

Collection Development Policy
Information Commons
Information Services
Asbury Theological Seminary
March 1, 2005

Mission Statement

Information Services exists to support the objectives of the Seminary by providing appropriate resources and services. The Information Commons is committed to:

1. Providing the resources, services, and information necessary to support the present and anticipated instructional needs of the Seminary community and international Wesleyan scholarship.
2. Organizing and providing bibliographic access to all acquired materials.
3. Instructing users in how to identify and locate information, assisting them in the utilization of the Information Commons's resources and helping them to gain access to needed information located elsewhere.
4. Preserving significant historical materials, particularly in the areas of world mission and the Wesleyan tradition.
5. Participating with other organizations and academic institutions for the advancement of scholarship and the effective utilization of resources.

Collection Development Priorities

In developing our collections, the following priorities will normally apply.

1. Providing materials that support the curriculum (faculty requests and resources listed in the course syllabi)
2. Purchasing faculty requests (research related)
3. Collecting materials that contribute to our collection strengths (holiness movement, broader Wesleyan movement, biblical studies, historical

theology and world mission/intercultural studies)

4. Providing Ph.D. level only in world mission and intercultural studies, with the exception of our journals

5. When possible, providing electronic resources will be given priority along with digitizing materials most needed by our students. If appropriate, hard copies will be provided.

6. Developing cooperative relationships with other institutions to provide access to more resources

Overview

The Information Commons serves a graduate academic community comprised of the faculty, student body, alumni, and administrative staffs of Asbury Theological Seminary and Asbury College, as well as continuing education participants, community borrowers, and those in distributed learning programs, a combined patron base exceeding five-thousand people. Through formal relationships with the University of Kentucky and the Theological Education Association of Mid-America (TEAM-A: Lexington Theological Seminary, Louisville Presbyterian Theological Seminary, Saint Meinrad School of Theology and Southern Baptist Theological Seminary), the Information Commons also serves an academic community that extends throughout Kentucky and into neighboring states. Asbury Seminary also has reciprocal agreements with institutions that are members of SOLINET and ATLA (American Theological Library Association). In addition, our Florida campus has reciprocal borrowing agreements with Reformed Theological Seminary in Florida and participates in the Central Florida Library Cooperative.

The Information Commons offers a collection representing the curricular and research needs of Asbury Theological Seminary as well as providing a depository for the primary and secondary materials of the American holiness movement and evangelical denominations Wesleyan in orientation. The Information Commons serves the campus as the primary source for information outside of the classroom. For students and faculty to be served well, some materials in the collection necessarily will not reflect the views and perspectives commonly promoted or officially represented on campus.

Resources

The Information Commons contains more than 400,000 items. All aspects of the theological curricula are covered in the collection, including representative literature from non-theological disciplines. Approximately 10,000 new items are added annually. In harmony with the Seminary's emphasis, biblical studies, Wesley and the Wesleyan movement, as well as the literature of the origins of the American holiness movement, are the designated areas of focus in selecting materials for the collection. In addition, with the establishment of the E. Stanley Jones School of World Mission and Evangelism in the fall of 1983 an increased emphasis is placed on Christian mission and church growth. The collection also reflects holdings in support of the Beeson Pastor Program in Biblical Preaching and Pastoral Leadership. The Asbury Theological Seminary online public access catalog is available on 95 stations in the Kentucky Information Commons and 26 stations in the Florida Information Commons. It is also available online to our ExL students. Asbury Seminary also provides the automated library system and online public access catalog to Asbury College. The resources are placed in four major collections: General, Online Resources, Reference, and Archives.

General Collection

The general collection consists of the following resources: monographs classified in the Library of Congress system; Asbury Theological Seminary dissertations and theses; oversized volumes; current and bound periodicals; conference journals; instructional media; maps and charts. All resources found in the general collection circulate for four weeks, except periodicals that circulate only overnight. The Library of Congress book stacks, currently containing more than 220,000 volumes on the Kentucky campus and 40,000 on the Florida campus, is by far the largest collection. The Information Commons subscribes to more than 1,000 current periodicals on our Kentucky campus and 300 on our Florida campus. Back files of over 40,000 periodical items are maintained on the Kentucky campus. Audiotapes, videotapes, slides, filmstrips, kits and other forms of media are available in the 28,000 item circulating collection. Many items in the Information Common's circulating collection, especially older works and specialized collections such as the Dead Sea Scrolls and materials related to missions are available in micro text form.

