

Collection Development Policy

**David Allan Hubbard Library
Fuller Theological Seminary**

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Fuller Theological Seminary Library Collection Development Policy

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Introduction

The David Allan Hubbard Libraries and Archives is situated in downtown Pasadena, California along with seven other locations around the western United States, and serves large and diverse on-campus, and online programs. The Library is a member of the American Theological Library Association, the Statewide California Electronic Library Consortium, and a founding member of the Southern California Area Theological Library Association. It houses a collection of over 711,900 print volumes and 200,000 eBook titles, subscribes to over 120 databases and full-text digital collections, and contains over 70,000 print and e-journal titles. Library services are offered in an automated environment, and remote access to print and electronic resources is extended to several off-campus programs.

Library Mission Statement

The David Allan Hubbard Library and Archives supports faculty and students in pursuit of intellectual, academic, and vocational success; it helps them find resources to better understand, discuss, and share their faith with the world. The Library and Archives serves Fuller's cultural context by providing information for a more accurate understanding of the role of religion, especially of Evangelical Christian traditions, in the culture of the Pacific Rim. The Library and Archives develops partnerships with others seeking to preserve and disseminate theological, psychological, and missiological information around the world.

Purpose of the Policy

The Hubbard Library collection development and deselection policy is designed to provide useful guidelines for the selection, acquisition, conservation, and retention of appropriate library materials in light of the seminary's financial resources. The goal is to build a distinctive theological collection that fulfills the Library's mission statement, thereby serving the study and research needs of present and future Fuller students, staff, faculty, and alumni.

In addition, the Library's collection development policy enables compliance with ATS standard 4.1.2:

To ensure effective growth of the collection, schools shall have an appropriate collection development policy. Collections in a theological school shall hold materials of importance for theological study and the practice of ministry, and they shall represent the

historical breadth and confessional diversity of Christian thought and life. The collection shall include relevant materials from cognate disciplines and basic texts from other religious traditions and demonstrate sensitivity to issues of diversity, inclusiveness, and globalization to ensure access to the variety of voices that speak to theological subjects.

Description of Collections

The Main collection is strong in biblical studies, church history, theology, ministry, psychology, missions and intercultural studies, and is located on two basement levels. It incorporates the Harrison-Ladd collection of Biblical studies materials and the Dayton Collection of holiness and American church history materials. Students, faculty, staff, alumni, and other eligible Library users are able to check out Main collection books. For more information about circulation policies, see the [Library Services page](#).

The Reference Collection consists of bibliographies, encyclopedias and dictionaries, concordances, atlases, some directories, handbooks, and major commentary series. Materials with call numbers A and Z are located in the DePree Reading Room. Materials with call numbers B - TX are located in the Weyerhaeuser Reading Room. The Reference Collection is open to the public for browsing, but Reference materials may not be checked out. **By 2015, most Reference materials will be housed in the Weyerhaeuser Room. Less-utilized Reference materials will be housed in Staff Basement B (SB).**

Most print periodicals are located on the 2nd floor (A-N) and 3rd floor (O-Z), arranged in alphabetical order by title. Some periodicals are located in the Archives, Special Collections, and Storage Location. A complete list of electronic, microform, and print periodicals held by Fuller is available on the library website. Print and microform periodicals are also listed in the online catalog. Periodicals do not circulate, but may be used and scanned in the library. **By 2015, most “print-only” periodicals will be housed on the Library 3rd Floor. Most print periodicals with corresponding electronic issues will be housed in Closed Stack Periodicals, located in Staff Basement B (SB).**

The Hugh and Hazel Darling Pacific Rim Collection (Chinese, Japanese, Korean and Vietnamese Collections) are books written in those languages. Some other books in those languages can be found in the Reference collection. Books about these countries, translations from these languages, and polyglot (multi-language) books are located in the other collections. The CJKV collections are located on the 3rd floor. Like the Main collection books, these books are able to be checked out. **By 2015, the CJKV collection will be moved to the Library 2nd floor in order to accommodate growth. CJKV Reference books and Periodicals will be integrated into the overall CJKV collection.**

The Reserve Collection includes books and media which are temporarily put on reserve for course use for a term. This collection is kept behind the Library Front desk.

