles via streaming options. The library purchases educational films, documentaries, and feature films that support the curriculum and academic needs of faculty and students. The library does not purchase feature films on a regular basis but has purchased some titles that would be considered recreational in nature. The following criteria are considered when selecting films: appropriateness of the subject to the overall collection, award-nominated and winning films and the accuracy of the information portrayed in documentaries and other non-fiction titles.

- **Audio Books:**

Audio books are an irregular purchase for the library. If audio books are purchased, the preferred format is CD. Audio books that are donated to the Library are considered for addition to the collection. Criteria for selection include the quality of the production, narrator, packaging and cost.

- **Recorded Music:**

The library purchases recorded music to support the music programs of the University. Students in the music program are required to listen to music as part of their class work. Classical, opera and contemporary Christian are the types of music purchased by the library. Criteria for selection include historical importance of the composer or work, popularity of the artist, critical reviews, awards won and artistic merit. CD format is currently preferred for new purchases. A significant collection of Christian music in vinyl (LP format) is maintained for its enduring historical value.

- **Sheet Music:**

Sheet music is provided through a subscription to a comprehensive digital collection containing 35,000 titles of vocal music, instrumental solos, orchestral parts and more. Students and faculty can download and keep as many copies as needed. The Library also maintains a print collection that was donated.

- **Children's Literature Collection:**

The library purchases children's literature to support the University's Teacher Education Programs. The following criteria are considered for the purchase of children's literature: the book is an award-winning title, the book is well reviewed and appears in bibliographies that reference children's literature, the book is an example of a new trend in literature for children. The library also considers the reputation of the author and the publisher, its relationship to the existing collection, originality of the plot, and style of writing.

- **Government Documents:**

The Melvin Maxwell Library is not a depository library so at this time government documents are not a regular purchase. If new or current academic programs require the purchase of local, state or federal documents the librarians will obtain them.

- **Rare Books:**

The library does not purchase rare books due to the expense and preservation requirements. The library does house and maintain the Stout Bible Collection. Material donated to the library that is similar to the material in the Stout collection may be added to the collection.

- **Textbooks:**

Normal library policy is not to purchase textbooks unless faculty specifically request that the libraries do so. Textbooks may also be added to the collection if they are deemed appropriate for the collection for other reasons or if they serve as a seminal work in the subject area. Texts in the library collection that are selected by university faculty to serve as a textbook for a class are automatically placed on closed reserve so that all students will have access to the work.

- **Duplicate Materials:**

The purchase of duplicate materials is at the discretion of the Library Director. Normally duplicate materials are not purchased except in those cases where the Library Director has determined that additional copies of a work are needed to fully satisfy both the needs of students and faculty.

- **Reserve Materials:**

Books or other materials are placed on various kinds of reserve status, ranging from one hour to two-week loan period at the request of faculty. Members of the faculty are not limited to either a minimum or maximum of materials that they may request to be added to Closed Reserves. However, faculty are encouraged to only put on closed reserve those materials they expect will be in high demand by students. Prior to the start of each semester the library sends each member of the faculty a request for the books they need to be placed on closed reserve for the upcoming semester. At the end of the semester materials are removed from closed reserve unless faculty requests that the material remain on closed reserve.

- **Gifts:**

Ohio Christian University greatly appreciates the support of individuals and group toward helping the Melvin Maxwell Library support the academic needs of our faculty and students. All offers to donate materials to the library are referred to the Library Director. Materials donations are accepted upon the following conditions:

- Donated materials meet the same selection criteria as those items purchased for the library.
- The item is needed for the collection.
- The material is in good condition, with no obvious signs of wear, water or sun damage, markings, or musty smell.

