

# HEKMAN LIBRARY COLLECTION DEVELOPMENT POLICY

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## I. History of the Hekman Library

The first Calvin College “library,” established in 1892, was a reading room on the Williams Street campus. This grew into a two-room library in the administration building at the Franklin Street campus. The first Hekman Memorial Library building was built on the Franklin campus in 1928 thanks to a generous donation from the Hekman family. It was replaced with a new building in 1951. After the college moved to the Knollcrest campus, the current library was built in 1970 and a fifth floor was added in 1994. In 2008, the library held 1.8 million physical items and provides access to millions of resources on the Internet.

Martin Jacob Wyngaarden wrote of the library in 1928, “An important way to combat the influence of evil, shoddy, or pernicious books is to furnish many useful and good books on many subjects.” The library started out by collecting mainly theological works, but quickly expanded its collection policy to include books from other subject areas. Today all subjects taught at the college and seminary are well represented. Electronic resources are rapidly becoming primary tools for research.

The library houses several special collections. In 1951, the Cayvan music collection was donated and over time was transformed into what is currently Cayvan Recorded Media, a large collection of audio-visual materials including records, audio-cassettes, CDs, video-cassettes and DVDs, as well as printed choral music. The library became a depository library for Federal government documents in 1967 and for Michigan documents in 2003. The newest special collection is the Ministry Resource Center formed in 2002, which includes practical materials to support those going into the field of ministry and those involved in church work.

Although not part of the library, both the Curriculum Center and the Meeter Center offer access to even more resources. In 1955 the Curriculum Center was formed to provide teaching aids and materials for education students. The Meeter Center opened in 1981 and is an extensive, world-renowned collection of works by and about John Calvin and Calvinism.

The library has seen great technological change over the years. “Revolutionary” microform readers were introduced in 1954 and photocopiers in the mid-1960s. A searchable database replaced the card catalog in 1991. Today, the Internet is the primary vehicle for delivering many of the library’s resources.

## II. Guiding Principles

### A. Governance

The Hekman Library is governed by both Calvin College and Calvin Theological Seminary. The Hekman Library Committee “shall function as the principal agent of the seminary and college faculties in recommending policy governing the affairs of the library.” Each institution maintains its own acquisitions budget. The remainder of the library budget is funded by contributions from both institutions. The Theological Librarian maintains a separate collection development policy for the part of the collection pertaining to the research and curricular needs of the seminary. The Selection Criteria section of this policy, unless specifically stated, does not apply to the seminary’s collection.

### B. Clientele

The library’s collection development policy is guided by the principle that the faculty, staff, and students of Calvin College and Calvin Theological Seminary are its primary clientele. Within that community, providing adequate resources for student study and research is the first priority. Members of the Calvin community have full rights to all materials and services both on-campus and off-campus within the parameters of the general library policies (<http://library.calvin.edu/services>). The library, its resources and selected services are available to guests visiting the building. Guest access to electronic resources is allowed on-campus, but not off-campus.

### C. Collection Levels

The library collects at a baccalaureate level or higher for all disciplines in the *Calvin College Catalog*. For the general collection the library acquires materials at the Intermediate Level (Study or Instructional Support Level 3b,) and for subjects supporting graduate work at the Advanced Level (Study or Instructional Support Level 3c) or Research Level (Level 4,) as defined by the Washington Library Network collection codes.<sup>1</sup> Within theology, the library collects exhaustively in Reformed theology, Calvinism, and the integration of faith and learning.

### D. Collection Development Limitations

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<sup>1</sup> The collection levels are taken from the “W.L.N. Collection Codes” as shown in the American Library Association’s *Guide for Written Collection Policy Statements*, 2nd edition, 1996.

Because Calvin College is a baccalaureate institution, the collection development policy generally excludes the purchase of very specialized and esoteric resources and tools. However, Calvin College faculty and students are occasionally involved in advanced research projects and the college sets high academic standards for both faculty and students, so high-end resources and tools can be considered for purchase with strong rationale and within the limits of the library budget.

E. Mission Statements of Calvin College and Calvin Theological Seminary

1. Mission of Calvin College

Calvin College is a comprehensive liberal arts college in the Reformed tradition of historic Christianity. Through our learning, we seek to be agents of renewal in the academy, church, and society. We pledge fidelity to Jesus Christ, offering our hearts and lives to do God's work in God's world.