Normally, only one print copy of each Reserve request will be purchased. However, as the need arises, duplicate print copies may be purchased with final approval from the Library Director, and if a duplicate request meets the following criteria:

- If eBook copies of the title are unavailable for purchase
- Direct requests from professors
- High circulation (more than 6 checkouts per year) statistics per volume and/or high number of students per course

- If more than one course requires the book
- If a reserve book is being used by multiple courses and is in high demand
- Recommendations from Collections Development Librarian or Library Director

The Media Collection includes various digital non-print materials such as software, DVDs, and music CDs. Cassette tapes and video tapes are in the catalog as separate collections. These items may be checked out to patrons for 3 days. Materials are kept behind the Library front desk.

Dissertations and Theses written by Fuller students are incorporated into the main collection. Newer ones (approximately after 2000) are located at ZZ. Older ones are classified by topic. Those written in Korean are with the Korean Language Collection. Many theses are also available in microform and some are available online from the Proquest Dissertations database.

The Special Collections location includes named collections of monographs such as the Robert H. Mitchell Hymnal Collection, Donald Dayton Collection, Charles Edwin Jones Collection, James Washington Collection, Charles Parham-V. Alex Bills Collection, and many others. These books are in the Hubbard Closed Stacks, and are paged by the Information Access Services staff.

The Hubbard Library Closed Stacks holds less frequently used books and periodicals, building depth to the library's research collection. Closed Stack books are available for the normal 3 week loan period. Storage periodicals are considered in-library use only.

The Wilbur Smith Collection includes 16th through 19th century materials, and is available via appointment.

The David DuPlessis Archives is housed in the library. More information is available on the Archives [website](#).

The Integration Collection includes materials relating to the integration of psychology and theology. It is located in the Weyerhaeuser Reading Room.

Faculty Publication Collection. It is located in the De Pree Room.

Responsibilities for Collection Development

Library Staff

The final responsibility for acquisition of all library materials rests with the Library Director in consultation with the Collection Development Librarian, Chinese Language Librarian, Korean Language Librarians, Systems Librarian (Databases) and eResources Librarian (eBooks). It is the responsibility of the library staff to keep informed of current trends and issues in the seminary's curriculum areas as well as in the area of library science.

Seminary Faculty

Fuller Seminary faculty members are encouraged to help the library staff develop a strong collection that will both support curriculum needs and encourage academic formation, spiritual formation, personal formation, and global formation. Through collaboration with library staff the

faculty members inform the library staff of important trends, issues, and authors in their areas of specialty. Faculty input is crucial in helping to select the most relevant available materials pertinent to their fields, filling in gaps in the current collection, identifying critical materials, and identifying materials that need to be deselected.

Other Library Members

This group includes Fuller Seminary students and staff in all of the seminary's campuses. These members of the seminary community are responsible for helping to educate faculty and library staff on the strengths and weaknesses of the current collection. Members are encouraged to identify specific materials needed for their study, research, and spiritual growth, and inform the Library of their needs by utilizing the different avenues of communication ([Suggest a Book](#), e-mail, etc.).

Aids for Collection Development

Tools librarians use to keep informed about new resources fall into 2 (very general) categories: (1) traditional library methods and (2) demand-driven methods.

Traditional

1. Publisher catalogs, including university and denominational presses
2. Solicited and unsolicited announcements from independent and national publishers and book vendors
3. Standing orders
4. Academic and denominational journals (for ads, book reviews, and bibliographies)
5. Subject bibliographies
6. Interlibrary cooperation (ATLA Serials Exchange, communication between individual libraries, etc.)

Demand Driven

1. Interlibrary loan requests
2. Get it Now—Articles
3. Vendor preloaded eBook titles (purchased upon use)
4. ECDs
5. Ph.D. program dissertation proposal bibliographies
6. Faculty requests
7. Ph.D. and Th.M. Requests
8. General requests (Suggest a Book, etc.)

