

# Collection Development Policy

Buswell Memorial Library  
Wheaton College  
Wheaton, Illinois

Collections Team  
Last update: June 2016

## Purpose of the Library's Collections

The primary purpose of the library's collections is to provide the books, articles, databases and other such resources needed to support the college's programs of study. Secondary purposes, fulfilled as funds allow, are to supply resources for faculty research, extracurricular study, and general interest and enjoyment. The library's special collections have special purposes and are supported by special funds.

Library collections fall into three broad categories: first and foremost, resources we own; second, resources for which we pay to provide access to our users, but we do not own (i.e. resources we lease); and third, highly selective resources that are freely available via open access publishing or other means. Our top collections priority is resource ownership whenever possible, as we try to build collections that we can maintain and control in perpetuity.

## Budget and Allocations

The Collections Team, Operations Group Leader, and Director of Library and Archives collaborate annually in the distribution of the acquisitions budget. The three divisions of the budget are Journals, Books, and E-Resources. The library does not use an allocation formula but generally apportions funds according to literature size and average price in the various subject areas.

## Division of Responsibility

The Collections Team provides leadership in all aspects of collection development, in consultation with the Director of Library and Archives. This includes such activities as articulating the scope and goals of collection growth, planning, guiding subject librarians, analyzing use made of collections, and conducting reviews of resources and resource use in particular subject areas prior to departmental ten-year reviews.

The Operations Group Leader is responsible for managing the acquisitions budget.

Each member of the library faculty serves as subject librarian to one or more academic programs or departments for the purposes of collection development. Subject librarians have primary responsibility for the selection of books to support that program/department and advise the Collections Team on the selection of journals and electronic resources. They cultivate relationships with professors in the program/department and actively solicit recommendations from them. High value is placed on acquiring materials that teaching faculty members recommend. Subject librarians also supply information about library needs to academic departments submitting new course proposals to the Curriculum Committee of the faculty. The Director of Library and Archives, in consultation with the relevant subject librarian, supplies information about library needs to academic

departments submitting new program proposals.

All other members of the campus community are welcome to make recommendations. These can be made to subject librarians or by using the suggestion box provided on the library's web site.

## Selection Criteria

### 1 Excellence of Thought and Expression

Excellence is judged by reviews published in respected sources, the quality of the author's or publisher's previous offerings, and direct examination of a copy of the work whenever possible.

In our collections, we seek to provide the range of argument and opinion that generally mirrors the range present among scholars in a given field. We do not limit our acquisitions to authors whose arguments or opinions accord with the college community's theological convictions, although we place high value on collecting the works of such authors. Following the college's emphasis upon the integration of faith and learning, we also seek to acquire materials that exemplify that integration.

### 2 Relevance to Curriculum

Relevance is judged by examination of curricular goals and course syllabi and by consulting with teaching faculty.

Each subject area / collection is assigned a collecting level using the Association of Research Libraries (ARL) framework (see Appendix). Works outside the collecting level for that subject area / collection are acquired only as funds allow.

If the Collections Team identifies a particular subject area / collection as deficient in relation to its desired collecting level, more funds than normal may be devoted to that area until the desired level has been reached.

Standing orders are established in some instances. The library does not currently use approval plans, except for children's literature award-winners.

Works in languages other than English are collected to support the foreign language department and the PhD program in biblical and theological studies. Dictionaries in various languages are acquired for the reference collection. Beyond these purposes, works in non-English languages are collected only in exceptional cases.

The college expects students to acquire their own copies of books required for courses. A textbook is defined by YBP as "a book created for use in a classroom or in a course of study," "often including summaries, test questions, or exercises." The library acquires textbooks under specific circumstances related to subject disciplines, but not because they are required for Wheaton courses.

### 3 Format-Specific Criteria

#### Journals

The library collects journals in print and/or electronic format, with electronic format preferred when available. Microform versions are acquired only in exceptional cases.

#### Books

Paperback edition is preferred.

Used books are added to the collection only in exceptional cases.

The library actively selects ebooks for addition to its collections, with preference for title-by-title selection made by subject librarians in the same way that print books are selected, using our primary book vendor. Ebooks are usually available with a single- or multiple-user purchase option, with the default (preferred) choice for our collection being the single-user option. If usage demonstrates the need (turn-aways), the single-user option can be upgraded to multi-user at the discretion of the subject librarian.

Ebook packages are sometimes acquired, in consultation with subject librarians and with the approval of the Collections Team. Ebook packages may be acquired when the desired publications are available only in this form or when pricing options make a package more cost-effective.

For single title selections, ebook format is preferred for:

- Edited volumes of essays and Festschriften
- Handbooks and other publications that survey areas of study
- Dictionaries, encyclopedias, and other works comprising short, independent entries
- Works for which we anticipate heavy, sustained, and/or concurrent use
- Support for programs of study that are held off campus or in non-traditional formats (in consultation with the program faculty)

For single-title selections, print format is preferred for:

- Classic monographs, i.e., a single author developing a single, sustained argument
- Leisure reading titles

Subject librarians will also consider their program / department's preferences when selecting a particular format.

When ebook titles are available from multiple vendors, we choose the vendor from a list, maintained by acquisitions staff, of preferred and allowed vendors. If a title is available only from vendors that are not on the preferred / allowed list, the subject librarian will be responsible for evaluating and documenting those vendor platforms using the same criteria used to create the preferred / allowed list, in order to select the best vendor. Subject librarian preferences are also considered.

Reference works in electronic format are acquired / leased upon the judgment of the Collections Team and the subject librarian responsible for the reference collection.

Books in microform are generally not acquired.

CDs or other media that are included with print books are generally not cataloged separately. They may be retained in the book if a pocket has been provided by the publisher for that purpose; otherwise they may be discarded. If the item is retained, a label may be added stating that the library does not guarantee playability.