2. Mission of Calvin Theological Seminary

Calvin Theological Seminary exists to serve the Christian Reformed Church in North America and wider constituencies by preparing persons for biblically faithful and contextually effective ministry of the Word and by offering Reformed theological scholarship and counsel. It is committed to the Bible as God's Word and to the confessions of the Christian Reformed Church as faithful interpretations of that Word.

3. Mission and Vision of the Hekman Library

The Hekman Library's mission is to support the curricular needs and scholarship of the Calvin community. We maintain a relevant and expansive collection of easily accessible resources and offer knowledgeable research assistance and instruction in a hospitable environment. Our vision is to seek to nourish the Calvin community of learners so we grow as Christian stewards in society and creation.

F. Legal Issues and External Forces

1. Intellectual Freedom

Calvin College and Calvin Theological Seminary are committed to the pursuit of Christian scholarship, which explores and engages issues in all areas of intellectual, artistic and cultural endeavor. The Hekman Library supports that goal by providing access to materials that present a broad range of ideas and points of view in all areas of the curriculum. The Hekman Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. The library subscribes to and complies with the American Library Association Library Bill of Rights<sup>2</sup> and its accompanying statements of interpretation, including, but not limited to, statements on Intellectual Freedom<sup>3</sup>; the Freedom to Read<sup>4</sup>; Freedom to View<sup>5</sup>; Access to Electronic Information, Services, and Networks<sup>6</sup>; Challenged Materials<sup>7</sup>; and Statement on Labeling<sup>8</sup>.

## 2. Censorship

The Hekman Library does not, without due process, withdraw at the request of any individual or group material which has been chosen on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection can submit a “Challenged Materials Policy Form” (see [Appendix E](#)) to the Hekman Library Director.

## 3. Copyright

The Hekman Library uses due diligence in complying with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments, as well as the Digital Rights Management Act, as well as the Digital Millennium Copyright Act of 1998<sup>9</sup>. The library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects

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<sup>2</sup> American Library Association *Library Bill of Rights* <http://www.ala.org/work/freedom/lbr.html>

<sup>3</sup> American Library Association *Intellectual Freedom Statement* <http://www.ala.org/alaorg/oif/issues.html>

<sup>4</sup> American Library Association *The Freedom to Read* <http://www.ala.org/alaorg/oif/freeread.html>

<sup>5</sup> American Library Association *The Freedom to View* <http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

<sup>6</sup> American Library Association *Access to Electronic Information* <http://www.ala.org/alaorg/oif/electacc.html>

<sup>7</sup> American Library Association *Challenged Materials* <http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/challengedmaterials.cfm>

<sup>8</sup> American Library Association *Statement on Labeling* <http://www.ala.org/alaorg/oif/labeling.html>

<sup>9</sup> See the full Act at <http://www.copyright.gov/legislation/dmca.pdf>.

citizens' rights to reproduce and make use of copyrighted works for the purposes of teaching, scholarship, and research.

#### 4. Cooperative Library Agreements (Consortia)

The Hekman Library is able to broaden access to resources for our users by participating in several cooperative arrangements.

- The library is a member of the Michigan Library Consortium (MLC), which offers group-rate purchases of electronic resources, training, and coordination of services and tools.
- The library is a member of the Grand Rapids Area Users of Library Serials (GRAULS), which, among other things, encourages journal cooperation among area libraries.
- The library is a member of OCLC, which provides cataloging, acquisitions, and interlibrary loan services. In addition, OCLC/WorldCat serves as the gateway for the requests the library receives from libraries around the world.
- The library's interlibrary loan service is a member of LVIS.<sup>10</sup>
- The library participates in the MeL (Michigan eLibrary) interlibrary loan program, which provides daily deliveries of books and articles not available in our collections.
- The library is a member of the American Theological Library Association (ATLA), which among other services, offers free interlibrary loans between ATLA libraries.

#### G. Transition to Digital

The transition from physical to digital information access has many broad and often challenging implications. Instability, expansive scale, and over-specialization in many of the available digital resources all tend to subvert collection development, forcing the library into situations involving excessive automation and stress on our findability systems. While the library continually strives for broad inclusion of valuable resources, it must always balance this

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<sup>10</sup> LVIS, Libraries Very Interested in Sharing, is a "no charge" reciprocal agreement. There are over 2,000 worldwide members; so far 27 are South Central Regional Library Council members as well. To participate in LVIS a library must agree to provide no charge monographic loans and up to 30 photocopied pages per citation.

principle with maintaining the integrity of our collection and its ability to meet the broad interests of our undergraduate population.