Selection of materials is based on content, reputation of author or press, critical reviews, and relevance to the collection, based on forecasting of future use. The library affirms the need for its collection to provide resources that represent a variety of viewpoints in the three general areas of specialization: Theology, Psychology, and Intercultural Studies.

Collection Development Coverage and Priority Levels

Materials and resources selected and retained must have some relationship to the Fuller Seminary curriculum, research, and history. In light of this relationship, the various holdings and collections in the Hubbard Library have been classified into six different levels. Each level identifies and correlates the needs of eligible Hubbard Library users, corresponding materials, and strategies for obtaining and retaining materials based on the needs of those users.

It is recognized that subject areas and levels may overlap and that some out-of-scope materials may be retained for reasons of content, authorship, or other relevance. As subjects and degree programs are removed or added to the curriculum, library coverage will be evaluated and new collecting levels may be established. The following sections contain both brief and expanded descriptions of each category level.

Brief Description

1 = Research level: Specific subject areas relevant to faculty requests, Ph.D. and Th.M. requests, Ph.D. dissertation proposal bibliography lists, etc.

2 = Instructional support level: General subject areas within Theology, Psychology and Intercultural Studies, informed by ECD's, master's student requests, and D.Min. student and faculty requests, etc.

3 = Basic information level: General subject areas within Theology, Psychology, and Intercultural studies informed by standing orders, general purchases, and relevant donations.

4 = Minimal level: General subject areas and some out-of-scope areas as contained in Christian magazines, Christian newspapers, certain types of media, popular Christianity, etc., as acquired from one-time donations and regular donations (i.e. regularly donated serials, etc.), and certain subscriptions. etc..

5 = Archives level: Rare materials, unique materials, Fuller institutional records/archives, and special/named collections that do not circulate (see Archives Collection Development Policy).

6 = Out-of-scope level: Any academic discipline immediately outside of the general disciplines contained within Theology, Psychology, and Intercultural studies, including most works of fiction, manuals, materials for children, games and entertainment, etc. These materials are not collected.

Expanded Description

1. Research Level

At the Research Level, the collection attempts to include all significant works, in all applicable languages and formats, for defined fields. The collection contains the major published (print and non-print) materials required for faculty research, and Ph.D. and Th.M. research, in various subject areas. It includes all important reference works and many specialized monographs, as well as extensive journal holdings and the relevant indexing/abstracting services. Older materials are retained for historical research and actively preserved. At this level, the collection is primarily developed through traditional collection development methods, such as the use of PhD dissertation proposal bibliographies and faculty recommendations.

2. Instructional Support Level

At this level, the collection includes a significant number of important works in a variety of formats. Noteworthy retrospective works, secondary works, and research tools supplement the main monographs and journals of the subject area. Access is provided to reference, bibliographic, and electronic databases. This collection level supports study at the Masters and D.Min. levels. The collection is continuously developed through quarterly updated ECDs and professor requests for additional instructional materials. Some preservations of older materials is attempted in order to bridge general gaps in the collection, especially updated editions of Reference materials.

3. Basic Information Level

The Basic Information-level collection provides an introduction to a particular subject area. It includes encyclopedias, dictionaries, important works, bibliographies, and some periodicals. This level is sufficient for subjects not directly covered in the curriculum or where extensive collections are already available locally.

4. Minimal Level

At this level, only basic works are selected, and materials are deselected frequently. These materials include Christian magazines, newspapers, certain types of media, popular Christianity, etc., as acquired from gift books, regular donations, and some subscriptions. Examples of such titles include newspapers such as the *Korean Christian Press*, *Korean Christian Herald U.S.A.*, and other subscriptions such as *Chronicle Higher Education* and *Books and Culture*, etc.

5. Archives Level

Archives-Level materials include: institutional records/archives, rare (unique) historical materials, and special/named collections. See the Archives Collection Development Policy.

6. Out-of-scope Level

Materials contained within this level are not used by the Hubbard Library. Materials designated "Out of Scope," include any academic discipline immediately outside of the general disciplines contained within Theology, Psychology, and Intercultural studies, including most works of fiction, manuals, materials for children, games and entertainment, etc.).