## Videos

The library's video collection is intended to serve the informational, educational, and recreational needs of the Wheaton College community and to promote academic discourse among students, faculty, and staff.

We select nonfiction, documentary, and instructional videos in much the same manner as books—either by faculty request or by subject librarians' recommendation. Because nonfiction videos are often significantly more expensive than a book on a comparable topic, we ensure that the videos we select support the curriculum, are accurate and timely, and have the potential for long-term use.

We select feature films, short films, and television series on video both to support the curricular areas of film history and film studies, and to provide for recreational viewing for the Wheaton College community. We select feature films based on recommendations from recognized critics, Oscar winners and nominees, inclusion in the National Film Registry, and from our own viewing experiences. Review sources we consult include IMDB Parental Guide, Rotten Tomatoes, and Plugged In. These films are then evaluated according to the following criteria: 1) technical quality, 2) aesthetic appeal, 3) content quality, and 4) appropriateness for our community.

Given the library's desire to provide materials that stimulate intellectual growth and critical thinking, the library periodically purchases films / TV shows with content that some might find objectionable. The library evaluates each of the purchases for the video collection to determine if the redeeming qualities of the item are significant enough to outweigh the questionable content.

## Free Internet Resources

Free internet resources can provide unique content and enhance traditional resources in a college library. Internet resources are considered for addition to the library's Databases A-Z page after evaluation and recommendation by subject liaisons. They may also be cataloged and made accessible via the library's online catalog and/or discovery interfaces.

Subject librarians use the following guidelines to identify appropriate free internet resources. Selected resources do not have to meet all of these criteria.

### Quality

The library selects free resources that:

- Add depth and breadth to the existing collection
- Offer accurate, current, and continuously updated information
- Present unbiased information
- Identify a credible source for the information

### User-Friendliness

The library prefers free resources that:

- Provide information that is easy to understand
- Present visually appealing layouts that are logical to use
- Present well-organized content that is easy to load

### Maintenance and Access

The library prefers free resources that:

- Update content regularly
- Offer ADA-accessible information
- Outline registration requirements and subscription fees
- Provide stable linking to its content

### Local Orientation

The library will consider resources that:

- Provide information on areas of particular focus for Wheaton College, e.g., Bible and theology, evangelism
- Provide information on areas relating to other Wheaton College affiliated locations, such as Black Hills, Wheaton in Chicago, and HoneyRock

### Weeding (done at least once per year)

The library will remove links to resources that are no longer available.

## Other Format Considerations

Multiple copies in any format, including in multiple formats such as print and ebook, are acquired only in exceptional cases.

DVD is the preferred format for audio-visual works. Streaming is acquired only in exceptional cases.

CD is the preferred format for audio works. Cassettes, LPs, and other formats are acquired only in exceptional cases.

Models, specimens, etc., are generally not acquired.

Organic or consumable materials included in educational kits are not acquired or are removed from the accompanying material.

Theses and dissertations written by Wheaton College students are acquired. One electronic copy is housed on a library server and accessed via the library's online catalog. One microfiche copy is placed in the college archives. Theses and dissertations written by students at other institutions are acquired only in exceptional cases.

#### 4 Economic Attributes

Priority is given to publishers that contribute positively to the overall health of the scholarly communication system, judged by business model, pricing strategy, policy on copyright and permission fees, etc.

### Collection Maintenance

#### 1 Binding and Repair

Journal volumes are bound if the journal is being retained by the library indefinitely. Journals that are retained for only a certain number of years are not bound. Journal backfiles for which permanent access is available in JSTOR are not retained.

Due to budget constraints, new paperback books are bound only in exceptional cases.

Circulation staff set aside books that may need binding, rebinding, repair, replacement, or withdrawal due to their physical condition. The chair of the Collections Team is responsible for these decisions in consultation with subject librarians and acquisitions staff.

Binding is coordinated by electronic resources and serials staff. Mending is handled by Operations staff.

#### 2 Cleaning

Dust and dirt can harm physical collections and have a negative effect upon use and satisfaction. The Circulation Supervisor is responsible to ensure that all shelves and books are kept clean. Vacuuming occurs at least once annually.

The E-Resources Assistant is responsible to keep clean the current journals shelves in the Reading Room.

#### 3 Inventory

The Circulation Supervisor is responsible to oversee the inventorying of all collections except archival and special collections. Inventory is taken at least once every two years.

The group leader for resource description is responsible to oversee the inventorying of all archival and special collections. Frequency is determined at his/her discretion.

#### 4 Lost / Missing Items

The Circulation Supervisor generates an annual report of all items lost or missing and the chair of the Collections Team determines which items will be replaced, in consultation with subject librarians and acquisitions staff. The chair also notifies appropriate staff to take care of catalog deletions, withdrawals, etc.

Whenever the Circulation Supervisor becomes aware that a particular high-use or important work is lost or missing, the chair of the Collections Team is informed so that replacement can be effected without delay. The subject librarian for the reference collection does likewise with respect to the reference collection.

#### 5 Shelf-Reading

Mis-shelved books have a negative effect upon use and satisfaction. The Circulation Supervisor is responsible to oversee a continuous shelf-reading program. All collections (except archival and special collections) are shelf-read at least once annually.

### Retention

The Collections Team coordinates periodic reviews of the library's collections (physical and electronic). Each subject area / collection is reviewed at least once every ten years, usually a year or two before an academic department's ten-year review. The following considerations help to determine whether any given item should be kept or withdrawn:

- Does it provide ongoing support for the curriculum?
- How does it fit the ARL collecting level that has been selected for the subject area / collection?
- Is it a classic or influential work in its field?
- Is it regularly used?
- Do we have additional copies?
- Do we own a copy or copies in a preferred format (or should we acquire such)?
- Is it especially rare, valuable, or otherwise suitable for transfer to a special collection?
- Is it the last copy in Illinois? (If so, transfer to UIUC.)
- What is teaching faculty opinion?
- Should it be replaced by a more recently published work?
- Is it in such poor condition that continued use is difficult? (Consider repair or replacement.)