The library intends to strike this balance by utilizing different access systems (catalog, website, SFX, WorldCat, etc.) appropriate to the nature of the content. Generally the catalog is considered the primary access system, and items considered for inclusion in the catalog are subject to the guidelines set forth for print materials and the additional criteria of both contractual (preferably perpetual) access and title-level selection. Inclusion within our supplementary search and access systems will be more relaxed to allow for greater agility when dealing with the unique demands of digital content (bulk purchases, free content, etc.).

### III. Selection Process

#### A. Selectors and their responsibilities

##### 1. Library Director

Ultimate responsibility for the development and overall quality and balance of the collection rests with the Library Director. The Library Director oversees the purchase of materials based on proposed new courses or programs in the college curriculum. See the [Educational Policy Committee](#) for more information on new course proposals, which includes identifying library support issues.

##### 2. Collection Development Librarian

Day-to-day responsibility for managing the acquisition of all materials for the library rests with the Collection Development Librarian. However, faculty and other librarians make most of the actual purchasing decisions.

##### 3. Faculty in academic departments

The quality of the Hekman Library's collection is dependent to a large degree upon the conscientious and responsible book ordering of faculty. Approximately 65-70% of the library's book budget is allocated to the academic departments. Each department's share of that budget is based on enrollment, growth of the department, the journals/books mix, traditional spending patterns, demand and circulation. Each academic department

appoints a book order coordinator who encourages colleagues to order responsibly.

4. Liaison Librarians

Liaison Librarians are responsible for providing assistance and guidance to faculty selectors, which may include forwarding catalogs, reviews, or other selection materials to the appropriate faculty. Liaison Librarians may take a more active role throughout the year in evaluating and recommending specific titles for purchase. They may also be called upon to fill in collection gaps in subject areas not covered by faculty selectors.

5. RIT (Research and Instruction Team)

The RIT makes selection decisions for expensive non-journal material (generally greater than \$1,000) that will incur an annual cost.

B. Selection for specific collections within the Library

1. The Reference Librarian is responsible for maintaining and developing the Reference Collection, but seeks the recommendations of the subject specialist librarians as well.

2. The Theological Librarians are responsible for selecting theology materials and materials for the Ministry Resource Center (MRC.)

3. The Government Documents Librarian is responsible for selecting the government documents added to the collection according to its own collection development policy. See Appendix A.

4. Rare books for the Hekman Library are selected according to the rare book collection development policy. See Appendix D.

5. The Collection Development Librarian will coordinate the acquisition of Calvin Community-produced multimedia, such as Inner Compass, The January Series, etc.

#### IV. Criteria for Selection

Selectors exercise good judgment and use numerous tools and guidelines designed to evaluate the relevance and quality of an item, including:

- Positive reviews (Choice, Kirkus, Library Journal, etc.).
- Relevance and appropriate level of subject matter to the college's educational goals and the curriculum.
- Timeliness or permanence of the material. In general, but with exceptions, we will not purchase materials that are likely to have short-lived popularity.
- The reputation, significance as a writer, and institutional affiliation of the author/editor.
- Relative importance of a work in comparison with other similar materials on the subject.
- The need for balance and multiple perspectives on subjects of interest to the college, including those perspectives not necessarily supported by the Christian Reformed Church.
- Identified gaps in the collection.
- Proprietary collection development tools (e.g. World Cat Collection Development Tool.)

The criteria that follow address various factors that come into consideration during the selection process by material type:

##### A. Physical items

##### 1. Monographs (one-time purchases)

##### a. Language

English language materials are preferred. Exceptions will be made for content recognized as important to the disciplines of the college not available in English and for materials needed to support foreign language courses. The addition of materials in non-standard languages (Chinese and Swahili, for example) will be considered on a case-by-case basis by the Collection Development Librarian because of the additional cost required to process these titles.

##### b. Out-of Print Items

The Acquisitions department will attempt to obtain reasonably priced used copies of out-of-print titles, when necessary to replace lost or damaged books or when they are newly requested by faculty.

c. Textbooks

Books intended as basic college texts are not usually purchased by the library unless deemed necessary by a faculty member or generally considered a classic.

d. Editions

The latest edition of any item is purchased unless otherwise requested. Complete texts rather than abridged editions are purchased for the library.

e. Book format (Hardcover/Paperback)

Physical books may be purchased in either hardcover or paperback. If there is a choice between the two formats, the format will be purchased that provides the best value to the library for the price.

f. Duplication of Titles

Generally, only one copy of a title is purchased unless unusually heavy use is anticipated.