Items not meeting the above criteria will be disposed of in an appropriate manner, such as placed in the Library's Book Sale, given away free to students on an equal basis, and donated or sold in support of worldwide literacy programs. Donated materials that require special housing, preservation methods, or restrictions on their integration into the library collection are accepted at the discretion of the Library Director. Donors are required to sign a consent form acknowledging disposition of non-accessioned materials. Letters of acknowledgment, suitable for tax purposes, are sent to donors unless they prefer not to receive them. Federal law prevents the library from placing a monetary value on materials donations. Donated materials become the property of the Melvin and Laura Maxwell Library at the time of acceptance. Non-accessioned donations cannot be returned to the donor. Ohio Christian University is not required to provide donors with any explanation of the disposition of donated materials, but process is explained to donors before materials are accepted. Appropriate recognition of donated materials to the library through the use of bookplates, plaques, signs, etc. is at the discretion of the Library Director and the university administration.

- **Weeding and Discards:**

In order to maintain a library collection, which is accurate, relevant and current, the collection must be systematically weeded. Under the direction of the Library Director, Library staff will carry out an ongoing program of collection evaluation and weeding. Periodically, the library staff will ask the faculty to assist with evaluating and deselecting materials in their subject areas.

### **Weeding Criteria:**

- Use: The last date that an item was circulated as well as the total number of times an item has been checked out can be used to determine whether or not it should be considered for removal from the library collection. It is important to note that just because an item has not circulated does not mean that it should automatically be withdrawn from the collection.
- Condition: Books that have broken spines, fragile bindings, torn or missing pages, defaced pages or covers, insect or mildew infestations may make a book a candidate for weeding or replacement. Books with brittle or yellowing pages, due to highly acidic paper are candidates for possible removal if the library does not have the means or resources to properly repair or preserve the book.
- Edition/Age: Older editions can be removed if a newer edition is available or if it is determined that content is out of date. In an academic library a retrospective collection is more important and necessary than in a public or other specialized library. If an older edition is still in print it is acceptable to retain the older print copy.
- Changing Curriculum: As the university curriculum changes or updates to new standards it is important that materials that no longer support the current view or research trends be removed and replaced with materials that do.
- Accuracy: The key issue in accuracy is relevance. Materials can be old but still be relevant. This is true in the subject area of History. However, materials on computers, law, medicine, science and technology need to represent current findings. Dated or inaccurate materials could do harm.
- Coverage: A main goal of the library's collection must be to present a balanced

view and coverage of the world. With a constantly changing society, what was an accepted view or minorities or behavior, may become outdated or deemed inappropriate in today's world. Materials that represent an outdated world-view should be removed from the collection and replaced with materials that represent the current view.

- Number of copies held in consortium member libraries (OhioLINK): The availability of a title via consortium lending should play into the decision to discard or retain materials. In September, 2015, OhioLINK distributed a draft of the *OhioLINK Shared Depository: Final Report*, which details the slower than expected transition from print monographs to eBooks in academic libraries. This trend coupled with the need for more collaborative space in existing facilities and the crowding in OhioLINK's shared book depository known as the Inter-University Council (ICU) has led OhioLINK members to "make the transition from print to electronic monographs a reality." Though users from all OhioLINK institutions can borrow ICU resources, only public academic libraries can deposit materials. Part of the plan for the this print to electronic initiative seeks to add another module to the ICU, opening the deposit program up to all OhioLINK members, including Ohio Christian University. The Director must stay abreast of this initiative and be poised to participate as appropriate.

### **Weeding Procedures:**

Before withdrawing any library material, the following steps are followed:

- Verify the title's in-print status. Currently, the Library's book jobber, YBP (part of Baker and Taylor) is used to determine availability and out-of-print status. In-print titles are usually retained. If a newer edition is available, the title is reviewed to determine whether or not the new edition should be purchased.
- OhioLINK's catalog is checked to determine how many copies are held in the consortia. If OCU's copy is out-of-print, it has not circulated in five years, and it no longer supports, or is relevant to current programs, it may be discarded. (Older works the in the area of religion often have enduring value, and should be retained

longer.)