Withdrawn materials may be sold, given away, discarded, or e-resources access is removed.

The library participates in a last-copy program with our primary consortium, CARLI. This program seeks to preserve the last copy of books within the Illinois academic and research library community.

The project allows any CARLI library that withdraws a last-copy book to donate it to another CARLI library that will retain the title for resource sharing in Illinois.

## Other

### 1 Access vs. Ownership

We believe that Wheaton College is prudent in striving to own as many of the library resources it needs to adequately accomplish its educational mission. The library takes seriously its curatorial responsibility for these scholarly assets. We try to build collections that we can maintain and control in perpetuity.

Some resources, however, are not available for purchase or their purchase is unfeasible. Thus we carefully enter into contracts with some vendors to lease or subscribe to particular resources.

### 2 Gifts

Book donations are processed by Operations staff. The library accepts very few gifts in kind, with acceptance decisions made by the Director of Library and Archives. The library provides written acknowledgement of book donations at the donor's request. The donor must notify the library of the number of books donated. According to law, the acknowledgement does not indicate the value of the books. Donors who require a valuation for tax purposes must obtain one from an independent appraiser before delivering the books to the library. Books not added to the library's collections may be sold, given to others, or discarded. Income from book sales is used at the library's discretion to support its activities.

### 3 Interlibrary Loan and Cooperative Collection Development

Interlibrary loan via I-Share and WorldCat is important to us. We gladly share our materials with other libraries; for many years, Buswell has lent more to other libraries than we borrow. Materials available from other libraries are particularly important to our faculty members and more advanced students. We are committed to supporting robust interlibrary loan arrangements both within our library consortium and beyond.

Our view of cooperative collection development is more nuanced. As noted in the Access vs. Ownership section, we strive to build a library collection that meets the needs of our college. The curricular and other goals of any college have a defining effect upon its library's emphases, scope, and budget. For this reason we do not think it is advisable to enter into formal relationships of dependence with other libraries, which are necessarily subject to their own institutions.

### 4 Lost or Damaged Materials

The library charges a fee for lost or damaged items. The amount is stated on the library's web

site. The purchase of a replacement copy is at the library's discretion. If no replacement is purchased, the library will apply the fee toward the purchase of another library item. Library materials always remain the property of the library and must be returned whenever possible. We will reimburse any borrower who later finds and returns a lost item.

## Discipline-Specific Collection Statements

Subject Librarians  
Last update: March 2014

## Anthropology

The library's anthropology collection exists primarily to support the curriculum of the anthropology department at the undergraduate level. The library acquires significant works and key journals in the broad subject area of anthropology. The collection intentionally supports cross-cultural inquiry through a focus on cultural anthropology and religion and culture. Some relevant videos are purchased. Works are acquired that describe or evaluate theories, support research methods specific to the field (such as ethnography or fieldwork), or writings by or about important figures in the field. We do not collect beyond basic levels in physical anthropology or archaeology, and we do not collect books in languages other than English.

Collection Level 3.1: Instructional Support, Introductory

## Applied Health Science

Students who major in applied health science gain an understanding of human health and learn the benefits of pursuing a healthy, God-glorifying lifestyle. A major in applied health science prepares students to enter the health professions, pursue graduate work, or enter careers in fitness and wellness. Courses are directed at understanding the applied sciences related to human health and benefits of human movement. Normal healthy function and abnormal / pathological and high-performance levels of function are studied. Students may focus on a concentration in urban public health. The library seeks to acquire a broad range of materials in this subject area, providing access to key journals, books, and databases that support the different areas of focus outlined above.

Collection Level 3.1: Instructional Support, Introductory

## Art

The library's collection of art resources exists primarily to support the curriculum of the art department at the undergraduate level. The library acquires significant works and key journals in the broad subject area of the visual arts, both art history and studio art. The book collection in art history is particularly strong in the area of visual arts from 12th to the 18th centuries. We do not collect books in languages other than English. In the past, the book collection was also a resource for images of art, but with the advent of online image databases, this use has become less significant.

Collection Level 3.1: Instructional Support, Introductory

## Biblical & Theological Studies

The library's collections support the curriculum of the biblical and theological studies department in the areas of theology, biblical exegesis, biblical studies, history of Christianity, and biblical archaeology. Primacy is given to books and journals, although videos are also collected on a limited basis. The library collects books at the research level (including works in German and French) to support advanced studies in biblical studies, historical and systematic theology, and church history. The library collects or secures access online to all the essential primary-source documents of the biblical text and the Christian tradition. The library collects books at the advanced level for biblical archaeology, works on individuals of the Bible, biographies of prominent theologians or church figures, academic works on spirituality, works on Roman Catholicism, and works on Eastern Orthodoxy. The library collects books at the minimal level for devotional literature, popular works of spirituality, popular works of theology, works on Christian worship, and works on other religions.

Collection Level 4: Research

## Biology

Students who major in biology are expected to comprehend and integrate biological principles at the molecular, cellular, organismal, population, and ecosystem levels. A major in biology prepares students to teach, enter the health professions, pursue graduate work, or enter the biotechnology field. Coursework allows students to experience and understand the processes, applications, and limitations of biology as a scientific endeavor. Emphasis is placed on integrating biology with a biblical worldview. Courses are also offered to help students develop scientific literacy, a working knowledge of various biological issues, and the concepts and process of biology as a scientific discipline. The library seeks to acquire a broad range of materials in this subject area, providing access to key journals, books, and databases that support the areas of focus outlined above.