Formats Collected

eBooks

Monographs and reference books in digital form are the preferred format for most library materials. Criteria for eBooks include availability, platform, cost, and subject. An eBook collection that is large in both depth and breadth will provide access to core reference and research works for every Fuller Library user, especially distance and regional campus students. See also “Electronic Resources,” below. **Levels of focus: 1-3**

Print Books

Monographs in print form are preferred *if digital format is not available*. Priority will be given to works of quality and good scholarship, which meet the collection-level specifications for their subject areas. Print volumes in hardcover are still a high priority. However, sturdy paper or soft covers will be considered if the savings are significant. *Print books over \$250.00 will purchased on a case-by-case basis*. **Levels of focus: 1-4**

Print Periodicals/Journals

Periodicals will be collected in most seminary curriculum subject areas. Priority will be given to those periodicals with accessible indexing. Back issues will be retained in boxed or bound format for titles of continuing academic interest. Gaps in volume/issue years are filled primarily through direct donation from other institutions or through the ATLA Serials exchange.

Levels of focus: 1-4

Electronic Resources

Electronic resources will be collected in most seminary curriculum subject areas and resource types. Several considerations evaluated will be: cost, accessibility, replacement of print resources, and overall coverage. For reference works, bibliographies, and indexes, electronic resources will be considered over print versions. Electronic resources are chosen based on their relevance to the curricula of the seminary. Electronic resources are provided through either direct purchase or licensing agreements. **Levels of focus: 1-3**

Archival Material

Materials designated as “Archives,” include unpublished manuscripts and papers, personal memoirs, institutional records, and specially designated collections (i.e., DuPlessis Ecumenical Archives, etc.). For further information, **see the Archives Collection Development Policy**.

Level of focus: 1, 5

Microformats

Currently, the library does not purchase materials in microfilm and microfiche formats. Exceptions can be made if such materials are rare or only available in microfilm. Individual purchases will be evaluated on a case-by-case basis. **Level of focus: 1, 5**

Media

The current Media collection contains CD, DVD, VHS, cassette, and digital (on the web page, or database subscriptions). Currently, the preferred format is digital. CD’s or DVD’s will be purchased if absolutely necessary (if a needed item is only available in those formats, etc.).

Continuing efforts will be made to transfer advanced instructional support level subject areas and above to new formats as they become available. If certain subject area materials are only available in another format not currently collected, the decision will be made on a case-by-case basis.

Levels of focus: 3-5

Formats Not Collected

Musical scores, sheet music and choral anthems, films, filmstrips, cassette tapes, VHS videotapes, CD-Rom, reel-to-reel, LP recordings, slides, transparencies, pamphlets, and workbooks are not actively collected. Current materials in these formats are normally kept for historical value or in Archives. **See the Archives Collection Development Policy.**

Languages Collected

The primary spoken languages collected include: English, Spanish, Korean, Chinese, and Japanese. The primary research language collected include: English, Spanish, Korean, Chinese, Japanese, Greek, Hebrew, German, French, and Arabic. Although these languages constitute the majority languages on which acquisitions are focused, many other spoken, research, and ancient languages are also represented.

Methods of Acquisitions

Purchase

The best available materials for curriculum support and research will be purchased within budget constraints. *Print books over \$250.00 will purchased on a case-by-case basis.* Purchasing avenues include bookstores/sites, individual publishers, digital resource vendors, and some individuals.

Donations

All accepted donations become library property.

Evaluation of the Collection

The Library Director is responsible for overseeing collection evaluation. This process involves measuring the extent to which the Hubbard Library collection meets its overall goals. That is, evaluators seek to measure the fit between user needs and library materials. In addition, evaluators assess the physical condition of books, journals, and other media. In her volume, *Collection Development and Management for 21st Century Library Collections* (2011, pp. 113-119), Vicki L. Gregory offers several avenues for initiating collection evaluation:

- 1) Circulation statistics
- 2) Network usage statistics (Google analytics, etc.)
- 3) Median age of items in the collection, distributed within categories
- 4) Shelf observation conducted by subject experts

- 5) Holdings checked against standard lists and bibliographies
- 6) Interlibrary loan request
- 7) User surveys conducted
- 8) Citation analysis—checking bibliographies of theses and dissertations (i.e., PhD student bibliographies)

Gregory's compilation can be further divided into two general techniques which will assist the Hubbard Library staff in effective evaluation of its specialized collection: quantitative and qualitative techniques.