- A title may also be retained based on the prominence of the author's other writings or works.
- Subject bibliographies from university departments are checked to see if the title in question is still considered relevant to the field.
- Faculty members from the department are asked to examine the titles in question to help determine whether or not the item should be retained in the collection.
- *The Weeding Handbook: A Shelf by Shelf Guide* by Rebecca Vnuk (ALA, 2015) is a recommended guide for its understanding of smaller library collections coupled with its strategy of shelf-by-shelf weeding by Dewey area. Other valuable approaches include *Rightsizing the Academic Library Collection* by Suzanne M. Ward (ALA, 2015), and *Rethinking Collection Development and Management* by Becky Albitz, Christine Avery, and Diane Zabel (Libraries Unlimited, 2014)

#### **Other Collection Areas:**

- Adult Fiction: This collection should reflect the reading tastes of our community and the faculty and students served as well as the university curriculum.
- Children's Collection: Avoid outdated topics. Retain award winners. Picture books should be selected on the basis of story and illustrations. Use the same criteria for weeding children's nonfiction as adult non-fiction. Avoid inaccuracy and oversimplification of topics.
- Audiovisual Materials: The entire collection of DVDs and CDs was cleaned in the fall of 2015 using a commercial, fully automatic disc repair system. Materials should be examined for broken cases, missing pieces, poor sound or visual quality. Video materials should be examined for defect after 200 circulations. cleaned using to be examined or chips or scratches. Materials that are rarely used and are not essential to the curriculum can be considered for weeding.

#### **Disposal of Materials:**

Weeded materials will be disposed of in one of several ways:

- The Library may dispose of weeded materials by selling them to faculty and students at a nominal cost.
- Weeded materials may be shipped to Better World Books, a world-wide literacy initiative.
- Materials may be sold to a used bookstore.
- Materials of interest primarily to other libraries may be offered directly to other libraries. The library accepting the donation may be asked to pay any shipping costs. Materials in poor condition or other weeded materials that cannot be sold may be disposed of through recycling or throwing away.

### **Repairing Materials:**

When possible the library will repair materials, especially books, following recommended repair guidelines. The Director and/or assigned technical services staff makes the final decision about whether or not materials can or should be repaired.

### **Replacing Lost Materials:**

Library system automated courtesy and overdue notices are sent to borrowers via the Ohio Christian University email system. In accordance with OhioLINK consortium agreements, scheduled overdue reports are run at multiple times throughout the year, followed by an annual cleanup in the summer semester. Ohio Christian materials not returned after a semester overdue should be considered lost. The library shelves are checked before a final bill is sent to the student. With increased access to online resources, the circulation of both Ohio Christian University and OhioLINK physical materials continues to decline each year. To encourage the use of its holdings, the Library waives fees for overdue materials whenever users make an honest attempt to return Ohio Christian University owned materials. Although OhioLINK members have discussed eliminating overdue fees, its fee

structure remains in place. Consequentially, the Library follows all guidelines regarding overdue and material replacement fees for OhioLINK owned materials.

### **Interlibrary Loan:**

Ohio Christian University has access to OCLC through OhioNet. The library uses FirstSearch to place interlibrary loan requests. Students and faculty are encouraged to borrow materials from other libraries to supplement and expand their research capabilities. Students or faculty members wishing to borrow materials from another library need to work with the reference staff to submit a request form.

### **New Programs or Classes:**

The Library Director is not currently a member of the Curriculum Committee. However as a full-time member of the faculty he or she will vote on any changes to the university curriculum or programs. The Library Director and other library staff work hard to be accessible to faculty members and to maintain open channels of communication. Faculty members are encouraged to meet with the Library Director or submit requests for new acquisitions in advance of curriculum or program changes so that materials are readily available at the time the new program begins. The Library Director invites all new faculty to tour the facility and to introduce the Library's programs and services and to talk about their classroom needs.

### **Copyright:**

The Melvin and Laura Maxwell Library fully complies with all provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library supports the Fair Use section of the Copyright Law (17 U.S.C. 107), which permits and protects patrons' rights to reproduce and make other uses of copyrighted works for the purpose of teaching, scholarship, and research. In the interest of helping students, faculty, and staff understand and benefit from Fair Use provisions, the Library maintains copyright information on the Library's webpage with a link for submitting questions to the Director. The link is sent to students, faculty, and staff at the beginning of each semester with a gentle reminder of the need to remain copyright compliant in all uses of

copyright protected library resources. The website information includes a Faculty Guidelines section, which the Director has presented followed by other copyright information sessions at faculty meetings.