Collection Level 3.1: Instructional Support, Introductory

## Business & Economics

The library's business & economics collection exists primarily to support the department of business & economics at the undergraduate level. A secondary purpose is to support the research and teaching needs of faculty. Academic books, journals, and reference materials form the core of the collection. Trade journals and textbooks are generally not collected. The library's collection focuses on the areas of marketing, finance, accounting, management, entrepreneurship, law, business decision-making and problem-solving, and economic principles, theory, history, reasoning, and trends. The geographical focus of this collection is primarily the United States, with select resources on world markets. Primary collecting interest is in current, recently published research. Retrospective materials may be purchased as need arises.

Collection level 3.1: Instructional Support, Introductory

## Chemistry

The library supports the chemistry curriculum at the introductory instructional support level. This level provides a broad range of materials in the subject area, seeking to provide access to key journals, books, and databases that support the areas of focus outlined below. Faculty teach a full range of courses in their specialty areas, including analytical, inorganic, organic, and physical chemistry, as well as biochemistry. Four tracks in the major allow students to choose an area in which to concentrate. The chemistry program offers courses for students who plan to major in the physical or life sciences as well as courses that are designed to help students develop scientific literacy and a working knowledge of various chemical issues. The department offers general education credit in applications of chemistry, drugs and society, theories of origins, and general chemistry.

Collection Level 3.1 Instructional Support, Introductory

## Christian Formation & Ministry

The library's Christian formation and ministry collection supports the undergraduate program in Christian education and ministry and the professional / applied graduate program in Christian formation and ministry. The curriculum focuses on evangelism, soul care, and discipleship. Much of the collection development over the last several years has occurred mainly in the area of the history of spirituality and the spiritual disciplines across the Protestant, Catholic, and Orthodox traditions. Works on the spirituality of other religions are acquired on a very selective basis. Since 2013 we are also collecting in the area of neuropsychology and religion. The library purchases mostly academic titles but also selects popular literature on Christian spirituality and discipleship by faculty request. The library has a substantial amount of material in DVD and VHS that supports the curriculum of the department.

Collection Level 3.1: Instructional Support, Introductory

## Communication

The library's collection of communication resources exists primarily to support the curriculum of the communication department at the undergraduate level. The library acquires significant works and key journals in the subject areas of this diverse department: interpersonal and intercultural communication, rhetoric, ethics of communication, journalism, film studies, and theatre arts. In 2010 the communication department established a concentration in journalism (with emphases in reporting and writing), and we have been building that area largely from scratch. Since 2008 we have been building our video collection of American and foreign films to support the film studies area. We do not collect books in languages other than English.

Collection Level 3.1: Instructional Support, Introductory

## Computer Science

The library seeks to support the computer science curriculum at the introductory instructional support level. This level provides a broad range of materials in the subject area, seeking to provide access to key journals, books, and databases that support the curriculum. Because of the rapidly changing nature of the discipline, emphasis is placed on providing access to current online resources and collections, while focusing book collections on key foundational aspects. The computer science program at Wheaton is intentionally interdisciplinary in its approach and offers a single major along with minors in areas such as programming, computer systems, and computer science concepts (including social and ethical issues).

Collection Level 3.1: Instructional Support, Introductory

## Education

With accreditation from the Illinois State Board of Education and the Council for the Accreditation of Educator Preparation, Wheaton prepares students to be teachers through initial licenses in elementary, secondary, and K-12 special (music and foreign language) education. Wheaton also offers a Master of Arts in Teaching. Graduates serve as teachers in public, private, and Christian schools in the United States and abroad. Along with required coursework determined by accreditation agencies, students complete the appropriate content methods courses and are required to student-teach in a school classroom. Secondary education majors must also double-major in a field of specialization. Currently approved majors by the State of Illinois are English/language arts, mathematics, science (biology, chemistry, earth and space, or physics designation), and social science (history designation). The library seeks to acquire a broad range of materials in this subject area, providing access to key journals, books, and databases that support the areas of focus outlined above. This includes children's literature to support children's literature courses. It also provides appropriate curriculum materials to support the needs of pre-service teachers and resources to support MAT action research.

Collection Level 3.1: Instructional Support, Introductory

## Engineering

The library supports the integrated liberal arts engineering curriculum, which is a 3/2 program leading to two degrees, one from Wheaton and another from a partner institution. The library provides a broad range of materials to support the program, including key journals, books, and databases that cover many topic areas such as architectural, biomedical, chemical, civil, electrical, computer, mechanical, and aeronautical engineering. The engineering curriculum is unusual in that some courses are taught locally by Wheaton faculty and others are taken at a partner institution (e.g. the Illinois Institute of Technology (IIT)).

Collection Level 3.1: Instructional Support, Introductory

## English

The library's English collection exists primarily to support the English department's curriculum as well as the research, teaching, and scholarship needs of faculty. It comprises primary, secondary, and reference literature and includes authoritative works, scholarly editions, and creative works in a variety of formats. The collection consists of books, journals, bibliographic indexes, and films. Films include documentaries, filmed versions of Shakespeare plays, and other classic literary works. Textbooks are not collected. The library acquires resources in the areas of literary theory, comparative literature, literary criticism, history of literature, and literary influences, movements, forms, and genres. The collection covers as deeply as possible all English literature (from the Old and Middle English periods onward) and the entire span of American literature (from the colonial period onward). Because of the difficulty in defining significant current fiction and poetry, acquisitions in these areas emphasize major authors who receive critical acclaim. Works in languages other than English are collected only in rare instances.

### Collection level 3.1: Instructional Support, Introductory

#### Environmental Science

In the environmental science program, students learn the science and service of environmental stewardship and the understanding and care of God's physical creation. A major in environmental science prepares students to be environmental professionals who can increase the Christian influence in the field. Courses cover the issues and intellectual identity of environmental science, the foundational paradigms of natural and social sciences needed to address environmental problems, the theology of creation and stewardship, and the practical experience of performing acts of environmental study and management as expressions of service to God, other human beings, and to the non-human creation. Students also learn skills and technology in environmental studies, coupled with careful analysis and reflection on the social, political, ethical, and theological dimensions of environmental research and application in the areas of biology, geology, and social science. The library supports the environmental science curriculum at the introductory instructional support level. This level provides a broad range of materials in the subject area, seeking to provide access to key journals, books, and databases that support the areas of focus outlined above.