Online Resources

All students have online access to the full text of many journal articles through electronic databases such as ATLA (scholarly religious and theological journals) and Ebsco Host (journals in many fields including religion, psychology, and sociology). Citations in these databases that do not provide the full text may be requested from our Information Commons through clicking on the web hyperlink. Students can access religious reference books electronically (including commentaries and bible dictionaries) through the Information Common's subscription to iPREACH. Students are referred to free online sites such as the Christian Classics Ethereal Library, E-Sword, and the Wesley Center Online when appropriate. Finally, all students have access to citation databases such as WorldCat (holdings of materials in libraries throughout the world), Dissertation Abstracts, OT/NT Abstracts, and the Christian Periodical Index.

Reference Collection

The reference collection consists mainly of materials published for consultation rather than comprehensive reading. This collection includes dictionaries, encyclopedias, bibliographies, indexes, directories, commentaries, yearbooks, atlases, lexical and grammatical tools, and biographies. A number of these materials are now available online and some are available through the on campus network in the form of CD-ROMs. The Information Commons also offers an extensive online sermon file.

Archives

The archives maintain a rich accumulation of research materials in a variety of formats and totals more than 40,000 items. Unpublished manuscripts, a major resource, document the work of persons and organizations within the Wesleyan/Holiness tradition. These include the personal papers of such prominent individuals as Charles G. Finney, E. Stanley Jones, Gerrit Smith, and Hannah Whitall Smith. Organization records include the papers of the Christian Holiness Association, the Oriental Missionary Society, and the Pentecostal Publishing Company. Collections of rare books and magnetic media include the John Carver healing collection, the Alfred William Price healing collection, the Frank Bateman Stanger healing collection, the Christian Holiness collection, the Pentecostal Publishing Company collection, Sunday School materials from 1820-1920 on deposit from the University of Kentucky, extensive runs of significant holiness periodicals, and the Heritage collection of early Wesleyana and Methodistica.

Depth and Scope of Subject Selection

Collection categorization on the basis of subject divisions is not adequate unless coupled with functional criteria that distinguish sources used in disciplines individually. There are five kinds of sources identifiable to any given subject.

- 1) Research communication, written by scholars for other scholars in dialogue on topics of timely interest, consists largely of technical journal articles, electronic communications such as forums, and technical monographs.
- 2) Primary resources for research are not produced by scholars for scholars, but by individuals or communities who are the focus of scholarly interest. Such items would include the archival materials of missions agencies or holiness bodies, the theological publications of important historical figures and others
- 3) Instructional resources introduce or summarize the current state of knowledge in various fields, such as textbooks or manuals, topical introductions.
- 4) Historical resources, no longer in demand for currency, will remain important retrospectively.
- 5) Bibliographical and reference sources organize knowledge and provide informational access to other sources.

Defining core titles in a given discipline is accepted as a fundamental, ongoing responsibility of collection development and involves awareness of designation by the broader academic community, especially the faculty internal to the Asbury community itself.

The Asbury Theological Seminary Information Commons has one area of historical strength and preeminence that is recognized nationally, that of the holiness movement of which the Seminary is the product. The Information Commons has an extensive collection of published materials and through archival and records management programs has become a repository for non-published materials. The Information Common's historic alignment with the broader Wesleyan movement provides an interpretive matrix for the holiness collection.

An area of more recent and vigorous growth and developing strength is that of missions. Materials are needed to support the interests of the E. Stanley Jones School of Missions and Evangelism and its focus on doctoral research in missiology and intercultural studies. Other areas of historic

strength in the Information Commons are biblical studies and historical theology.

The Asbury Theological Seminary Information Commons evaluates its collection development priorities on the basis of the following levels of collection intensity.

0. Out of scope: The Information Commons does not collect in this area.

1. Minimal level: A subject area in which few selections are made beyond very basic works.

The Information Commons will maintain minimal collections in a few areas. Such would include law, modern languages, war and military science.

2. Basic information level: A collection of current general materials serving to introduce and define a subject and to indicate the varieties of information available elsewhere.

The Information Commons will maintain basic collections in subject areas of general usefulness to graduate theological education that are themselves not directly relevant to course offerings. Subject areas would include political science, physical science, economics, business administration, information commons and information science, computers and technology, communications, medicine and health.

3. Instructional support level: A collection adequate to support most graduate instruction, or sustained independent study.

The Information Commons will maintain a curricular support collection in the areas of practical specialization. These include the subject areas of Christian education, youth ministry, leadership, worship, ministry and pastoral counseling, ethics, cultural studies, feminist studies, social sciences, comparative religions, non-traditional theologies, and general history. Foreign language materials in these areas will be purchased sporadically.