The Library also supports the Digital Millennium Copyright Act (DMCA) and the Technology, Education, and Copyright Harmonization Act (TEACH) as they pertain to libraries.

- The DMCA provides exemptions from anti-circumvention provisions for non-profit libraries under certain circumstances.
- The DMCA explicitly states “nothing in this section shall affect rights, remedies, limitations, or defenses to copyright infringement, including fair use...”
- Unlike the fair use statute, where the burden to comply falls to the individual, compliance with the TEACH Act requires the cooperation of instructors, IT personnel, and the greater institution. The Library complies with the TEACH Act by maintaining the copyright section of the Library’s webpage and providing students, faculty, and staff with copyright information.

### **Challenged Materials:**

The Melvin and Laura Maxwell Library receives few complaints or challenges from its students, faculty or other users. The following policy statements are used to evaluate complaints or challenges of library materials from University constituents and to establish acquisition guidelines for potentially controversial materials:

- The Library fully supports the obligation of the University to be a forum for the free exchange of ideas in the pursuit of knowledge and truth. The Library will make available materials offering the widest possible variety of viewpoints, regardless of agreements with these viewpoints or the popularity of their authors.
- In an area where there is honest disagreement concerning the truth or wisdom of particular issues the Library will make an effort to see that the points of view of the best spokesperson for all sides of the issue are represented in its holdings, regardless of format.
- The Library supports the American Library Association's Bill of Rights, its

Intellectual Freedom Statement, and its statement on Challenged Materials and Diversity in Collection Development.

**Request for Reconsideration of Library Materials:**

Requests for reconsideration of library materials should be directed to the Library Director. In the absence of the Library Director the request should be referred to the staff member designated to be in charge of the library in the Library Director's absence. Materials in the library have been selected for inclusion in the collection for specific reasons. Part of the reason for inclusion is the necessity of the holdings to represent a wide variety of viewpoints that expose the realities that exist in the subject areas included in the collection. For this reason materials will not be removed simply because they might offend someone. Materials will only be withdrawn if it can be determined that the rationale for selection or retention is in error.

Students, faculty or other patrons that wish to ask that a title or titles be removed from the collection must fully complete the Library's "Reconsideration of Library Materials Form." The completed form is then submitted to the Library Director. It is the responsibility of the Library Director to respond to those who have requested that a title or titles be removed from the library. The Library Director will meet with the individual who has requested that a title or titles be removed for the collection. At this meeting the student, faculty, or patron will have the opportunity to explain their objections to the title(s) in detail. The Library Director will share with the student, faculty member or patron the role of the Library and the reasons the title was added to the collection. It is hoped that this discussion will resolve the matter between the parties.

If, after this meeting, the student, faculty member, or patron who lodged the complaint is not satisfied with the Library Director's decision, the complainant will be invited to meet with the Library Committee for further review of the matter. The Library Committee is chaired by the Library Director and is comprised of members of the faculty appointed by the Provost. The Library Committee will hear the complaint and will make a recommendation to the Provost for the final disposition of the matter. Generally, it should be known that the Library

Committee will support the recommendation of the Library Director on how to handle the situation and the Provost will take the recommendation of the Library Committee.

## **Section Two: University Catalog and Standards:**

### **University Catalog:**

The Ohio Christian University Catalog is available on the university's webpage. The University plans for the course catalog to be in effect for two years, but it clearly states that the University, if needed, may update the catalog at any time during the two year period. Ohio Christian University offers the Associate of Arts, Bachelor of Arts, and Master's degrees. Curriculum is arranged under the School of Business and Government and five Departments; General Studies; Music; Religion; Psychology and Counseling; and Teacher Education.