### Collection Level 3.1: Instructional Support, Introductory

#### Foreign Languages

The library's modern language collection supports the upper-division (300-400 level) curriculum for Spanish, French, German, and Chinese, where students first conduct any library research in their courses. The library seeks to keep its dictionary collection up to date for those languages offered. The library collects the key literary works in their original languages that support the current course offerings and buys mainly English-language titles in the academic secondary literature, which may also support research in other disciplines. The library subscribes to only a few academic journals and popular magazines appropriate to the collection level. The ancient language collection supports the study of Hebrew, biblical (koine) Greek, and Latin, with the main focus being on Greek proficiency for the purpose of biblical exegesis. The library collects the essential linguistic tools for the advanced study of these ancient languages, including dictionaries,

concordances, and lexicons. The library actively collects the critical editions of primary Hebrew, Greek and Latin sources in English translation and the original languages, as well as some secondary sources covering the history and development of these languages, especially as they relate to the Bible and early church. The library subscribes to key academic journals appropriate to the collection level.

Collection Level 2.2: Basic Information, Advanced

## Geology

Geology courses offer the student a general knowledge of the earth, its structure, composition, internal and external processes, and past history. Emphasis is placed upon field and laboratory investigation directed towards development of useful skills and a grasp of basic theoretical and working concepts. Students who major in geology can pursue a bachelor of arts, bachelor of science, or a teaching certificate. Courses are required in all the major subdivisions: introductory physical geology, earth history and stratigraphy, geochemistry and mineralogy, petrology and petrography, process geomorphology, and structural geology. Additional courses are offered that meet the science requirement, such as natural disasters, general oceanography, earth resources and the environment, geology of national parks, geoarchaeology, and theories of origins. The library seeks to acquire a broad range of materials in this subject area, providing access to key journals, books, and databases that support the areas of focus outlined above.

Collection Level 3.1: Instructional Support, Introductory

## History

The library supports the history curriculum at the introductory instructional support level. This level provides a broad range of materials in the subject area, seeking to provide access to all seminal works and key journals in the broad subject area and significant classic and retrospective materials, especially works that describe or evaluate theories, research, or writings by important figures in the field. For specialized or subtopical areas, the collection should contain some seminal works and key journals. The history department is particularly strong in European history and East Asian history and encourages students to participate in study abroad. The history curriculum seeks to provide students with a foundational knowledge of American, European, and world history and to help students explore the implications of Christian thinking for understanding and interpreting history. Coursework seeks to equip students with appropriate skills to investigate, analyze, and interpret historical documents and to communicate their ideas orally and in writing. All this is done with a view to preparing students for professional and pre-professional education in such areas as law, medicine, public policy, and business, as well as graduate work in history and related fields. Some students are seeking certification as primary and secondary school teachers.

Collection Level 3.1: Instructional Support, Introductory

The HoneyRock Library is a remote library collection with collection management provided onsite, but curation of the collection, including selection, acquisitions, and cataloging activities, is handled by Buswell. The collection supports a wide range of programs. Its primary areas of focus are experiential education, leadership development, outdoor education, spiritual formation, youth ministry and youth development, outdoor skills, and the global church. The collection provides onsite curricular support for graduate and undergraduate courses held year-round across a variety of disciplines, such as biblical & theological studies, philosophy, psychology, anthropology, art, and English. The library also supports onsite students in the Outdoor and Adventure Leadership (OAL) concentration within Christian Formation & Ministry. Some leisure reading material is also provided for those attending camp.

Collection Level 3.1: Instructional Support, Introductory

#### Human Needs and Global Resources

The Human Needs and Global Resources collection exists primarily to support this program at the undergraduate level. The library acquires a selective collection of materials that serves to introduce and define issues related to the developing world, including poverty, hunger, economic development, conflict, human rights, health concerns, and the role of the church in engaging with these topics. Most resources are integrated into existing collections (e.g., resources on economic development in the developing world are located with other economics resources). The collection includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, general works devoted to major subtopics in the field, important bibliographies, and a few major periodicals in the field.

Collection Level 2.1: Basic Information, Introductory

#### Intercultural Studies

This program has many students that are at a distance and come for short intensive courses throughout the year. The curriculum is quite broad, with students studying spiritual formation, historical foundations, contextualization, intercultural communication, and cross-cultural research. The Evangelism and Missions Collection, a special collection of Buswell Library, serves as a significant resource for the master's programs in intercultural studies and evangelism and leadership. The intercultural studies graduate program develops students to be communicators of the Christian message through the intercultural studies and evangelism tracks. The curriculum seeks to provide students with the knowledge and skills necessary for professional ministry and to live and work cross-culturally. The evangelism and leadership track prepares leaders who can generate ministry strategies that are contextually relevant and theologically sound. The evangelism curriculum equips students to think critically and act creatively in order to communicate the gospel in a multiethnic world.

Collection Level 3.1: Instructional Support, Introductory

## Mathematics

The library seeks to support the mathematics curriculum at the introductory instructional support level. This level provides a broad range of materials in the subject area, seeking to provide access to key journals, books, and databases that support the curriculum. The two majors offered are mathematics and applied mathematics. The purpose of the mathematics curriculum is to present the basic concepts and methods of modern mathematics, to develop the student's ability to think critically using the axiomatic method, and to apply these ideas to other disciplines.

Collection Level 3.1: Instructional Support, Introductory

## Music

The library's music collection exists primarily to support the curriculum of the Conservatory of Music in the areas of music performance, theory and composition, history and literature, and education. The music collection secondarily serves as a resource for performing musicians. The library acquires books on music, music scores, sound recordings, and videos. The library acquires music scores and recordings in all subject areas and time periods of Western art music. We have acquired music scores more comprehensively in the areas of secular solo song, opera, piano solo, study scores of orchestral literature, and string chamber music. We acquire books on all topics of music. We have acquired books more comprehensively in the areas of composer biographies and studies, historical studies, and hymnals. We collect at a minimal level in the areas of popular music, jazz, and ethnomusicology. We do not collect sets of orchestral parts, choral octavos, or music books in languages other than English.