4. Research level: A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to

researchers. It includes all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting sources.

The Information Commons will maintain research collections in the areas of Wesleyana, missiology and evangelization, and biblical studies. The intent here is to procure the major published source materials for research, essential texts and documents, important reference works, major indexing and abstracting services, specialized monographs, journals, dissertations, and other cognate non-published materials as appropriate. Foreign language material is emphasized.

The Information Commons will maintain thesis research collections in the areas of theology, history of Christianity, and philosophy. Seminal texts and monographs, collections of the works of important figures and scholars, representative journals, major indexing and abstracting services, appropriate reference tools and subject bibliographies will be incorporated. Important materials in German and French will be sought; other foreign materials will be considered only at faculty request.

5. Comprehensive level: A collection in which every reasonable effort is made to include all significant works of recorded knowledge, published and unpublished, in all applicable languages, for a narrowly defined and limited field.

The only area of collection development that can be undertaken with comprehensiveness (level 5) given these constraints is that of the holiness movement, its sources, history, and products. Here the Information Commons endeavors to collect all significant works, all publications and manuscripts, regardless of language, in so far as are reasonably possible

For the level of collection development intensity associated with various subjects of human knowledge as organized according to the Library of Congress (LC) classification system see Appendix A. In addition, Appendix B is a 2004 listing of holdings by classification. It must be emphasized that this is a representation of convenience generally rather than a detailed description since the Information Commons maintains the prerogative of developing areas of the collection that LC has not identified by way of specific classification ranges.

Core Definition and Collection Evaluation

The core collection for each subject or discipline must have boundaries commonly recognized by the assessment of researchers and authorities in that area. In many areas core definition is adequately addressed in published sources as listed in Appendix C.

Several approaches to collection evaluation can be undertaken, ranging from inspection, random sampling, statistical analysis, comparative studies, use analysis, checklists, etc. Evaluation should be undertaken to answer such questions as:

- What is the true scope of the collection?
- What is the depth of the collection?
- What are the strong areas of the collection?
- What are the weak areas of the collection?
- Do any subject areas of the collection fall outside the Information Commons' focus and mission?
- How well is the collection development program doing?
- What allocations are needed to maintain areas of strength?
- What allocations are needed to strengthen weak areas?
- Where should retrospective collecting be focused?
- Is the collection too old?
- Is the collection adequate for present educational programs?
- Is the collection adequate for proposed/nascent educational programs?

Preservation and Access

Preservation is defined as the acquisition, organization, and distribution of resources to ensure adequate protection of information of enduring value for the purpose of access by present and future generations. Library preservation management includes responsibility for planning and implementing policies, procedures, and practices that prevent deterioration and/or renew the usability of items that have been selected to receive appropriate preservation action. The preservation program of the Information Commons focuses on providing a basic level of protection and care for all holdings that includes: environmental control; proper housing; disaster prevention; appropriate security; and procedures that favor stabilization and preservation of all holdings.

The Information Common's printed materials are deteriorating most in the areas where its holdings are the strongest and the materials are of most value. The peculiar strength of this Information Commons is also its chief problem. The materials of the holiness movement, camp meeting revivalism, and sectarian Wesleyanism come from a period in time between 1820 and 1970 in large part. By 1820 traditional ways of making books using rag paper had given way to the more easily obtained wood pulp paper. Virtually all the print matter from this 150-year period will have been produced on this cheaper, very acidic paper. The main culprit in the decay of our collection is the paper that self-destructs with time.

Archives

The Special Collections and Archives receive standard preservation treatment. Books valued as artifacts or of great age are relegated to compact storage in the closed stacks of the Archives area to minimize handling, exposure to light, and security concerns. Barcode and classification numbers are not applied directly to these items, but to acid-free slips inserted loosely into their text-blocks. Very fragile items or items in several pieces will be encased in acid-free cardboard boxes sized appropriately to the item.

Archival materials receive routine preservation treatment during processing. All metal is removed from manuscripts, and materials are placed into acid-free folders and acid-free archival quality boxes that protect them from light, dust, and deformation. Humidity in the archives area is monitored and controlled locally. The lighting is normally kept off to lessen UV deterioration. The area is kept locked at all times, and only authorized staff are permitted into the area. Certain items may be selected to receive treatment beyond that provided for all archival holdings. These treatments normally would include conservation procedures (mending, cleaning and reinforcement) or reformatting via microfilming or acid-free photocopying. Items will be selected for preservation action on the basis of the following criteria: amount and nature of use; condition, including level of protection already applied; significance (in relation to the mission and collecting policies of the library); and value for research.