### **Academic Standards:**

The primary standards of two organizations. The first and most important one is the Association of Biblical Higher Education. The ABHE periodically reviews the University to be sure that it continues to meet and maintain the recommended accreditation standards. There are specific

ABHE standards that apply to the library's programs and services. It is important that the library remain in compliance with these ABHE standards. The second organization is the Association of College & Research Libraries (ACRL). ACRL seeks to assist academic libraries in providing a broad base of standards that address all aspects of academic library programs and services. The primary purpose of the ACRL standards is to help academic libraries establish effective individual goals within the context of their institutional goals.

### **Association of Biblical Higher Education Standards:**

The primary purpose of the ABHE is to provide policies and procedures that safeguard the integrity of the accreditation process. An institution that has achieved accreditation from the ABHE has undertaken a rigorous program of self-study that examines its own mission and objectives and how it fulfills the recommended criteria for accreditation. After completion of the self-study, an evaluation team from ABHE will visit the institution to verify that the information listed in the self-study is correct.

Assessment goals for the library and other learning resources are included in the Programmatic Standards of the ABHE Accreditation Standards. According to the ABHE guidelines the library is in compliance with the accreditation standards when "**the** program ensures the availability of learning resources and services of appropriate form, range, depth, and currency to support the programmatic offerings and meet student needs." The institution is compliant with the above statement when the institution meets the following essential elements:

- Faculty has involvement with the library staff in the analysis of resource adequacy the selection of resource materials, and the establishment of library policy.
- Library staff participates in curricular planning.
- Reference services and other means of support is available to help users find needed information.
- The learning community is included in the evaluation of learning resource utilization.
- Sufficient funding, staff and practices to procure and maintain needed library resources and services. -

The full text of the ABHE library standards can be viewed at

<http://www.abhecoa.org/forms.abhe.org/webdocs/Library%20Guidelines.pdf>

**Association of College & Research Libraries Standards:**

The ACRL standards were updated in 2004 to apply to all types of libraries in higher education. The ACRL standards are to be used by the Library to help document the Library's contribution to the effectiveness of the institution and student learning. The ACRL standards offer a comprehensive outline to analyze and examine all library operations, services and outcomes. The earlier ACRL standards relied heavily upon resource and program "inputs" such as financial support, space, and materials and staff activities.

The revised ACRL standards still consider "inputs," but they also look at "outputs" and "outcomes." "Outputs" quantify the work done, while "outcomes" look at how library users are changed as a result of the library program or service.

There are two sections of the ACRL standards that can be applied to the Library's Collection Development Policy. The section on resources encourages libraries to provide resources that are varied, authoritative and up-to-date. Resources should be available onsite or via remote access and include a variety of formats. The Library collection's currency and relevance should be maintained through judicious weeding.

The Melvin and Laura Maxwell Library is compliant with this ACRL standard through the sections of the Collection Development Policy that deal with the selection process, communication about selections, selection standards, weeding, and discards.

The second ACRL standard that applies to the library's Collection Development Policy pertains to access. Students and faculty should be provided access to library resources in a timely and orderly fashion. The university should use national bibliographic standards in the organization of the library collections and the catalog. The Library's online catalog should allow for concurrent users and all library materials and collections should be included in the catalog. The library should provide access to interlibrary loan, virtual electronic collections, and document delivery. The library should supply equal support for all distance-learning programs.

The Melvin and Laura Maxwell Library is compliant with this second standard. The library

strives to provide all materials and services in a timely manner. The library is able to offer students and faculty access to interlibrary loan and numerous databases, including those purchased through and available to all OhioLINK member institutions, several important “opt-in” databases available to only those OhioLINK members who opt to subscribe, and a growing number of databases purchased independently of OhioLINK that meet needs unaddressed by the consortium’s Cooperative Information Resources Management committee (CIRM). The library's online catalog accommodates multiple concurrent users.

The ACRL standards are comprehensive and lengthy and apply to all areas of the library's operations. The Library Director, working with the library staff, will review the remaining ACRL standards, prioritize them and develop a schedule for reviewing them as part of a separate action plan. The full text of the ACRL standards can be viewed at <http://www.ala.org/ala/acrl/acrlstandards>.

