

**PACIFIC UNION COLLEGE LIBRARY  
POLICY FOR THE DEVELOPMENT AND  
MAINTENANCE OF THE COLLECTION**

**Prepared by the Library Faculty, 1982**

**Revised 1991, 1999, 2013, 2015**

## TABLE OF CONTENTS

<b>Collection Development Philosophy</b>	<b>2</b>
<b>General Guidelines</b>	<b>2</b>
<b>Archives and Special Collections</b>	<b>3</b>
<b>Books and Ebooks</b>	<b>5</b>
<b>Children’s Literature Collection</b>	<b>5</b>
<b>Dissertations and Masters Projects</b>	<b>5</b>
<b>Faculty and Student Recommendations</b>	<b>5</b>
<b>Foreign Language Materials</b>	<b>6</b>
<b>Gifts</b>	<b>6</b>
<b>Lost Items</b>	<b>6</b>
<b>Multimedia Collection</b>	<b>7</b>
<b>Multiple Copies</b>	<b>7</b>
<b>Periodicals</b>	<b>7</b>
<b>Reference Collection</b>	<b>8</b>
<b>Storage</b>	<b>9</b>
<b>Textbooks</b>	<b>10</b>
<b>Weeding</b>	<b>10</b>
<b>White (Ellen) Collection</b>	<b>10</b>

## **COLLECTION DEVELOPMENT PHILOSOPHY**

Pacific Union College is a an Adventist Christian liberal arts college with a mission to offer excellent education designed to prepare students for productive lives of useful service and uncompromising integrity. As a liberal arts college, Pacific Union College believes that a religious institution's endorsement of academic freedom reflects not only a belief that freedom is necessary in a democratic society, but also recognizes that freedom is a God-given necessity for true Christian faith and commitment.

The Nelson Memorial Library supports Pacific Union College's commitment to faith, excellence, integrity, and academic freedom. The library provides electronic and print resources and services to facilitate life-long learning, independent thinking, informed and sound judgment, and intellectual, moral, social, and spiritual development. PUC's academic freedom document recognizes that all learning and teaching take place within a framework of some worldview, with explicit and implied assumptions about knowledge, human nature, and virtue. PUC also believes that intellectual growth is best attained within an environment of Christian faith and commitment.

The Nelson Memorial Library develops collections and resources and strives to respond to the institution's mission, curricula, and research needs. It will be recognized that not all of the content of books, periodicals, and other resources will be compatible with Seventh-day Adventist belief, behavior, lifestyle or perspectives.

## **GENERAL GUIDELINES**

The Pacific Union College Library supports the total program of the College. Therefore, the development of the library collection parallels the development of the College itself. The planned development of a library's resources requires a definite collection development policy for all types of resources that the library adds to its collections. Specific exemptions to this policy may be necessary at times to permit the addition of valuable material to the collection.

Priority for resources to be purchased for the library should be given to those materials that meet direct curricular needs in courses offered, including items needed for class assignments. Priority will also be given to reference and bibliographic tools that facilitate finding and using these materials. After the primary needs have been met, consideration will be given to other desirable materials which will give balance to the

collection or meet vocational, avocational, cultural, or special interests or needs of students and faculty.

Information demands are expanding so rapidly in a variety of directions that the role of the library is also expanding. This policy embraces the plan of collecting multiple formats that facilitate access and supports the functions of the College. The format selected for individual resources (either print or digital) may vary depending on its intended audience, the content of the resource, as well as its price. Given their growing popularity and global accessibility, digital resources will be given priority when appropriate.

### ***Ownership And Access***

A common trend in digital resources, including books, periodicals, video, music, etc., is to license access to collections of resources rather than purchase perpetual ownership of individual titles. Both access and ownership models will be considered and the appropriate model utilized in selecting digital resources.

Budget limitations demand that a distinction be made in the need for local ownership versus interlibrary loans. Interlibrary loan and document delivery are available when the potential use of a title does not justify its purchase.

All materials purchased with funds allocated to the library become library property, available for the use of the entire college community. Library funds will not be used to acquire materials for the exclusive use of any group or individual.

## **ARCHIVES & SPECIAL COLLECTIONS**

The Archives & Special Collections (ASC) at the Nelson Memorial Library exist to acquire, preserve, and make available items relating to the history and development of Pacific Union College and the Seventh-day Adventist Church, especially in Northern California and the Pacific Rim. The ASC supports and promotes research by Pacific Union College students, faculty, alumni, and other researchers who work with primary and secondary source materials.