Qualitative Techniques

- 1) Median age of materials in the collection, distributed within general subject areas
- 2) Use of the collection via circulation statistics
- 3) Physical condition of materials to plan adequately for replacement and preservation (i.e., migrate to eBooks, etc.)
- 4) Citation analysis (PhD student bibliographies, etc.)
- 5) User surveys

Quantitative Techniques

- 1) Monitoring the collection growth by subject area and age
- 2) Analysis of interlibrary loan patterns and use of reserve materials
- 3) Network usage statistics (Google analytics and WMS analytics, etc.)
- 4) Monitoring new eBook and eJournal releases

Using all, or part, of each category will depend on the type of source being evaluated. For example, information gathered about the use of databases differs from individual requests for particular print monograph titles, etc. In many cases, required action taken as a result of the evaluation process will occur on a case-by-case basis and in consultation with key Library personnel under the guidance of the Library Director.

Deselection Process (Weeding)

The Library Director is responsible for weeding materials. Weeding is the process of clearing the collections of print or electronic materials that have outlived their usefulness. Librarians remove materials from the collection for a variety of reasons. In some cases, new editions supersede older ones. In other cases, books physically deteriorate to the point where they are no longer usable. In yet other cases, weeding includes halting a subscription to a seldom-used database and journals. Withdrawing materials is a continuing process, but is a carefully planned procedure, as important as selecting new materials. A classical guide used for weeding could be the *CREW Method* by Joseph P. Segal (ALA, Chicago, 1980). An updated version of Segal's method can be found in Jeanette Larson's *CREW: A Weeding Manual for Modern Libraries*, Texas State Library and Archives Commission. Austin, TX, 2008. The document is available online: <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/crew/crewmeth08.pdf>

Larson identifies six benefits of weeding (p.12):

- 1) Saving space
- 2) Saving time, by eliminating the process of searching through irrelevant books to find relevant ones
- 3) Making the collection more appealing
- 4) Having a more current, accessible collection enhances the Library's reputation
- 5) A consistent process that provides a continuous "check" on Library materials
- 6) A system that provides constant feedback on the collection's strengths and weaknesses

Moreover, Larson also offers several key factors that must be considered before weeding (p.15):

- 1) Needs and demands of the Library's community of users
- 2) Availability of more suitable material
- 3) Availability of budget to cover replacement materials
- 4) Relationship of a particular item to others in that subject area
- 5) Prevalence of cooperative agreements with other Libraries (SCATLA, SCELC, etc.)
- 6) The degree to which the Library serves as an archives or local history
- 7) The possible future usefulness of a particular item
- 8) The availability of compatible eResources
- 9) The availability of resources via ILL and cooperative borrowing agreements

Gregory summarizes Segal/Larson's criteria for the consideration of weeding materials by utilizing the acronym: MUSTIE

M = Misleading—factually inaccurate materials

U = Ugly—materials worn beyond mending or rebinding

S = Superseded—by a new edition or by a better book/source on the subject (older editions in storage)

T = Trivial—of no discernable literary or scientific (in our case, theological, etc.) merit

I = Irrelevant to the needs and interests of the Library's community

E = Elsewhere—the material is easily obtained online or from another library

Using MUSTIE as a basic guide, and Larson/Gregory as supplementary resources, the collection will be reviewed periodically in order to deselect damaged or outdated items from the collection. Items that are found to require repair, special treatment or removal from the collection during normal activity (shelf reading, circulation, etc.) will be dealt with as discovered.