Collection Level 3.1: Instructional Support, Introductory (music books)

Collection Level 3.2: Instructional Support, Advanced (music scores and recordings)

## Philosophy

The library's philosophy collection exists primarily to support the curriculum of the philosophy department. The curriculum is almost exclusively devoted to figures and topics in the western philosophical tradition. The current exception is a course on Asian philosophy. In addition, the department offers courses in both applied and theoretical ethics. Book purchases for the department are guided by several criteria: suitability for undergraduate readers, higher priority given to books directly supporting the curriculum or ongoing faculty research, quality of publisher or author, higher priority given to books with outstanding reviews in core philosophy journals, and cost. Books in foreign language are given very low priority and, as a general rule, published collections of essays from conferences and textbooks are not collected.

Level 3.1 Instructional Support Level: Introductory

## Physics

The library seeks to support the physics curriculum at the introductory instructional support level.

This level provides a broad range of materials in the subject area, seeking to provide access to key journals, books, and databases that support the areas of focus outlined below. The curriculum focuses on theoretical, experimental, and computational physics. In addition, there is some coursework in astronomy (planetary and stellar, and history of cosmology).

#### Collection Level 3.1: Instructional Support, Introductory

### Politics & International Relations

The library's political science and international relations collection exists primarily to support the curriculum of the politics and international relations department at the undergraduate level. The library acquires significant works and key journals in the broad subjects of political science and international relations. Specific areas of focus include American government, international politics, comparative politics, political theory, political analysis, human rights, political economy, environmental politics, and politics and religion. These are all in support of the department goal to encourage "integrated knowledge in the areas of politics, economics, history, and languages." Works are also acquired that describe or evaluate theories, support research methods specific to the field, and writings by or about important figures in the field. We do not collect books in languages other than English.

#### Collection Level 3.1: Instructional Support, Introductory

### Psychology

The library's psychology collection exists to support the curriculum of the psychology department at the undergraduate and graduate levels, including the research of its MA and PsyD students. Because graduate professional degrees are offered, an advanced instructional collection is maintained that builds on an introductory instructional collection by including a significant number of retrospective materials of appropriate format. A significant number of seminal works and journals are provided in various subtopics, including counseling ministries, marriage and family therapy, professional counseling, and clinical psychology. Special focus is given to acquiring journals published by the American Psychological Association as well as resources that address the integration of spirituality and religion with mental health. A substantial collection of works by secondary figures is included, as well as works that provide more in-depth discussion of research, techniques, and evaluation. Most of the important reference tools in the subject, including major periodical indexes, abstracts, and bibliographies are also acquired.

#### Collection Level 3.2: Instructional Support, Advanced

### Sociology

The library's sociology collection exists primarily to support the curriculum of the sociology department at the undergraduate level. The library acquires significant works and key journals in the broad subject area of sociology as well as in the subtopics of religion, education, race, the family, social networks, gender studies, and social work. Some relevant videos are also

purchased. Works are also acquired that describe or evaluate sociological theories, support research methods specific to the field or the social sciences more generally, and writings by or about important figures in sociology. We do not collect books in languages other than English.

### Collection Level 3.1: Instructional Support, Introductory

#### Urban Studies

The library's urban studies collection exists primarily to support the curriculum of the urban studies program at the undergraduate level. The library acquires a selective collection of materials that serves to introduce and define urban studies research broadly and delineate its major topics. Although it is not designed to provide support for all subtopics, the collection is comprehensive enough to support the broad areas related to urban decay and revival, the influence of the city both domestically and globally, city planning, and the role of the church in addressing urban issues. There is significant overlap with other departments, as both political and sociological influences abound in the urban context. The collection includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, general works devoted to major subtopics in the field, important bibliographies, and a few major periodicals in the field.

### Collection Level 2.1: Basic Information, Introductory

## Reference Collection Development Policy

Gregory Morrison  
Last update: June 2015

### Responsibility

The librarian responsible for the reference collection currently assumes the principal responsibility for selecting, and weeding the reference collection. The librarian will draw on the subject expertise of library colleagues and classroom faculty to aid in making selection and weeding decisions when appropriate. Selection of reference materials shall also be consistent with the Library's general collecting policy.

### Inclusion Statement

With the exception of the 200s, the collection will continue to house the traditional types of reference sources, including encyclopedias, dictionaries, handbooks or manuals, directories, atlases, yearbooks, bibliographies, etc., being those works that are consulted most often for pieces of information rather than read extensively or in a sustained manner.

### Specific Guidelines for Certain Types of Materials

- Biblical commentaries - current practice is to purchase two copies of important titles, placing one in reference, one in circulation; may also acquire additionally an electronic version of certain high-use titles to ease demand for and wear on the print copies and improve access to library materials for our remote student population
- Atlases - very selective; important to acquire the latest editions of the most essential Bible atlases and atlases of the ancient Graeco-Roman world. Buswell maintains some older large-sized print atlases that are historically important
- Language Dictionaries - keep current for all languages taught in the curriculum as well as any other languages that advanced course work may require
- Subject dictionaries and encyclopedias - very selective; general preference for online versions; acquire and maintain the most respectable and authoritative works that clearly support the College's academic programs
- General encyclopedias - the library no longer maintains a current print edition of any work in this class. The library subscribes to Encyclopedia Britannica Online.
- Handbooks - as with subject dictionaries (above)
- Bibliographies - those serving the mainly graduate programs in biblical studies will continue to be housed in reference; bibliographies for other academic areas will be placed in the circulating collection unless there is a request otherwise (by a librarian or other faculty member)

## Format

Given the prevailing habit of most users to seek reference-type information online, together with the clear advantages regarding access that online reference works provide, the librarian will routinely consider the question of web- or print-suitability. Online reference resources have the advantage of being accessible at any time, and by multiple users simultaneously. However, not every type of reference material is so well suited to the digital environment.

