

Collection Development Policy

Buswell Memorial Library
Wheaton College
Wheaton, Illinois

Collections Team
Last update: May 2021

Contents

1. Introduction
2. Selection Criteria
3. Collection Maintenance
4. Retention
5. Other
6. Discipline-Specific Collection Criteria
7. Reference Collection Development Policy
8. Evangelism & Missions Collection Development Plan
9. Special Collections Collection Development Plan
10. Appendix

1. Introduction

1.1 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.

1.2 Budget and Allocations

The Collections Team, Finance and Operations Manager, and Dean of Library and Archives collaborate annually in the distribution of the acquisitions budget. The four divisions of the budget are Journals, Monographs (which include DVDs and streaming), Databases, and Special Collections. The library does not use an allocation formula but generally apportions funds according to literature size and average price in the various subject areas.

1.3 Division of Responsibility

The Collections Team provides leadership in all aspects of collection development, in consultation with the

Dean of Library and Archives. This includes such activities as articulating the scope and goals of collection growth, planning, guiding subject librarians, and analyzing use made of collections.

The Finance and Operations Manager 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 Dean 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.

2. Selection Criteria

2.1 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.

2.2 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.

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.

2.3 Reflection of Kingdom Diversity

We seek to provide resources from a variety of authors and publishers, both within the US and from other countries, that reflect the range of experiences and contributions of diverse individuals and communities that make up the wide spectrum of God’s Kingdom.

2.4 Format-Specific Criteria

2.4.1 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.

2.4.2 Books

Paperback edition is preferred.

Used books, facsimile reprint editions, and self-published books will be 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 multiple purchase options, including potential digital rights management (DRM) restrictions on the number of simultaneous users, downloads, or pages to print. To minimize restrictions and provide the best user experience, the default (preferred) choice for our collection is a DRM-free option where available.

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.

When selecting between print and ebook format, subject librarians should consider:

- Anticipated use
- Cost
- Anticipated user
- Program/department preference
- Preferred vendors

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.

2.4.3 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 primarily through faculty request or 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.

As streaming options continue to grow, yet remain expensive compared to DVDs, there is no preferred format for video titles; each title should be considered on a case-by-case basis. Subject librarians should consider the following when selecting the format of a video requested by faculty:

- Availability on DVD
- Time constraints
- Whether a DVD title may be digitized by AIT
- User (on-campus within a class, a title assigned outside of class time, within distance classes, etc.)

In cases where it isn't clear which format to select, the subject librarian should consult with the chair of the Collection Team. When selecting feature films for the collection, subject librarians should opt for DVD.

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.

2.4.4 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.

2.4.5 Other Format Considerations

Multiple copies in any format are acquired only in exceptional cases, excepting e-books, which are primarily purchased in DRM-free format, which includes unlimited users.

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.

2.4.6 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.

3. Collection Maintenance

3.1 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. Operations staff then follow the Mending Decision Tree document to determine how to process the damaged book.

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

3.2 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.

3.3 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 RDDI Group Leader is responsible to oversee the inventorying of all archival and special collections. Frequency is determined at his/her discretion.

3.4 Lost / Missing Items

Operations staff will generate an annual report of all items that are lost or missing. Subject librarians will review the list and determine which items will be replaced and which ones can be withdrawn. Replacements will be purchased with funds from a Replacement fund, not from departmental book funds.

Whenever the Circulation Supervisor becomes aware that a particular high-use or important work is lost or missing, the Finance and Operations Manager 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.

3.5 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.

4. 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.

5. Other

5.1 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.

5.2 Gifts

Buswell Library no longer accepts most donations of books and other materials for the general collections. This change in policy is due to space constraints and the high cost of reviewing and processing donated materials. However, several of Buswell Library's collections handle their gifts directly, and potential donors should contact the individual responsible for the collection. Details can be found in the "Materials Donation Policy."

5.3 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.

5.4 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.