It is the responsibility of the Collection Development Librarian, in consultation with other relevant library staff and Fuller faculty members (such as language-specific librarians, and/or scholars of various disciplines, etc.) to evaluate and weed the collection according to the guidelines specified. The Collection Development Librarian will determine the schedule and collection priorities in consultation with the Library Director and other Library departments.

Gift/Donation Policy

The Library facilitates engaged learning by creating an environment conducive to intellectual and social interactions. This is accomplished through the collection, organization, preservation, and dissemination of materials and services by purchase or donation.

Thus, the Library is always grateful to receive gifts that enhance the collection. However, in order to preserve staff time and resources in the selection process of donated materials, patrons should consult the following guidelines for preferred vs. non-preferred gifts.

Preferred Gifts

- 1) All materials that directly contribute to the general subject areas of Theology, Psychology, and Intercultural Studies
- 2) Academic-based materials within the above subject areas are encouraged, including all research languages, such as Chinese, Korean, Japanese, Vietnamese, Spanish, and English
- 3) Materials published after 2000, unless specified by the Collection Development Librarian
- 4) Monographs fitting the above criteria not held by the Fuller Libraries
- 5) Journals fitting the above criteria not held by the Fuller Libraries

Non-preferred Gifts

- 1) All academic subjects immediately outside the scope of the general subject areas of Theology, Psychology, and Intercultural Studies
- 2) Textbooks or academic materials published before 2000, unless specified by the Collection Development Librarian
- 3) Denominational curricula or educational materials
- 4) Workbooks or multi-media teaching materials
- 5) Magazines and newspapers, including Christian categories
- 6) Non-academic, popular Christianity, or popular culture materials
- 7) Works of fiction such as novels, classical literature, classical poetry, etc.
- 8) Children and teenage-themed books, magazines, encyclopedias, etc.
- 9) Toys, games, cassettes, VHS tapes, CD-ROM/software, CD's, DVD's

Gift Categories

Individual Donations

This category includes small gifts of up to 99 volumes/items. Due to limited shelf, display, and storage space, only materials meeting specific selection criteria as stated above (“Preferable Gifts”) can be retained and added to the collection. Materials not retained will be reallocated in a way that will generate the greatest benefit for the library. The library reserves the right to make acquisition decisions about donated materials.

Large Donations

Donations over 100 volumes/items are considered large gifts. Their acquisition affects the efficiency of the entire library system workflow and thus must be approved by the Library Director in consultation with the Collection Development Librarian. Due to limited shelf, display, and storage space, only materials meeting specific selection criteria as stated above (“Preferable Gifts”), can be retained and added to the collection. Materials not retained will be reallocated in a way that will generate the greatest benefit for the library. The library reserves the right to make acquisition decisions about donated materials.

Collections from Individual Donors

Due to the special processing, display, and storage demands, large or research named collections from individual donors are created on a very limited basis. In addition, endowment requirements to maintain such collections are considered. Acceptance of these donations is determined by the Library Director in consultation with the Collection Development Librarian and other relevant staff members.

Definition of Named or Dedicated Collections

Named collections are titled after the name of the donor or for a person(s) specified by the donor. Dedicated collections are placed in the circulating collection with a nameplate of dedication to the donor affixed in each item.

Naming or Dedicating Collections Process

The Library Director, in consultation with the Collection Development Librarian and other relevant Library department staff will determine if donated materials will be converted to a collection named in honor of the donor or to the donor’s preference (Named Collection) or if donated materials with nameplates will be added to the appropriate collection (Dedicated Collection).

Other Donations

Any other type of gift will need to be discussed with the Library Director before a decision can be reached to accept the gift. Examples include artwork, technology, furnishings, etc.

All donations must be approved by the Collection Development Librarian. All large donations (over 1000 volumes/items) must be approved by the Library Director in consultation with the Collection Development Librarian with input or suggestions from relevant staff members.

The David Allan Hubbard Library retains the right to evaluate and process donated materials based on the needs of Fuller Theological Seminary. The Library reserves the right to decide how

the materials are displayed and housed, including the decision to donate, sell, or dispose of materials. Materials will not be returned to donors after donation.