Digitization

We have a plan in place to begin digitizing the most important items from our Wesleyan holiness perspective. Currently we have a grant to digitize the paper of E.S. Stanley Jones. Among the books to be digitized are Matthew Simpson, *Cyclopedia of Methodism* (1878), 1031 pages; Nathan Bangs, *History of the Methodist Episcopal Church*, 4 vols. (1840-1853),

1800 pages; W. T. Hogue, *History of the Free Methodist Church*, 2 vols. (1915), 807 pages; A. T. Jennings, *History of American Wesleyan Methodism* (1902), 193 pages; Jesse Lee, *A Short History the Methodists* (1810), 366 pages and selective material from the International Reform Federation papers held at Asbury Theological Seminary. Other books to be digitized will include Luther Lee, *Elements of Theology* (1859), 584 pages; B. T. Roberts, *Why Another Sect* (1879) 321 pages; Elias Bowen, *Slavery in the Methodist Episcopal Church* (1859), 317 pages; Thomas Ralston, *Elements of Divinity* (1871), 1023 pages; T. O. Summers, *Systematic Theology* (1123 pages); John Miley, *Systematic Theology* (1892), 1070 pages. Among the other works are important writings of IRF founder, Wilbur Fisks Crafts including *Must the Old Testament Go?* (1883), 119 pages; *The Sabbath* including chapters by Crafts, W. B. Godbey and L. L. Pickett 72 pages; *The Sabbath For Man* (1894), 672 pages; *Practical Sociology* (1896) 524 pages and *World Book of Temperance* (1906) 284 pages. As cost allows, other works by similar authors will be selected.

An additional area for digitization would be those titles that appear on course syllabi, but are no longer copyright protected. A significant number of titles are located in the church history area.

Weeding

Weeding of materials must be approached very carefully. The items of most value to our collection tomorrow may well be the items deemed of little value to us today. The weeding of older materials should be based on some simple considerations. If the Information Commons owns several copies and the items are no longer of curricular value, then two copies may be retained, one for circulation and one for special collections. If the title has been preserved by filming, then the print copy may be discarded when its useful life has expired. If the title is ubiquitous or falls outside of the present and projected collecting interest of the Information Commons, then it may be discarded provided another library has taken preservation interest in it. Otherwise, it may be withdrawn for placement in another more suitable collection elsewhere. Items from which preservation copies have been made may be discarded, if too brittle to circulate. Since the Information Commons is a research library with strong preservation interests, weeding should be a last resort for items even remotely associated with the holiness tradition.

Remote Storage

Items that are not used or that are multiple copies, but of importance to the collection are put in remote storage in the underground storage located at High Bridge, Kentucky. These materials can be retrieved within 24 hours if requested by a patron. Storing at High Bridge also helps with preservation.

Gifts

The Information Commons gratefully receives gifts of materials, manuscripts, and ephemera. It must be understood, however, that the Information Commons will not retain all gift items. Final disposition of unsuitable or redundant materials can be handled in various ways, from sale to students inexpensively, to bid sales or donations to other libraries, sales or trades to vendors, or discarding. Usually about 5,000 items are added from gifts to the collection annually.

Collection Development Policies

Books

Collection development should include all of the following activities:

- a) the purchase of special collections when offered for sale;
- b) The purchase of collections of primary and secondary sources on microfilm;
- c) The acquisition of unique and specialized materials;
- d) The development of an excellent reference collection;
- e) The development of those areas of historical strength and preeminence;
- f) The remedial development of areas of historical weakness;
- g) The ongoing provision for preservation of the collection;
- h) The procurement of remote access to information sources in electronic media.

Periodicals

The Information Commons staff in consultation with faculty chooses periodicals. The decision to purchase is based on the following:

- a) Does it fit with our tradition
- b) Does it represent our student constituencies
- c) Does it build the collection to support current and anticipated curriculum

Electronic Resources

Electronic Resources comprise any resource requiring a computer for access. This includes, but is not limited to, full-text databases, indexes, Bible software, and training resources. In addition to the policies and procedures laid out in the rest of the Collection Development Policy Statement, the selection, acquisition and evaluation of electronic resources is guided by the following:

1. Preference is given to electronic resources that come from a reliable vendor and, in addition to relevant, authoritative, and comprehensive content, provide the following:
 - a. 24 hour remote access
 - b. A powerful and user-friendly interface
 - c. Good indexing
 - d. Full-text resources
 - e. Good customer support
 - f. Reasonable pricing
 - g. Compatibility across a wide variety of platforms
 - h. A common interface with other electronic resources used by Information Services
2. An electronic resource is not purchased unless Information Services has the funds, technology, and staff to maintain the resource for the foreseeable future.
3. Electronic Resources are given preference over similar print resources when they meet the preceding criteria; however, embargo periods and ease of preservation are also to be considered.
4. Faculty and Information Commons staff evaluates electronic resources before being purchased. Trial subscriptions are utilized whenever possible.