An exception is faculty publications. Three copies of each title (monographs, not articles, textbooks, or other materials not normally collected) authored by college and seminary tenure-track faculty and emeriti will be purchased; two copies for circulation and one for the rare book collection. One copy of a textbook authored by a tenure-track faculty member may be purchased for the rare book collection. Information about these publications will be obtained from the Provost's office annually by the Collection Development Librarian.

In regard to electronic books, if the library owns an electronic version of a book requested by a faculty member, the physical book will not ordinarily be purchased if (1) the intellectual content

is identical, and (2) the E-book is perpetually available. (See IV.B.5)

g. Replacements

Replacement copies for books that are missing, lost or damaged are ordered at the discretion of the Collection Development Librarian or the Liaison Librarians.

If a patron loses a book, the library will order the replacement and will not accept a purchased copy by the patron, since this would incur new administrative costs in both time and money.

When an item is suspected lost, circulation staff will change its location to “missing.” Missing books are searched for routinely by circulation staff. After six months, if the item is not found, its location will be changed to “lost.” When patrons report losing or damaging an item and pay for it, that item’s location is also changed to “lost.” A report will be created periodically for the Collection Development Librarian that will include all books that have had a location of “lost” for more than six months. The Collection Development Librarian will then determine whether or not each item should be replaced.

h. Price and availability

If requested titles are in print and available new, they will be purchased new from an established vendor. Used books will not be purchased unless the title is unavailable new, regardless of price.

The Library reserves the right to review and approve all requests for unusually expensive items and to refuse or delay their purchase depending on the availability of funds.

i. Popular books

The Library acquires, through purchase or gifts, some popular, non-academic books that have artistic merit and/or lasting value for the regular collection.

The Library also has a recreational reading fund for the purchase of popular titles for the Recreational Reading Collection. The

students of the college and seminary are the primary clientele of this collection.

## 2. Multimedia

Multimedia purchases are subject to the same selection guidelines as monographs. When available and necessary, public performance rights are purchased. The most current standardized format is preferred when making new selections. Additional considerations for purchase include whether the item has a print equivalent, if it provides information that is not available online, and if it is unique in its scope of a subject.

### a. Music and Video

Musical and narrative recordings and movies are selected primarily by faculty to support their courses.

However, some additional materials are selected by Cayvan Recorded Media staff that support its mission and to provide recreational listening and viewing materials, according to the following guidelines:

- Great works of classical composers are collected to facilitate student research and study.
- Award-winning music and films, popular music, music genres from around the world, Broadway musicals, movie soundtracks and television series are collected.
- Literary works on CD are considered.

### b. Calvin Community-produced Multimedia

- Recordings of Calvin ensembles are acquired from the music department.
- Video and sound recordings, if available, of Inner Compass and The January Series are purchased.
- Whenever possible, copies of other lectures are acquired from the Festival of Faith in Writing, Festival of Faith in Music, Paul Henry Lectures, Jellema lectures and others for which recordings exist and copyright has been cleared.

## 3. Specific Collections

a. Reference

In general, the collection policy for the Reference Collection follows the policy for the general circulating collection. Types of materials collected extensively are bibliographies, guides to the literature, biographical and critical sources, directories, indexes, abstracts, dictionaries, and encyclopedias. Books of statistics are collected in appropriate subject areas. Standard world and thematic atlases and U.S. atlases are collected. Books with shorter-term value are generally not collected or may (rarely) be moved to the circulating collection when their value as reference works decline. Increasingly, information on the free internet is decreasing demand for traditional reference tools. Selectors should compare reference tools with information found on the free internet.

b. Government Documents

The Government Documents Collection has been a selective depository for federal documents since 1967, adhering to the stipulations of Chapter 19 of Title 44 of the *United States Code*, the guidelines in the *Instructions to Depository Libraries* and the *Federal Depository Library Manual*. The Government Documents Collection supports the curricular needs of the college and seminary. It also serves the diverse needs of the congressional district that includes the legal community, social service agencies, educators, college students from other institutions, high school debate teams, and taxpayers. See the full Government Documents Collection Development Policy in [Appendix A](#). The library also selects State of Michigan documents as distributed by the Library of Michigan.