Seven collections make up the ASC. Each collection has unique areas of acquisition that work together to support the ASC mission. Collections are primarily housed in the Walter C. Utt Center for Adventist History, the Pitcairn Islands Study Center, and the Maxwell Reading Room.

### ***The Heritage Collection***

The Heritage Collection is comprised of publications by or about the development of the SDA Church and Pacific Union College. Items on these topics that are unusual, rare, or valuable are added to this collection. All theses, honors projects, and college publications are added to this collection.

### ***The Alumni Collection***

The Alumni Collection is a comprehensive collection of the books and multimedia produced by graduates or former students of Pacific Union College and Healdsburg College. Publications by faculty are added to the Heritage Collection.

### ***The Archives***

The Archives are subdivided into two areas of collecting interest.

#### **Walter C. Utt Center for Adventist History Collections**

The Utt Center Collections are comprised of unique and unpublished materials relating to Pacific Union College, with special interest in items that also reflect local or SDA Church history, and items that build upon existing collection strengths. These collections include personal papers, photograph and multimedia archives, and vertical files.

#### **Institutional Archives**

The Institutional Archives house unpublished, non-current records of administrative, legal, or fiscal importance to the college. Coverage dates are approximately from 1903 to 2004. Currently, no active, regular acquisition schedule exists.

### ***The Maxwell Collection***

The Maxwell Collection contains published materials and artifacts relating to the Maxwell family.

### ***The Pitcairn Collection***

The Pitcairn Collection is a comprehensive collection of material documenting the history of the Pitcairn Islands and William Bligh. The first copy of any item received by the library relating to the history of the Pitcairn Islands is placed in this collection; additional copies are placed in the main collection.

## **BOOKS AND EBOOKS**

Books and ebooks will be selected according to the guidelines stated above. Unless a print book meets the criteria for one of the collections listed below, they will be shelved in the Main Collection.

Usually, paperbacks will be purchased, unless otherwise specified by the subject specialist.

Efforts to obtain materials that are out-of-print will be made if it is decided that the materials have potential value to students or faculty to justify those efforts.

Ebooks will be purchased with a single user license unless the pricing and demand for a title suggests that the multi-user license would better serve the needs of the campus.

## **CHILDREN'S LITERATURE COLLECTION**

Children's literature is collected to support the curriculum of multiple departments. The collection will primarily consist of books that have been awarded the Caldecott and Newbery awards.

## **DISSERTATIONS AND MASTERS PROJECTS**

Two copies of all masters projects done by graduate students granted degrees by the College should be placed in the library. One copy will be placed in the Vault and the other in the Main Collection.

One copy of any dissertation done by a person while serving on the faculty of the College should be obtained by the Special Collections Librarian and usually placed in the Main Collection depending on the subject matter. The library will also encourage faculty to provide a copy of any dissertation done previous to joining the PUC faculty.

## **FACULTY AND STUDENT RECOMMENDATIONS**

Because faculty are most directly involved with the teaching activities supported by the library, they participate in selecting materials which support their programs. Therefore, a portion of the materials budget will be allocated to the academic departments to be spent by faculty recommendation. The amount allocated will be determined annually by the library faculty according to an established formula.

Students who wish to suggest items to add to the collection may submit requests to Library faculty for referral to the appropriate subject specialist. These requests will be seriously considered whenever they meet the criteria of this policy.

## **FOREIGN LANGUAGE MATERIALS**

Normally, materials purchased will be in English. Exemptions may be made in those instances when there is evidence of their immediate usefulness to students. For example, the library will purchase foreign language materials required to attain the curricular objectives of the Modern Languages Department.

## **GIFTS**

The library solicits and encourages gifts. However, gifts to the College Library shall be accepted with the understanding that they will be added to the collection only after they have met the same evaluative requirements as materials which are purchased. Materials shall be accepted only with the understanding that the library faculty will decide the disposition of those not appropriate to the collections.

It will be made clear to donors that the library will determine the classification, housing and circulation policies for all gifts just as with purchased items. The Director may provide a listing for the donor of what has been received, but will not assume any legal responsibility for their value for tax or other purposes. All gifts become library property.

In addition to the gift of actual items, bequests of cash to be used for the purchase of library resources or equipment are welcomed. The Vice President for College Advancement may also solicit gifts for the library. However, the use of these gifts by the library shall be determined by the scope of this policy.

## **LOST ITEMS**

Lost library materials will be replaced if they are in print and are still considered appropriate for selection. Alternate titles covering the same topic may be substituted for lost items.

## **MULTIMEDIA COLLECTION**

General policies and objectives outlined for book selection should be applied to multimedia selection. Additional considerations, such as, quality of sound, photography, color reproduction, etc. are used as criteria where appropriate.