5.5 Standing Orders

The library purchases standing orders from the following three categories in support of the collection: series, select publisher-based categories, and children’s literature award winners. Standing Orders can be acquired or dropped at the recommendation of subject librarians with the approval of the Collections Team. The entire list of standing orders is reviewed by the Collections Team every five years.

5.6 Faculty Grants

Wheaton faculty occasionally receive grants to purchase library resources in support of their research. The faculty member should consult with their subject librarian as to how best to implement these purchases. In addition, it is beneficial to consult further regarding any responsibilities of the library in processing these acquisitions, such as cataloguing and processing costs.

5.7 Book Demand Driven Acquisitions (DDA)

The Book DDA program is intended to help our campus get access to materials that are not already in our collection but which meet our collection development selection criteria. This is a program in which ILLiad requests that meet certain criteria are purchased for our collection instead of borrowing through Interlibrary Loan. One benefit of this program is that purchasing these titles gets the books to our users much faster than waiting for the item to arrive through Interlibrary Loan. In addition, this service allows our campus users the ability to participate in collection building, which often leads to higher usage.

6. Discipline-Specific Collection Statements

Subject Librarians
Last update: February 2018

Anthropology

The library's anthropology collection supports the curriculum of the Anthropology Department at the undergraduate level. The library acquires significant works, databases, and key journals in the broad subject area of anthropology. Collection strengths include cross-cultural inquiry, cultural anthropology, and religion and culture. The library also acquires works that describe or evaluate theories, support research methods specific to the field (such as ethnography or fieldwork), or writing by or about important figures in the field. The library does not collect beyond basic levels in physical anthropology or archaeology.

Collection Level 3.1: Instructional Support, Introductory

Applied Health Science

The library's applied health science collection supports the curriculum of the Applied Health Science Department at the undergraduate level. The library acquires significant works, databases, and key journals in all aspects of human health, nutrition, anatomy and physiology, wellness, public health, and works that focus on the pursuit of living a healthy, God-glorifying lifestyle.

Collection Level 3.1: Instructional Support, Introductory

Art

The library's art collection supports the curriculum of the Art Department at the undergraduate level. The library acquires significant works, databases, 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 areas of visual arts from twelfth to the eighteenth centuries and religion and the arts. 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 and Theological Studies

The library's Bible and theology collection supports the curriculum of the undergraduate and graduate programs of the Biblical Studies and Theology Department. The library acquires significant works, databases, and key journals to support the curriculum and research from the undergraduate up through

doctoral level in biblical studies, historical and systematic theology, and church history. The library's book collection is particularly strong in the areas of the New Testament, early Christianity, and British and American evangelicalism. Because of the Ph.D. program, the library also collects monographs in German, French, and Spanish.

Collection Level 4: Research

Biology

The library's biology collection supports the curriculum of the Biology Department at the undergraduate level. The library acquires significant works, key journals, and relevant databases in the subject areas of molecular, cellular, organismal, and population biology, as well as ecosystems. The library also acquires materials that center on scientific literacy, working knowledge of current biological issues, understanding the concepts and processes of biology as a scientific discipline, and integrating biology with a biblical world view.

Collection Level 3.1: Instructional Support, Introductory

Business and Economics

The library's business and economics collection supports the curriculum of the Business and Economics Department at the undergraduate level. The core of the collection includes reference materials, classic and contemporary works, relevant databases, and key journals. The collections are especially robust in providing introduction and key developments in economics (micro and macro), accounting, marketing, management, finance, business technology, strategy, business law, entrepreneurship, and ethics. The collection largely focuses on North America, with resources related to other geographical regions added as the curriculum demands.

Collection level 3.1: Instructional Support, Introductory

Chemistry

The library's chemistry collection supports the curriculum of the Chemistry Department at the undergraduate level. The collection provides a broad range of materials in the subject area, including access to key journals, books, and relevant databases. Focus areas include analytical, inorganic, organic, and physical chemistries, as well as biochemistry.