c. Ministry Resource Center

Hekman Library's Ministry Resource Center is a collection of practical resources for all aspects of college, seminary, and congregational ministry in the areas of worship, education, administration, and pastoral work. It has its own collection development policy. See [Appendix B](#).

d. Cayvan Recorded Media (see IV.A.2 above)

e. Recreational Reading (see IV.A.1.i above)

f. Religion and Theology Collection

The Religion and Theology Collection of Hekman Library supports the research and instructional needs of both Calvin Theological Seminary and the Department of Religion of Calvin College. The seminary and college offer various degrees at the graduate as well as undergraduate levels (Ph.D., Th.M., M.A., M.Div, M.T.S., and B.A.) The library collects at a research level for the areas in which the seminary offers a Ph.D. There is a separate collection development policy outlining other appropriate collecting levels for Religion and Theology. [See Appendix C.](#)

g. Rare Book Collection

See III.B.4 or See Rare Book Collection Development Policy (Appendix D).

4. Serials

a. New Subscriptions (See also IV.B.3 and IV.B.4)

The Hekman Library subscribes to print serials through its agent, EBSCO, and has access to approximately 22,000 more titles (mostly electronic) through negotiated “big deals” with selected publishers.

Except for the addition of new titles through “big deals,” the subscription collection grows slowly. The Educational Policy Committee (EPC) requires that any new course proposal also identify new book or journal titles that may need to be added to the library collection to support the course. The necessary funds are then placed into the library budget. Otherwise, when a department requests new journal titles that cost more than \$125.00, it is required to find others of equal worth that the department is willing to cancel. The Liaison Librarian may request from the Collection Development Librarian a list of current titles within a discipline to help faculty make these decisions.

In addition, the Collection Development Librarian will annually review Interlibrary Loan requests to identify heavily used titles. If the cost of loans on a specific title exceeds the annual cost of the journal itself, and if the use looks systematic and consistent over more than a 24 month period, the title may be considered for acquisition.

b. Retrospective Purchasing

When new serial titles are added, the library will acquire up to five years worth of back files if funding permits and at the discretion of the Liaison Librarian, if five years worth of back files are not available perpetually in digital format.

c. “Integration of Faith and” Journals

In general, and on the advice of the theological librarians, the library will acquire journal titles that tie or integrate the subject of faith into a specific discipline (philosophy, psychology, science, economics, etc.). This decision is exempt of the \$125.00 rule cited in IV.A.2.a above.

B. Electronic Resources (delivered through the Internet)

Hekman Library purchases or leases a variety of electronic products:

- Research Databases (e.g. Academic OneFile, LexisNexis, etc.)
- Electronic Reference materials
- Electronic Journal Packages (“big deals”)
- Individual electronic journal titles
- Electronic Books Packages
- Individual Electronic Books

1. Electronic Research Databases

When evaluating a new research database, the librarians as a team (the RIT) consider the following criteria:

- Cost
  - Site license for unlimited users is preferred over several concurrent users or one user.
  - Consortial group discount.
  - Cost of the paper equivalent.
  - Cost of the canceled paper resource, when possible.
- Reviews
- Access
  - IP authentication is preferred over password access.
  - Remote authentication is preferred.
- Added value over print.

- User-friendly search interface.
- Demand
  - As measured by usage data, requests, interlibrary loan, etc.
  - Appeal to multiple majors or groups of students and faculty.
- Open URL compliance.

## 2. E-Reference

Electronic reference materials are acquired selectively by a team of librarians (RIT). An E-reference resource will only be selected after a trial has been set up and run for a sufficient amount of time. Factors considered when selecting E-references include the following:

- MARC record availability and quality and other factors affecting the time and cost of cataloging are considered.
- Authentication and number of users: unlimited access is preferred.
- Cost considerations:
  - Availability of discounts for the purchase of both paper and electronic versions.
  - Hosting fees.
  - Limited e-reference budget.
  - The disadvantages of an annual commitment over a one-time expense.
  - Timing. Electronic purchases may be delayed if the print version of the work is already owned by the library.
- Usability of interface considerations: uncluttered, well-designed search screens; graphics, sound, and visual quality; ease of navigation; both basic and advanced searches; options for limiting and expanding; marking, saving, emailing, downloading, printing; clear, context-sensitive help.
- Collection analysis
  - The item's importance as a core reference source.
  - Reviews.
  - The need to fill gaps and avoid duplication in the collection.
  - Level of the Library's commitment to the resource.
  - Appropriateness for the size of the Library.
- User wants and needs
  - Appeal to multiple majors or groups of students and faculty.
  - Particular curricular needs.
  - Academic level (scholarly, basic, etc.)
  - Desirability of either electronic over print, based on perceived needs and preferences, or input from departments.

