

COLLECTION MANAGEMENT POLICY

MISSION

The Brandel Library develops and manages resources that enrich and support the curriculum of the university. In so doing, it supports its faculty, students, mission, and distinctives.

THE LIBRARY AND THE COMMUNITY

The Brandel Library is comprised of the general collection, the seminary collection, archives and special collections. The primary users of the Brandel Library are the current North Park students, faculty and staff both on-campus and off.

THE COLLECTIONS

GENERAL

Resources must serve the breadth of the curriculum, the learning outcomes of the student experience, and to a limited extent, the cultural and recreational interests of the community. An academic library is responsible for providing resources representing a wide range of differing points of view.

Priorities in Collection Development

The library will collect materials—regardless of format—to fulfill the following needs:

- To reflect the University's mission:

"The mission of North Park, as an intentionally Christian university of the Evangelical Covenant Church, is to prepare students for lives of significance and service through liberal arts, professional, and theological education."

- To support the curriculum
- To reflect the University's distinctives:

"Christian, urban, multicultural"

- To enhance the student experience by purchasing materials related to library and campus programming, bestselling periodicals, film, and fiction, and other materials not directly related to course work.

ARCHIVES and SPECIAL COLLECTIONS

The F.M. Johnson Archives and Special Collections is located in the lower level of the library. Collection management policies for these archival and special collections can be found on the Archives website.

The three major archival collections include:

- The Archives of North Park University (a part of the Covenant Archives and Historical Library)
- The Archives of the Evangelical Covenant Church (a part of the Covenant Archives and Historical Library)
- The Swedish-American Archives of Greater Chicago (SAAGC)

Special Collections include:

- Covenant Archives Book Collection: a collection of works supporting the archives of the Evangelical Covenant Church
- North Park Authors: a collection of works written by North Park community members (faculty, staff, student) while they are at North Park.
- SAAGC Book Collection: a collection supporting the Swedish-American Archives of Greater Chicago.
- Rare Books: a collection of only rare and unusual *gift* books
- Jenny Lind: a collection of gift material related to Jenny Lind supplemented by current books purchased on the topic and placed in the general collection.

SEMINARY

Materials are selected for the Seminary Collection to implement, enrich, and support the educational program of North Park Theological Seminary. Materials must serve the breadth of the curriculum, the course related research needs and interests of individual students on a Master's level work.. Therefore, the seminary collection provides for the representation of differing theological perspectives. This collection also meets the needs of the undergraduates studying religious topics

For a copy of the full seminary collection development policy please see the library website.

COLLECTION BUILDING

Responsibility for Selection

Although final accountability and coordination of all library collection activities rests with the Director of the Library, the Collection Management Librarian has primary oversight of the development of the undergraduate and graduate professional collections, and the seminary librarian has oversight of the seminary collection. North Park University librarians share in selecting materials and serve as liaisons with faculty departments who are encouraged to be actively involved in the process. To select appropriate materials, librarians must have knowledge of subject disciplines, curriculum, course content, learning outcomes, and assignments, as well as advance knowledge of curricular changes.

The Seminary, Archives, and Special Collection have responsibility of their respective collections.

Selection Criteria

The following criteria serve to guide the selection process:

- Contribution that the subject matter makes in supporting the curricular mission and distinctives of North Park University.
- Reflective of the level at which its discipline is offered at North Park.
- Format is appropriate for intended use(rs).
- Relevance to learning outcomes.
- Potential usefulness to the intended users.
- Relation to the existing collection; e.g., continue a collection of historic strength or fill in an historic gap in the collection.
- Anticipated future usefulness.
- Scarcity of other materials on the subject.
- Appearance of the item in important bibliographies, indexes, or reference tools.

- Lack of availability of materials elsewhere in the Chicago area.
- Favorable reviews by scholars in the discipline.
- Favorable recommendations by an NPU faculty member.
- Contribution the resource makes to the breadth of representative viewpoints on controversial issues.
- Value commensurate with cost and/or need.
- Anticipated frequency of use.
- Availability through open access electronic sources.

The library cannot purchase materials for faculty or staff's personal research unless it fits the selection criteria above. Course textbooks and multiple copies are rarely purchased.

Format Considerations

Materials—regardless of format—are selected on the basis of the criteria above. Therefore, the format in which an item is issued will be a secondary consideration.

In addition to the general selection criteria listed above in this policy statement, the following guidelines are considered:

Periodicals:

- Access is available through indexes.
- Annual review by librarians.
- The acquisition of missing current periodical issues will be considered by individual title.
- Journals available full-text will be candidates for cancellation and/or deselection of past issues.
- Free, full-text availability of books will be taken into consideration.

Databases and Other Electronic Sources:

- Access needs of remote users for library resources
- Usability of the interface
- Standards-compliance and ease of administration
- Reputation of provider
- Long-term cost-effectiveness and favorable licensing agreement provisions.
- Availability and quality of usage statistics

Selection Sources

- Faculty recommendations
- Academic reviews
- Subject bibliographies
- "Best of" lists
- Recommendations by professional and/or accreditation associations

Process of Acquisition

The usual method for faculty to order materials is to submit an order request through their librarian departmental liaison. The liaison will send the request to the Collection Management Librarian who will review the request and determine if the title is appropriate for the collection. Oversight of departmental spending is the responsibility of the Director of the Brandel Library.

Faculty and staff should not purchase materials for the library with the expectation of reimbursement. Such materials will not be accepted without prior approval from the Director or Collection Management Librarian.

Deselection

Deselection, or weeding, will be done by librarians in consultation with the departments as necessary. The items eligible for deselection are based on several considerations:

- compliance with selection criteria above
- duplication
- obsolescence (unless newer editions or iterations do not exist),
- physical condition so poor that preservation is not warranted,
- discontinued majors and/or courses, and
- lack of use
- recommendations from faculty

In keeping with consortial regulations, the Brandel Library will retain all items for which we the last holder in the State of Illinois.

RESOURCE SHARING

The Brandel Library belongs to several consortia of academic libraries in metropolitan Chicago and in Illinois which current North Park University students, faculty and staff are welcome to use. These consortia are LIBRAS (private, academic libraries in metropolitan Chicago) and CARLI (academic libraries in Illinois). Seminary students, faculty and staff may also use the libraries in ACTS (schools of theology and divinity in metropolitan Chicago). Current users who reside in Chicago may also use the public libraries of Chicago. The library will also request resources from throughout the United States and elsewhere through interlibrary loan.

FINANCIAL RESOURCES

Budget

The library's financial resources are controlled by the operating budget, which is the responsibility of the Director of the Library and has the approval of the president's office.

Donations and Gifts

Donations will be accepted according to the same criteria as any other material and if they warrant the investment of labor costs and time. Donations will only be accepted with no commitment on the part of the library as to their final disposition and with the understanding that not all donations will be added to the collection. Book plates may be placed on accepted donations; however, no further records necessarily will be kept of a donation's disposition. The library cannot appraise the value of donations for tax purposes.

Monetary gifts are welcome and are added to the operating budget. If the donor stipulates their allocation, such a stipulation must still support the library's mission and collection policies.