As part of the Library’s Collection Development Policy the Library Director will keep the Provost informed about which of the ABHE and the ACRL standards the library currently achieves and standards the library needs to make improvements in order to meet. This should be done as part of a yearly report to the Provost that reviews the current status of the library and provides information about successful programs and future service trends.

### **Section Three: Collection Analysis and Evaluation:**

An important reason for collection analysis is to increase the selector’s knowledge of the library collection. By increasing the knowledge of the collection the selector can measure the success of the collection and hopefully manage it more effectively. Collection analysis includes analyzing the collection, but it also includes how the collection is used. With collection analysis librarians are really trying to determine if the collection is meeting the needs of users. There are a variety of methods that can be used to assess the library collection. Collection analysis needs to be performed on a regular basis. The collection of data over a period of time is what makes it possible to really see what is going on with the library collections.

There are two basic categories of collection assessment: collection-centered and user-

centered evaluations. Listed below are methods that fall into both of these categories and the process for how they can be used to evaluate the library's collections. A variety of collection analysis methods are listed in the Collection Development Policy. The Library Director will decide which methods, if any, and on what schedule the library's collections will be analyzed.

### **Collection-Centered Analysis:**

- **Library System:**

The Library's integrated library system (ILS), Innovative Interfaces Incorporated's Millennium, includes a module that reports on collection size, age, and the number of bibliographic records within each classification number.

- **Checking Lists:**

A recommended list of titles for the collection is located. The list could come from a professional source such as *Best Books for University Libraries*, or from a recommended reading list from a faculty member or a catalog. If available an accreditation checklist can be used. The titles on the list are searched in the library's catalog. While this method can be time consuming it can help identify gaps in the collection. Titles from the list that library does not own can be added to the list of possible selection titles.

- **Expert Opinion:**

With this method the library might ask a member or members of the faculty to review the titles in a specific collection. The evaluator(s) will be looking to be sure that the collection titles meet the information needs of the students using the collection. The evaluator(s) can also check for materials that may be out of date and need to be removed from the collection.

- **Comparative Use Statistics:**

This evaluation method uses the same title list as above, but the titles are checked against the catalog of a similar institution. Once the list is checked, the library staff can compare the findings. If both libraries have collected a similar number and type of titles then it can be judged that your library is on target. If the comparison shows that you have a smaller number of the recommended titles than the other library then there are gaps in the collection that need to be addressed. The above mentioned ILS reports on collection size within classifications can also be used to compare parts of the collection with the holdings of similar institutions.

- **Collection Standards:**

Using library standards, whether they are from the ABHE or the ACRL, or another organization, can be used to help evaluate the library collection. There is usually at least one section of any set of standards that refers to the library's collections. Checking the collections against the criteria listed in the standards can help determine if the collections are meeting the recommended benchmarks.

Another part of using collection standards to evaluate collections has to do with completing yearly reports. The ABHE asks member libraries to complete the "Annual Report Learning Resources Data." This report asks the library to evaluate its programs and collections by collecting data on staff, expenditures, hours of operation, reference transactions, circulation transactions, and library collections. Library collection data will help the Director and staff members evaluate the various collections, seeing both strengths and weaknesses. The Library Director will complete this report and submit it by the ABHE deadline. The ABHE compiles the member reports into its annual report. Reviewing the annual ABHE report will allow the Library Director to see a "peer" comparison of the Melvin and Laura Maxwell Library to other institutions of a similar size and mission.

**User-based evaluations:**

- **Circulation Statistics:**

The library's integrated library system is used to compile data about how the library's collections are being used. Circulation reports give the Library Director a view of how many items are checked out; which user groups are checking them out; what sections of the collection are being used; the number of reserve check-outs; how many OhioLINK items are requested by Ohio Christian University students, faculty and staff; how many items are lent to OhioLINK member library users; the number of renewals and the number of items counted as used in the library. The Library Director will determine which circulation reports are valuable and will either generate them or will delegate the task to other members of the library staff.