Collection Level 3.1 Instructional Support, Introductory

Christian Formation and Ministry

The library's Christian formation and ministry collection supports the curriculums of the Christian Formation and Ministry Department, which include the undergraduate program in Christian education

and ministry and the professional/applied graduate program in Christian formation and ministry. The library acquires significant works, relevant databases, and key journals in the broad subjects of Christian formation and ministry. Specific areas of focus include Christian spirituality, ministry to specific demographic groups, Christian education, neuroscience and religion, and discipleship. The library purchases mostly academic and professional titles but also selects some popular literature on Christian spirituality and discipleship by faculty request. Collection strengths include Christian spirituality and ministry to specific demographic groups. Typically, the library does not collect devotional literature or ministry curriculum. There is significant overlap with the Bible and theology collection. The Outdoor Adventure Leadership degree is supported by the HoneyRock collection.

Collection Level 3.1: Instructional Support, Introductory

Communication

The library's communication collection supports the curriculum of the Communication Department at the undergraduate level. The library acquires significant works, relevant databases, and key journals in the subject areas of this diverse department: interpersonal and intercultural communication, rhetoric, ethics of communication, journalism (with an emphasis on reporting and writing), film studies, and theatre arts. The collection includes videos of American and foreign films that support the film studies area.

Collection Level 3.1: Instructional Support, Introductory

Computer Science

The library's computer science collection supports the curriculum of the Computer Science Department at the undergraduate level. The collection provides a broad range of materials in the subject area, with access to key journals, books, and relevant 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 the book collection centers on key foundational aspects. Focus areas include programming, computer systems, and computer science concepts (including social and ethical issues).

Collection Level 3.1: Instructional Support, Introductory

Education

The library's education collection supports the curriculum needs for accreditation from the Illinois State Board of Education and the Council for the Accreditation of Educator Preparation in addition to supporting the Master of Arts in Teaching (MAT). The library acquires a broad range of materials both practical and theoretical in this subject area by providing access to key journals, books, and databases. The collection also includes children's literature to support elementary and children's literature courses.

The library also acquires curriculum materials to support the needs of preservice teachers and resources to support MAT action research.

Collection Level 3.1: Instructional Support, Introductory

Engineering

The library's engineering collection supports the integrated liberal-arts engineering curriculum of the Engineering Department at the undergraduate level. The library provides a broad range of materials to support the program, including key journals, books, and relevant databases that cover many subject areas, such as architectural, biomedical, chemical, civil, electrical, computer, mechanical, and aeronautical engineering.

Collection Level 2.2: Basic Information, Advanced

English

The library's English collection supports the curriculum of the English Department at the undergraduate level. The library acquires significant works, relevant databases, and key journals in the areas of literary theory, comparative literature, literary criticism, and composition studies, in addition to works discussing the history of literary movements, forms, and genres, as well as key authors. Collection strengths include coverage of British literature from the Old English period onward and the entire span of American literature. Non-Western works are collected based on historic significance, critical acclaim, or curriculum support. Because of the difficulty in defining significant current fiction, poetry, and literary nonfiction, acquisitions in these areas emphasize major authors who receive critical acclaim or those works that support the curriculum.

Collection Level 3.1: Instructional Support, Introductory

Environmental Science

The environmental science collection supports the curriculum of the Environmental Science Department at the undergraduate level. This collection provides a broad range of materials in the subject area, with access to key journals, books, and relevant databases that support the curriculum. Focus areas include waste and water management resources. As environment science is an interdisciplinary field, other collections support aspects of the curriculum, such as the biology, human needs and global resources, and geology collections.

Collection Level 3.1: Instructional Support, Introductory

Geology

The library's geology collection supports the curriculum of the Geology Department at the undergraduate level. The library acquires key journals, books, and relevant databases to support the curriculum. In addition to resources in the major geology subdivisions, the collection also has resources relating to national parks, oceanography, field guides, and theory of origins to support the curriculum. The library also facilitates access to relevant government information. Collection strengths include mineralogy, hydrology, and oceanography. Books on similar topics may be present in the Black Hills Science Station collection.