## Inventory and Retention

The current location of the reference collection in the Nicholas Reading Room provides little but adequate growth space. Additional weeding and relocating of the print collection, and the shift to make electronic versions of reference the preferred format, should continue to reduce the size of the print collection. Continuing reductions in our print journals may also provide additional shelving space for reference books if necessary, though this will unlikely be necessary. The librarian will conduct a review of the print reference collection every two years. Following each review, the will update the Circulation staff so that they can coordinate any shifts within the collection and update the signage accordingly.

## Bi-annual review dates

- 001-299, May-Aug
- 300-999, Dec-Mar

Evangelism & Missions Collection  
Collection Development Plan

David Malone  
Last update: 2010

### Introduction

The Evangelism and Missions Collection provides research-level support by collecting major published source materials required for graduate study and independent research in the fields of evangelism and missions.

### Collection History

The Billy Graham Center Library was established in 1980 as part of the Billy Graham Center on the campus of Wheaton College. It sought to be a comprehensive collection on Anglo-American Protestant Christian evangelism at home and abroad. Its holdings were transferred to Buswell Library in 2004. Renamed the Evangelism and Missions Collection, these holdings are now administered by the College Archives & Special Collections, a part of Buswell Library.

### Collection Strengths

Evangelism and revivalism in America—We collect biographies, letters, sermons, and other historical sources that pertain to evangelism and evangelists throughout American history. Representative evangelists from the American context are Jonathan Edwards, Charles Finney, Dwight L. Moody, Amanda Smith, Phoebe Palmer, J. Wilbur Chapman, Billy Sunday, and Tom Skinner. Movements include the Great Awakenings, camp meetings, and prayer revivals.

In order to contextualize evangelism in America, which from the eighteenth century has been a trans-Atlantic phenomenon, and to support comparative research, we also collect published works by and about John Wesley and George Whitefield.

Trans-Atlantic revivalism played a formative role in American evangelism, so we also collect published works by and about British revivalism, including such figures as the Welsh revivalists, as these are related to North American evangelism.

Microform sets for the study of American evangelistic efforts include:

- Early American Imprints (American books published between 1639 and 1819, including the revival works of Jonathan Edwards and over one hundred editions of George Whitefield's sermons)
- Missionary Society of Connecticut papers (1759-1948)
- American Sunday School Union papers (1817-1915)
- American Home Missionary Society papers (1826-1893)

Worldwide mission of the church—We collect journals, magazines, and newsletters from mission boards, study centers, and special interest groups both in the United States and internationally. As the church's center of gravity and its missions and evangelism shift to the Global South, we also document the maturation of evangelical Protestant world missions, such as Korean and Nigerian world mission efforts.

Additionally, histories, biographies, and published records of organizations provide historical perspective on previous mission efforts and church growth. Microform sets include the records of:

- American Board of Commissioners for Foreign Missions
- archives of the Council for World Missions (including the London Missionary Society)
- Baptist Missionary Society archives
- historical materials of Baptists in Soviet Russia and other Eastern European countries
- Joint International Missionary Council
- Journal holdings of missionary outreach in various places, including Africa Inland Mission's *Inland Africa*, the *Chinese Recorder*, and many other similar sources

Microfiche sets for cultural research that prepare people for entry into unfamiliar cultures include:

- Human Relation Area files (HRAF)
- New Religious Movements in Primal Societies

#### Related holdings

- Evangelism and Missions rare book collection
- Billy Graham Collection, which seeks to collect all published works related to the life and ministry of evangelist Billy Graham, in all languages. This includes books by family members and associate evangelists of the Billy Graham Evangelistic Association.
- MK Collection on Missionary Children: contains books, theses, and articles on the topic of missionary children, especially their education. Several hundred articles are located in the MK File cabinets. We are not actively adding to this collection.
- Conversion narratives collection
- Missionary narratives collection

College Archives & Special Collections  
Collection Development Plan

David Malone  
Last update: May 2010

The College Archives seeks to document the history of Wheaton College (1860 to the present) and its predecessor, the Illinois Institute (1852-59), by collecting its records and publications and by serving as the main repository for official and unofficial permanent records of the college. The Special Collections seeks to collect, preserve, and present materials in all formats related to the lives and work of significant adherents to the Christian faith in order to strengthen and broaden the college's tradition of academic excellence, with a view to supporting the curriculum and the integration of faith and learning.

#### Acquisitions

We acquire new collections related to the lives and work of significant adherents to the Christian faith in the contemporary world, particularly those who have had a significant relationship with Wheaton College and/or evangelicalism Christianity. We give priority to collections that extend the present range of collections in related but underrepresented areas, or that deepen and enlarge areas of present holdings. Collections that are added are developed and maintained at the comprehensive level.

We acquire materials through donation and purchase. Many of our collections have been gifts from friends of the college. Each gift we accept has a deed of gift, or similar document, transferring ownership.

We encourage unrestricted gifts, but may accept collections with user restrictions, upon the donor's request. We do not accept materials that will be closed to public access in perpetuity and may decline donations with extremely long closure periods.

In compliance with federal law, as an interested party we cannot provide appraisals as to the value of donated materials. Donors who wish to have a valuation made for income tax or other purposes should employ a qualified and independent appraiser. Donors receive a written acknowledgment from Wheaton College.