Audiovisual Materials

The primary reason for the purchase of audiovisual materials is for classroom instruction. This collection is designated as the VIS (Video Information System) collection and is available for faculty to use in teaching, primarily using the VIS system. All of these materials are purchased at the request of individual faculty. A circulating collection of audiovisual materials is also available in the Information Commons.

Archival Collections

The Asbury Theological Seminary Archives is a memory center for all seminary records of historical significance. It is designed to collect and preserve the official papers of Asbury Theological Seminary as well as materials relating to the origin and development of the seminary. It is further designed to organize these materials so that they may be a valuable resource for reference and research.

The Asbury Theological Seminary Archives will therefore collect material in the following categories:

1. The official papers of Asbury Theological Seminary. The official papers encompass the charter, the minutes of the Board of Trustees, the reports of the President, the reports of the executive officers and departmental chairpersons. The records or papers generated by the various administrative offices as well as the files of leading committees and organizations on campus are also collected.
2. The official publications of Asbury Theological Seminary and all its departments. The periodicals (official, student or alumni), special monographs and the catalog series will be collected.
3. The personal and professional papers of the faculty of Asbury Theological Seminary. This will include correspondence and other records relating to research, teaching and professional affiliations as well as publications.
4. Photographs and tapes documenting the history of Asbury Theological Seminary, contributions to scholarship and general campus activities. The blueprints of campus buildings are also collected.
5. Theses and dissertations produced by Asbury Theological Seminary students for completion of degree requirements.

Florida Collection

Books purchased to support the Master of Divinity program on the Kentucky campus that are blanket orders are also purchased for the Florida campus. If it appears that materials from YBP or Harrassowitz are appropriate, they are also ordered for both campuses. Most of our Anglican materials are housed on the Florida campus. The most important periodicals as determined by the faculty and Information Commons staff are purchased for the Florida campus. Bound volumes are located only on the Kentucky campus with articles available electronically within 24 to 48 hours.

Spanish Language Materials

The faculty and staff of the Latina Latino Studies Program in consultation with the Florida campus faculty choose Spanish language materials. Materials are purchased specifically to support the special curriculum of the LLSP program. These materials are housed on the Florida campus.

Division of Collection Development Responsibilities

Collection development responsibilities are divided between the faculty and professional staff of the Information Commons.

It is our general policy to purchase all faculty requests for materials. Sometimes depending on budget the purchase may be delayed, but it is our intention to purchase any materials the faculty feel are needed for the collection. In addition, all materials listed in our faculty course syllabi are purchased.

In order to help the faculty select books we receive order slips from our two primary book vendors YBP (Yankee Book Peddler) and Otto Harrassowitz. On a weekly basis the vendors send slips based on the profiles we provided. These profiles are in Appendix D and E. Publishers not covered by YBP or Harrassowitz are checked on a semi-annual basis and are listed in Appendix F.

Information Commons staff are assigned to work with the faculty in various areas:

Hannah Kirsch	Biblical studies
Joy Mark	Theological studies
Robbie Danielson	Missions/Intercultural Studies
Don Butterworth	Christian Education/Youth Ministry/ Christian Leadership
Jay Endicott	Counseling

Standing Orders

Standing orders/blanket orders are in place for the following publishers: Abingdon, Alban, Baker Books/Brazos (academic only), Eerdmans (academic only), Eisenbrauns, Fortress, Kingswood, Orbis, Society of Biblical Literature, WCC, and Zondervan (Academic only). In addition, we order everything published by the following (with the exception of juvenile literature and Sunday School materials): Beacon Hill, Breath of Life, Bristol House, Cokesbury, Discipleship Resources, Epworth, Evangel

Publications, Haworth Pastoral Press, InterVarsity (Academic only), Kregal (Academic only), LifeSprings, Light and Life Communications, MARC, Methodist Publishing House, Regnum, Upper Room, Warner Press, Wesleyan Publishing House, Westminster/John Knox, White Wing, William Carey and Word Aflame

There are a few Monograph Series that fall in the category of standing orders.