Collection Level 3.1: Instructional Support, Introductory

History

The library's history collection supports the curriculum of the History Department at the undergraduate level. The collection provides access to seminal works, key journals, and relevant databases, along with significant classic and retrospective materials, especially works that describe or evaluate theories, research, or writings by key figures in the field. For specialized or sub-topical areas, the collection contains some seminal works and key journals. The history collection provides relevant scholarship on the histories of Europe, the Americas, Asia, Africa, and the Middle East, as well as the origins and development of Christianity, with special focus on the history of evangelicalism and nineteenth and twentieth century United States history. The collection aids in exploring the implications of Christianity for understanding and interpreting history.

Collection Level 3.1: Instructional Support, Introductory

HoneyRock (Wheaton's Outdoor Center for Leadership Development)

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 Library. 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 and theological studies, philosophy, psychology, anthropology, art, and English. The library also supports onsite students in the Outdoor and Adventure Leadership concentration within Christian Formation and 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 library's human needs and global resources collection supports the certificate program of the Human Needs and Global Resources Department at the undergraduate level. The library acquires select works to introduce issues related to the majority world including the global church, works by majority

world authors, economic development, social enterprise, poverty, applied social science, and human rights. Most resources are integrated into existing collections (e.g., resources on economic development are located with other economics resources). The library also acquires reference works, historical surveys, bibliographies, and a few major periodicals in the field.

Collection Level 2.1: Basic Information, Introductory

Intercultural Studies

The library's intercultural studies collection supports the curriculum needs of Intercultural Studies Department, which include graduate programs in intercultural studies and TESOL program. These programs include students at a distance and those that come to campus for short intensive courses throughout the year. The focus area is quite broad, covering the subject areas of spiritual formation, historical foundations, contextualization, intercultural communication, and cross-cultural research. The Evangelism and Missions Collection, a special collection of Buswell Library, also serves as a significant resource for the graduate programs in intercultural studies and evangelism and leadership. The library seeks to also provide resources for professional ministry and cross-cultural work, along with resources to help students 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's mathematics collection supports the curriculum of the Mathematics Department at the undergraduate level. The collection provides a broad range of materials through access to key journals, books, and relevant databases that support the curriculum of the mathematics and applied mathematics programs.

Collection Level 3.1: Instructional Support, Introductory

Modern and Classical Languages

The library's foreign language collection supports the curriculum of the Modern and Classical Languages Department at the undergraduate level. The department currently offers majors in Spanish, French, German, Mandarin Chinese, and Classical Languages (Latin, Greek, and Hebrew). The library acquires basic works and key journals to support the study of each language, its literature, and culture. The library's collection of classical language resources is particularly strong with access to several online databases of primary classical texts and the common requests for materials pertinent to the study of the Greco-Roman world and late antiquity from the Biblical and Theological Studies Department. For the modern language programs, the library acquires the original language works of key authors, but English is the preferred language for secondary literature.

Collection Level 3.1: Instructional Support, Introductory

Music

The library's music collection supports the curriculum of the Conservatory of Music at the undergraduate level 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 in the community. The collection includes 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, with particular focus on music scores in the areas of secular solo song, opera, piano solo, study scores of orchestral literature, and chamber music. The collection includes books on all topics of music, with particular focus in the areas of composer biographies and studies, historical studies, and hymnals. The library collects at a minimal level in the areas of popular music, jazz, and ethnomusicology. The library does not purchase sets of orchestral parts or choral octavos.

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 supports the curriculum of the Philosophy Department at the undergraduate level. The library acquires significant works and key journals in the broad subject areas of philosophy and ethics. The book collection in philosophy is strongest in the areas of philosophy of religion, epistemology, virtue ethics, and the history of philosophy.