Once a gift has been approved, all donors must complete a *David Allan Hubbard Library Donation Receipt* in its entirety. To view the Donation Receipt form, see Appendix A.

Journal/Periodical Collection

Purpose and Scope

The Library's periodical collection provides both historical perspectives and up-to-date information to the students and faculty for both research and teaching needs. Journals are generally available in print, online, or database formats. Electronic databases often comprise bundles of full text eJournals including non-text and interactive content. Due to full-text availability and ease of maintenance, preference is given to journals in non-embargoed databases. Direct online subscriptions from publishers are generally not purchased, but may be considered on a case-by-case basis.

The Library makes a conscious effort to replace print serials with electronic equivalents. As a result, the Library's print serials subscriptions are steadily being reduced as more serials become available on databases or in electronic format. Due to the relative expense of serial subscriptions and their high maintenance costs, the Library monitors its serials subscriptions very closely. Purchase of new subscriptions may at times necessitate the cancellation of other subscriptions. See "criteria" under **Electronic Resources**.

Responsibility

The decision to retain periodicals lies with the Library Director with input from the Systems Librarian, Collection Development Librarian, Serials Librarian, and other Library staff and faculty members.

Cataloging

Wherever possible, both print and electronic journals are fully catalogued into the Library's holdings with a link to the full text, whether electronic journals are sourced from electronic databases or subscribed to individually from publisher's web pages. The Library's Periodical Titles List is hosted by Serials Solutions, and contains a full listing of all serials available to users.

Current Scope of Collecting

Electronic database access (with no duplicate print subscription) is the preferred delivery option for the Library's journals. This decision helps maximize staff and student access beyond the Pasadena campus, and reduces the handling and maintenance costs associated with print issues. The following guidelines list circumstances under which a print subscription may be maintained even when access to an electronic version is available.

1. Content

- Indexing and abstracting of content is selective and this will adversely affect teaching, learning, and research.
- The paper version is issued earlier than the electronic version or database content is embargoed, and the delay in access would adversely affect teaching, learning, and research.
- Important content for teaching, learning, and research is excluded in the online version and is not available easily via other means on the Internet (e.g., letters, supplements, association announcements, commercial, advertisements, or graphics essential for study or research are excluded).
- The image quality of illustrative materials (tables, graphs, photos, illustrations, musical notation, scripts, etc.) is inferior and is not adequate for teaching, learning, or research.
- The electronic version does not offer effective browsing access for journals where browsability is important for teaching, learning, or research use.
- Print subscription is used as archive where no electronic archive is available

2. Licensing

Print titles may be retained if the license does not allow the Seminary to effectively use the title for teaching, learning, or research or if the license does not allow satisfactory downloading, viewing, saving, or printing; multiple printings or direct linking to article; access by remote students.

3. Technical Capability/Support

A print version may be maintained if there is a history of inadequate technical support for the product and/or the technical capability does not allow key activities such as viewing, downloading, or printing from personal workstations or networked workstations.

Usage Statistics

The Library monitors and records usage statistics for each electronic journal where possible and employs this data in reviewing the continuing provision of the title.

Housing Print Subscriptions

As lack of available space for print periodicals/journals becomes a reality, two general actions will be taken:

1. All print periodicals with electronic counterparts will be moved to Storage Periodicals in Staff Basement A (SA).
2. When space is completely unavailable, a careful process of deselection of print journals will be enacted. The following guidelines will be used in helping to deselect titles.
 - The subscription ceased ten or more years ago and it has no apparent curricular value.
 - “Title-by-title” approach which considers factors such as patterns of title, indexing and abstracting, relevance to library mission, curriculum needs, and faculty input.
 - The title has been completely replaced by electronic versions and immediate physical presence is no longer needed.

Electronic Resources Collection

Purpose and Scope

Electronic resources comprise any web-based, server-based, or computer-based software requiring the use of computers for access. This includes, but is not limited to, full-text databases, indexes, Bible related software, pdf files, web addresses, web links, eBooks, and digitized archives.