- **Electronic Database and eBook Statistics:**

User statistic reports of leased databases and eBook collections are generated by visiting each publisher's website. User statistics reports for OhioLINK owned content that the Library has access to either through our full membership or by paying extra "opt-in" subscription fees are generated at the OhioLINK website's staff portal. The Library Director generates these reports and compiles the data by fiscal year in Excel worksheets.

- **Surveys:**

Questions about the adequateness of library resources and services and the helpfulness of library staff are included in the institution's student satisfaction surveys. Similarly, library discussions can, and have been, part of institutional focus groups. There is also a "How Are We Doing" link on the Library webpage, and the link goes out with each sent message from both the Library and individual staff member's email accounts.

The data collected is used to improve resources, services, and programs. Additionally, the Library Director and staff can design user survey as appropriate. Currently, to minimize survey fatigue among students, the Administration is choosing to limit the number of surveys that are used by individual departments.

- **Interlibrary Loan Statistics:**

The Library Director should look at interlibrary loan requests being placed by both students and faculty. Evaluating titles being requested from other libraries, especially, non-OhioLINK institutions, can often point to gaps in the library collections. The library should also look at what periodical and journal articles are being requested. Again, this could point to deficiencies in the journal collections. Reviewing journal requests can also be viewed as part of the university's compliance with the Copyright and fair use standards. However, requests to borrow OhioLINK materials should also be viewed as fulfilling the purpose of consortia sharing, and the decision to purchase these materials should weigh accordingly.

### **Intellectual Freedom:**

The University supports academic freedom, and the Library is committed to upholding the Code of Ethics of the American Library Association its Library Bill of Rights, its Freedom to Read Statement, its Freedom to View Statement, and all other American Library Association intellectual freedom documents.

- Library Bill of Rights:  
<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>
- Freedom to Read Statement:  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- Freedom to View Statement:  
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>
- Core Intellectual Freedom Documents and Intellectual Freedom Issues and Best Practices:  
<http://www.ala.org/advocacy/intfreedom>

**\*\*\*The Library Director is ultimately responsible for all services and programs implemented by the library. The Library Director will review the Collection Development Policy annually to make any necessary updates or corrections.\*\*\***

**Gift Donation Form**

Name: \_\_\_\_\_

First, Middle Initial, Last

\_\_\_\_ Mr. \_\_\_\_ Mrs. \_\_\_\_ Ms. \_\_\_\_ Miss \_\_\_\_ Dr. \_\_\_\_ Reverend

Address: \_\_\_\_\_

Street, PO Box, Apt. # City State Zip

Preferred Phone: \_\_\_\_\_ Cell \_\_\_\_ Home \_\_\_\_ Work

Email: \_\_\_\_\_

\_\_\_\_ No acknowledgement is necessary

\_\_\_\_ I would like an acknowledgement for tax purposes

Note: The Melvin and Laura Maxwell Library will provide an inventory of the items donated. Neither the University nor the Library can assign a dollar value. Donation appraisals are the responsibility of the donor and should be done prior to making the donation.

I, \_\_\_\_\_ (signature), hereby deed this gift of library materials to the Melvin and Laura Maxwell Library, made on \_\_\_\_\_ (date). I acknowledge these materials are mine to give and that no Ohio Christian University money was used in their acquisition. I also acknowledge that these materials become the property of Ohio Christian University and that I transfer to Ohio Christian University all interest in these materials.

**Materials donated to the library that are not added to the collection become part of the library's book sale, given to missionaries, or transferred to Better World Books (which provides the library with credits towards buying new books).**

**For Office Use Only**

Donor ID #: \_\_\_\_\_

Donated Items:

Paperbacks \_\_\_\_\_ Hardcover \_\_\_\_\_ Journals \_\_\_\_\_ DVDs \_\_\_\_\_ CDs \_\_\_\_\_

Other Materials:

## **Purchase Suggestion Form**

**Author or Editor:**

**Title:**

**Publisher:**

**Year Published:**

**Edition:**

**Medium or Format:**

**ISBN (if known):**

**Requestor's name and Email:**

**Date request submitted:**

**Course(s) which requested materials support (if applicable):**