## 3. Electronic Journal Packages

The Library Director will use price/value analysis performed by the Collection Development Librarian to make decisions about new or renewable journal packages offered by publishers. The Library Director may also opt to seek further advice from others within the professional library and publishing communities. The most relevant criteria used by the Collection Development Librarian include:

- Cost.
- Price/value (full-text, peer-reviewed, usage) ratio.
- Perpetual access / ability to discard print.
- Reputation and reliability of the publisher and/or platform.
- Reputation and reliability of archiving source (e.g. JSTOR, Portico, LOCKSS, Highwire).
- Special discounts.

#### 4. Individual Electronic Journals

See IV.A.4. The same selection criteria apply to individual electronic journals.

When confronted with a choice between print, print plus online, or online only, the library will:

- Switch to online only when perpetual access is guaranteed by the publisher and there is an additional fee for both print and online.
- Maintain print plus online when perpetual access is not guaranteed by the publisher and there is not a significant additional fee for both formats or the online access is free.
- Maintain only the print format if perpetual access is not guaranteed and there is a significant additional fee for adding the online access. If the significant additional fee is for maintaining the print format, the Collection Development Librarian will consult with the Liaison Librarians.
- Maintain print when there is no electronic option.

In some cases (e.g. IEEE), the library will subscribe to online only if the pricing is completely unacceptable for a print plus online option, if there is good evidence that perpetual access will be provided eventually, and/or if shelf space is an issue.

If a journal moves from print to online only via password, serious consideration will be given to dropping that title if the appropriate faculty agree.

#### 5. E-Books and E-Book Collections

In addition to the criteria applied to the purchase of electronic journal packages, E-book purchases are evaluated against the following criteria:

- Possible limitations that come with shared access with cooperating libraries.
- Special features, such as hypertext links, graphics, or unique design.
- Ease of access and user-friendliness.
- Print and download options.
- Demand (heavily used print items may require an electronic version).
- Remote access to support off-campus programs.
- Interlibrary loan policies.
- Number of concurrent users.
- Availability and quality of MARC records.
- Print equivalency.

Duplication of titles in print and as E-Books is acceptable only when the print has some special historical value or the e-version is necessary to support demand and remote access. See IV.A.1.f.

### V. Collection Assessment and Maintenance

In each case, materials are evaluated both for their own individual worth and also for their value in relation to the rest of the collection. The library makes every effort to maintain a collection with the most current, most historically in-depth, and/or the most useful information available regardless of format.

#### A. Physical Items

##### 1. Monographs

###### a. Weeding for all collections except theology (BL-BX.)

To maintain the relevance and vitality of the collection, periodic weeding is encouraged. Two factors that promote weeding are (1) the need to free up shelf space, and (2) the ability to identify and engage a subject expert in the selection of titles to eliminate.

Criteria that are considered include:

- Timeliness of information. For example, 1958 accounting and nursing information is likely obsolete.
- Circulation. No or very low circulation of a book combined with a lack of currency may make it a candidate for weeding.
- Special historical significance may prevent a book from being discarded. A book may be outdated but is still valuable because it is rare or reflects the history of a socio-economic development.

b. Restoration of damaged books

Materials returned or found on the shelves in poor condition are brought to the attention of the Collection Development Librarian, who will determine whether to replace or repair damaged or worn items with the advice and consent of other librarians and faculty members as necessary. The Circulation Manager supervises the repair of damaged books.

c. Inventory and shelf reading

The entire print book collection is inventoried every 10 years by the Cataloging Department. The Circulation Department attempts to shelf read the entire print collection every two years.

2. Multimedia

The manager of Cayvan Recorded Media periodically weeds out vinyl records and duplicate video titles in less-desirable formats, but otherwise makes weeding decisions in partnership with faculty and other librarians.

The Cayvan Recorded Media manager supervises the repair of damaged multimedia, when possible. The same policy described in V.A.1 above for inventory and damaged materials applies to multimedia.