Criteria

Electronic resources are given preference over similar print resources if criteria are met. In some cases, electronic and print resources may be purchased in tandem. In addition to the policies and procedures as laid out in the Collection Development Policy, the selection, acquisition, and evaluation of electronic resources is guided by the following criteria:

- Preference is given to electronic resources that come from a reliable vendor
- The resource is relevant, authoritative, and comprehensive in supporting current curriculum
- Twenty-four-hour remote access is provided
- Designed with powerful and user-friendly interface
- Possesses good indexing and abstracts if applicable
- Provides excellent customer support
- Pricing is reasonable for content, use, and support
- Compatibility across a wide variety of platforms
- Has common interface with other electronic resources/software
- Embargo periods do not significantly affect teaching and learning

Glossary of E-resources

Site license—As a multi-campus system, the Hubbard Library requires the license to define the institution as a single site. Exceptions to this guideline will be made on an individual resource selection.

Users—the Hubbard Library prefers an unlimited number of simultaneous users. Lower usage limits will be negotiated on individual resources as needed.

Authentication—the Hubbard Library prefers EZproxy authentication. Institutional username/password is acceptable if available. Client-specific passwords are normally not acceptable.

Content—the Hubbard Library prefers the license to describe the content and offer a refund for the loss of considerable content during the license period.

Term—One-year licenses or multi-year terms are both considered, based on discounts, or lower average prices per package. At different times, depending on the vendor, one-time purchases involving yearly maintenance packages are preferable to year-by-year subscriptions.

Canceling Subscriptions/Licenses—Subscriptions will be considered for cancellation or reduced access based on unique content and availability of alternative products, usage, ongoing relevance to curriculum needs, access to archiving, and cost.

Hubbard Special Collections

The Hubbard Library defines special collections as those collections that contain unique titles or are collections related to influential individuals or groups for whom the collections are named. These materials are not freely accessible to the public and require special handling. Collections include the David Allan Hubbard Collection, Robert H. Mitchell Hymnal Collection, Donald Dayton Collection, Charles Edwin Jones Collection, James Washington Collection, Charles Parham-V/Alex Bills Collection, and many others. Special collections are housed in Staff Basement A (SA) in the Hubbard Library.

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Considerations for placing materials in Special Collections include:

- Relative scarcity (e.g., their ephemeral nature such as pamphlets which are rarer than books issued in the same period).
- Particularly valuable materials such as certain facsimile editions, illustrated books or fine press editions.
- Items where the text is not particularly rare but the binding of the work is of great interest or value. Examples include leather bindings from earlier centuries or a more recent decorative binding.
- Association copies that may carry the signature of an important person or its bookplate may indicate its place in an important library or the marginalia may be in the hand of a significant person. Simply bearing the signature of the author is not enough to warrant inclusion in special collections.

Use and Reproduction of Special Collection Materials

Special Collections materials are available to all eligible Library patrons for in-library use only. These materials are not available for interlibrary loan.

All Special Collections are housed in Basement SA, and must be paged by Library Staff. Materials are available Monday through Saturday, 9:00am to 11:00pm. Access to these materials requires certain procedures for requesting, handling, and viewing. For more information and guidelines for viewing Special Collections materials, see the current Information Access Services Manual, or visit the Library front desk.

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APPENDIX A: David Allan Hubbard Library Donation Receipt

1) I am donating the following number of items to the David Allan Hubbard Library:

Hardcover Books: _____ Paperback Books: _____

Other (please specify): _____

2) I would like the Office of Development at Fuller Theological Seminary to:

- Acknowledge receipt of these materials (please circle one): **Yes** **No**
If no, please skip the donor information section

The David Allan Hubbard Library will not appraise the value of donated materials for tax purposes. If you would like to declare a value, please do so here:

3) Donor Information (please fill out all information completely, as you would like it to appear in donor records):

Name: _____

Organization (if applicable): _____

Address (Fuller department office addresses and box numbers **cannot** be used):

City: _____ State: _____ Zip: _____ Country: _____

Email Address: _____ Phone: _____

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Signature: _____ Date: _____

Library Use Only:

Received By: _____ Library Position: _____