#### Collecting Levels

- In areas of general curricular support, we seek to provide Study or Instructional Support Level 3. Examples of this level are some of our smaller literary collections (e.g., Jeanne Murray Walker, Vachel Lindsay, and Irina Ratushinskaya), local history collections, and fine arts collections (e.g., Alan Thornhill, Allen Lewis, and Elizabeth Green).
- In areas of subject strength and priority, we seek to provide Research Level 4 support by acquiring the major published source materials required for graduate study and independent

research. Examples of this level are some of our rare and specialized book collections (e.g., Evangelism and Missions, Rare Book, Shakespeare, and Hymnal collections).

- In areas where we house the definitive collection of manuscripts or records of an individual or organization, we collect at the Comprehensive Level 5 of support. We will seek to have exhaustive holdings as far as reasonably possible and in all applicable languages. Examples of this level are our literary collections (e.g., Madeleine L'Engle and Frederick Buechner), collections of social or religious interest (e.g., Malcolm Muggeridge, Jacques Ellul, Oswald Chambers, and Kenneth and Margaret Landon), and collections pertaining to American evangelicalism (e.g., Sojourners and National Association of Evangelicals).

## Preservation

Collections are stored in accordance to established archival techniques in a secure, climate-controlled environment. All collections are non-circulating and may not be removed from the reading room. All visitors must register upon arrival and agree to written guidelines governing the handling and use of the collections.

## Outreach

We promote the use and development of the collections through exhibitions, publications, tours, and web-based resources. Materials may be loaned to other libraries and museums at the discretion of the librarian responsible for the collection. Borrowing agencies must demonstrate proper insurance coverage, transportation, and environmental monitoring for loaned materials.

## Holdings

Our holdings exhibit the breadth of the college's curriculum and support the arts and sciences through collections of artwork, the records of professional organizations, literary collections, published work on missionaries around the globe, the papers of pastors and Christian workers, and papers that document the life and work of historians, journalists, and academics.

### Major Collection Areas

#### Book Collections

Evangelism & Missions Collection

Special book collections

Rare Books (General and Evangelism and Missions)

Special Collections (Hymnal, Billy Graham, Missionary Kids)

Collection libraries (Kenneth and Margaret Landon)

Missionary narratives

Conversion narratives

Evangelical popular culture (books and ephemera)

#### Manuscript Collections

“Anchor” collections: L’Engle, Buechner, Muggeridge, Chambers, Ellul, Coats, Hastert,  
Sojourners, National Association of Evangelicals  
Other

### College Archives

#### Transfer of materials from the circulating collection

Age and imprint—Books printed before 1850 are reviewed for transfer. All works printed before 1800, regardless of content, physical condition or other characteristics, are considered for transfer.

Author association—If a work is autographed or inscribed, and the author is significant to us, the work is transferred.

Condition and physical characteristics—Books published between 1850 and 1950 were printed on wood pulp paper, which is highly acidic and becomes brittle without treatment. If a volume is damaged or in such fragile condition that it cannot circulate without further deterioration, it serves little purpose in the circulating collection. These items are withdrawn from the circulating collection and replaced with a newer edition, or repaired and transferred to the Archives & Special Collections. Physical size is also an important consideration. Miniature books (measuring 12 centimeters or less) are generally not designed for circulating collections. Ornately designed works are also more susceptible to damage and are considered on a case-by-case basis for transfer.

Content and subject—If the content of a work indicates the potential for theft or mutilation, it is considered for transfer.

Value—Books have intellectual value, artifactual value, or both. If specific titles are being requested due to continual research value, the rarity of that particular edition, or if the work is a significant contribution to a specific field of interest, the book is transferred to protect the item. Items deemed highly valuable or irreplaceable are transferred.

Rarity—A rare book is any book whose demand exceeds the supply. The increased demand may be due to its age, importance, availability, physical characteristics, or provenance.

Appendix  
Association of Research Libraries Collecting Levels

Level 0. Out-of-Scope

The library does not collect in this area.

Level 1. Minimal Level

A subject area in which few selections are made beyond very basic reference tools. Usually limited to the English language and the printed media of books and periodicals.

Level 2.1. Basic Information Level: Introductory

A selective collection of materials that serves to introduce and define a subject and to delineate its major topics. Although it is not designed to provide support for all subtopics in subject areas, the collection should be comprehensive enough to support broad subject areas. It should offer an adequate base for locating general information as well as include some basic materials that direct the user to other relevant information. The collection should include major dictionaries and encyclopedias, selected editions of important works, historical surveys, general works devoted to major subtopics in the field, important bibliographies, and a few major periodicals in the field.

Level 2.2. Basic Information Level: Advanced

The advanced basic information level collection includes a selection of basic books and periodicals on the subject in general, subtopics covered within the curriculum, a broader selection of works by important authors, and descriptive and evaluative works on their theories, research and/or writing. While the collection is at the minimal or basic level, special attention is given to maintenance of bibliographical and reference sources at the instructional support level or higher.

Level 3.1. Instructional Support Level: Introductory

An introductory instructional collection that includes a broad range of books, journals, and other appropriate formats in the subject area; a significant number of classic retrospective materials; all seminal works and key journals in the broad subject area; some seminal works and key journals in subtopics of the subject areas; and works that describe or evaluate theories, research, or writings by important figures in the field.

Level 3.2. Instructional Support Level: Advanced

An advanced instructional collection that builds on an introductory instructional collection by including a significant number of retrospective materials of appropriate format in a subject area; a significant number of seminal works and journals in subtopics of the subject area; a substantial collection of works by secondary figures; works that provide more in-depth discussion of research, techniques, and evaluation; and most of the important reference tools in the subject, including major periodical indexes, abstracts, and bibliographies.

Level 4. Research Level

A collection at this level includes the major published source materials required for dissertations and independent research. It is intended to include all important reference works and a wide selection of specialized books, as well as a very extensive collection of journals and major

indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is retained for historical research. The majority of reference works in the area should be available.

Level 5. Comprehensive Level

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a “special collection.” The aim, if not the achievement, is exhaustiveness. Reference works of all kinds are added regularly. Older material is retained for historical research.