Collection Level 3.1 Instructional Support Level: Introductory

Physics

The library's physics collection supports the curriculum of the Physics Department at the undergraduate level. The collection includes access to key journals, books, and databases that support a range of subject areas, with focus on theoretical, experimental, and computational physics. In addition, there are resources in astronomy (planetary and stellar, and history of cosmology) to support the curriculum.

Collection Level 3.1: Instructional Support, Introductory

Politics and International Relations

The library's political science and international relations collection supports the undergraduate curriculum of the Politics and International Relations Department, as well as related portions of the interdisciplinary undergraduate certificate in peace and conflict studies. The library acquires significant works, relevant databases, and key journals in the broad subjects of political science and international relations. Specific areas of focus include American government, international politics, political theory,

human rights, international political economy, peace and conflict studies, environmental politics, and politics and religion. Outside of political theory, the collection focuses on the twentieth to twenty-first centuries. Collection strengths include human and civil rights and the intersection of faith with politics and international relations. There is some overlap with the history, economics, and law collections.

Collection Level 3.1: Instructional Support, Introductory

Psychology

The library's psychology collection supports the curriculum of the Psychology Department at the undergraduate and graduate levels, including the research of its MFA, CMHC, and doctoral students, in addition to the program of the Humanitarian Disaster Institute. To support graduate programs, the library maintains an advanced instructional collection that includes a significant number of retrospective materials of appropriate format. The collection includes a significant number of seminal works, relevant databases, and journals in various subtopics, including counseling ministries, marriage and family therapy, professional counseling, and clinical psychology. There is special focus on 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, as well as works that provide more in-depth discussion of research, techniques, and evaluation, contribute to the collection. The library also acquires most of the important reference tools in the subject, including major periodical indexes, abstracts, and bibliographies.

Collection Level 3.2: Instructional Support, Advanced

Sociology

The library's sociology collection supports the curriculum of the Sociology Department at the undergraduate level. The library acquires significant works, relevant databases, and key journals in the broad subject area of sociology. Collection strengths include sociology and religion, as well as social change. Subtopics include gender studies, race, inequality, social networks, and social work. The library also acquires works that describe or evaluate sociological theories and support research methods specific to the field or the social sciences more generally, as well as writings by or about important figures in sociology.

Collection Level 3.1: Instructional Support, Introductory

Urban Studies

The library's urban studies collection support the curriculum of the Urban Studies Department at the undergraduate level. The library acquires materials that introduce urban studies research broadly and cover its major topics, such as urban renewal, urban ecology, economics, politics, and urbanization. The focus is on urban topics in the twentieth to twenty-first centuries and Christian engagement in urban settings. Collection strengths include Christian engagement in urban settings, the global role of cities,

and the city of Chicago. There is significant overlap with other departments, as both political and sociological influences abound in the urban context. The library does not collect titles on urban history outside of the United States.

Collection Level 2.1: Basic Information, Introductory

7. Reference Collection Development Policy

Gregory Morrison
Last update: June 2015

7.1 Responsibility

The librarian responsible for the reference collection has 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 will also be consistent with the library's general collecting policy.

7.2 Inclusion Statement

With the exception of Religion, 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.

7.3 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)

7.4 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.

7.5 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 librarian will update the Circulation staff so that they can coordinate any shifts within the collection and update the signage accordingly.

7.6 Bi-annual review dates

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

8. Evangelism & Missions Collection Collection Development Plan

Last update: 2018

8.1 Introduction

The Evangelism and Missions Collection is one of Buswell Library's special collections. It is a research-level collection focusing on evangelism and missions, particularly the history of North American, Protestant, non-denominational evangelism and global missions efforts.

8.2 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 Special Collections, Buswell Library.

8.3 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

9. Special Collections Collection Development Plan

Last update: August 2018

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. College Archives, which is one of the special collections, 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.

9.1 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.

9.2 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).

9.3 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.

9.4 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.

9.5 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

9.6 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 Special Collections. Physical size is also an important consideration. Miniature books (measuring 12 centimeters or less) are generally not designed for circulating collections. Ornatly 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.

10. 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.