In the event that a new medium is developed, consideration will be given to the expense of equipment needed to use it and to its long-range acceptance before it will be included in the collection.

The Music Collection is part of the Media Collection, serving the specific curricular needs of the Music Department.

## **MULTIPLE COPIES**

Library funds are not appropriated for the purpose of acquiring multiple copies in lieu of textbooks for specific courses. On the other hand, the library recognizes a responsibility for having on hand sufficient copies of titles which are placed on reserve as assigned reading in classes of average size. Once a title is no longer in proven demand for a specific course, duplicate copies may be withdrawn.

No duplicate publications will be acquired for the sake of preservation except for selected materials maintained for archival purposes in the Special Collections.

Duplicate publications received as gifts will be subject to the same consideration for addition as materials suggested for purchase.

Final decision on the number of copies of an item to be recommended for purchase or received as a gift will be made by the subject specialist in consultation with the department making the request or recommendation.

## **PERIODICALS**

The library provides access to journal titles both in electronic and print formats. Choice of content reflects the same guidelines for all other library material with an emphasis on providing current information in the different disciplines. In most fields of scholarship, important new theories, discoveries, trends, and viewpoints appear first in journals and are frequently dealt with in more detail than when they are later incorporated in books.

### ***Electronic***

Providing comprehensive and immediate access to electronic journals is preferred. Most titles can be accessed through one of the library's full-text databases or collection of

online journals. An individual subscription to a necessary title will be provided if it is not available through an aggregator the library uses.

### ***Print***

A subscription to a print title is provided for the following reasons:

- It is an essential title not available in electronic format
- The cost for the electronic version is excessive
- It is included as a purchasing requirement to obtain an individual electronic title or to allow access to an online database
- To provide hands-on browsing for a popular and/or highly illustrated title
- It is a title important enough to maintain a print back file in addition to the online access

Back files of any print title will be kept for varying lengths of time depending on its relation to the curriculum and use by faculty and students.

Titles in both formats are subject to review and possible cancellation. Changes in cost, content, department needs, and reliability will be considered. When available, statistics will be monitored and a title with less than 6 uses a year will potentially be cut. Before cancellation of a title, the appropriate faculty will be consulted and available access through interlibrary loan will be determined.

## **REFERENCE COLLECTION**

The Public Services Librarian is responsible for coordinating development of the Reference Collection. The subject specialists of the library faculty will recommend purchases for the collection.

While development of the Reference Collection parallels development of the general library collection in regards to access and ownership, the following special considerations influence the selection of materials for this collection:

- A reference source is designed to encourage consultation instead of consecutive reading. Reference materials are normally of two types: information sources (fact books) and citation sources (pointers). The preferred format for reference sources is digital.

- Materials are selected for the Reference Collection to provide quick and convenient access and are usually used once or more per year. Sources expected or found to be used less than this should be considered for location in the Main Collection.
- Date of publication alone does not determine a volume's currency. Its information may be as current as is needed. However, when a handbook or directory is more than five years old it should be reviewed for possible withdrawal or replacement.

## **STORAGE COLLECTION**

### ***Books***

To maximize the use of space in the main library, low-use book and periodical titles are stored off-site. Items are available for patrons upon request.

Books from the main collection are selected for storage based on date of copyright and lack of recent circulation.

Exceptions:

- Part of a multi-volume set
- Marked as part of the core collection (green dot)

A book retrieved from storage will be shelved in the main collection when it is returned.

### ***Periodicals***

Periodicals moved to storage meet the following criteria:

- Any issues older than 10 years may be considered candidates for storage.
- Inactive titles: all years

Exceptions:

- Back files for titles with historical value are kept in the main library, e.g. Life, Time, Newsweek, US News & World Report

## **TEXTBOOKS**

In general, the library will not acquire textbooks adopted as required texts for any given courses. Some textbooks, however, are valuable as reference and research works, in which case, a single copy may be purchased.

## **WEEDING OF THE PRINT COLLECTION**

Weeding of the collection is the responsibility of the respective subject specialists, in consultation with the teaching faculty. The subject specialist should take the initiative to maintain weeding on a regular basis.

## **WHITE COLLECTION**

The White Collection includes copies of most works written by or about Ellen White. It includes compilations of her work as well. Materials about Ellen White or her writings may be either supportive or critical in nature, as this is meant to be a comprehensive collection for the study of Ellen White's messages and her work. This is a circulating collection. In addition, an even more comprehensive collection of materials by and about Ellen White is kept in the Special Collections, which is a non-circulating research collection. Any rare editions will be kept in the Special Collections rather than in the White Collection when duplicates are not available.