3. Specific Collections

a. Reference

The reference collection is shelf-read each year by student employees from the Reference Department. Weeding of the

reference collection is an ongoing process undertaken by the Reference Librarian in consultation with Liaison Librarians. Faculty members may be consulted in making decisions. Weeded reference materials will be removed from the library collection or will rarely be transferred to the circulating collection. Standing orders and subscriptions are reviewed annually. Criteria considered include:

- Availability of later editions or new formats.
- Timeliness.
- Duplication of content.
- Physical condition.
- The title's importance as a standard authority.
- Use.
- Availability of similar electronic resources, either free or for-fee.

b. Government Documents

The Government Documents Librarian supervises weeding of this collection in accordance with policies that apply to depository libraries.

c. Ministry Resource Center (MRC)

The manager of the MRC collection will supervise a yearly inventory of the collection. Items that are not currently relevant to contemporary ministry needs will be moved to the regular collection, discarded, or sent to Heritage Hall.

d. Cayvan Recorded Media

See V.A.2 above.

e. Recreational Reading

Space and overall condition of the books dictates what will be weeded from the Recreational Reading Collection. This is evaluated by the Collection Development Department annually

when new books are added. This collection is inventoried as part of the entire library collection by the Cataloging Department.

f. Theology Collection

The theology (BL-BX) collection is assessed and maintained by the Theological Librarians according to the Religion and Theology Collection Development Policy. This collection is inventoried as part of the entire library collection by the Cataloging Department.

g. The Rare Book coordinator (currently the Theological Librarian) will supervise regular shelf-reading and maintenance of the Rare Book Collection.

4. Serials

a. Binding

Serials are bound and shelved with the rest of the collection, though they are non-circulating. However, periodicals with perpetual electronic access are not bound. They will be recycled as soon as the mechanism for perpetual access covers the loose issue dates.

b. Weeding Physical Volumes

As titles are either found free or purchased as electronic archives, print periodicals will be discarded to free up valuable shelf space. When the titles become available electronically, with back files, and shelf space becomes scarce, print titles will be placed in storage, to be discarded only after perpetual access is guaranteed.

B. Electronic Resources

There are many trigger events that may change the composition of the electronic resource collection, including:

1. Research Databases

Research database subscriptions are continually evaluated and change in accordance with the criteria listed in section [IV.B.1.](#)

## 2. E-Reference

The Reference Librarian makes decisions to select or deselect E-reference materials in consultation with the other librarians.

## 3. E-Journal Packages

The Collection Development Librarian maintains the E-journal packages, including:

- Considering the selection criteria outlined in IV.B.3.
- Managing licenses.
- Data management associated with the library's open-url software.
- Monitoring costs.
- Proposing to librarians alternative models of E-Journal access (e.g., Elsevier Article Choice.)

## 4. Individual E-Journal Subscriptions

The Collection Development Librarian maintains individual E-Journal subscriptions by:

- Considering the selection criteria outlined in IV.B.4.
- Managing licenses.
- Supervising data management associated with the library's open-url software.
- Monitoring costs.

## 5. E-Books

In accordance with the principles articulated in section [II.G, Transition to Digital](#), the Collection Development and Electronic Services Librarians will lead the selectors as defined in section III.A. in an annual de-selection process for E-Books.

## C. Donations to the Library

### 1. Material donations from within the Calvin Community

Accepting donations of materials is a service the Library offers its larger community of faculty, staff, students, alumni and guests.

- a. All donated material becomes the property of the Hekman Library. Unused items will not be sent back to the donor.
- b. Items donated to the Library are added to the collection, shipped to other libraries in need, or sold in a used book sale. The decision is at the discretion of the library staff. No conditional donations will be accepted.
- c. The donor must deliver the items to the Library. Only in very rare cases, will the library pick up material.
- d. For legal reasons the Library cannot supply a cash appraisal for donated books.
- e. Donations are acknowledged with a letter from the Library Director. The letter will state the quantity and type(s) of material donated.
- f. The Library does not accept damaged, insect-infested, or moldy materials.

## 2. Gifts of Money

Unless otherwise designated by the giver, monetary gifts are deposited into the income account of one of the Library's endowment funds. Checks and instructions should be sent to the college's Development Office.

## 3. General Guidelines

The Library will not set aside a special location for a particular gift of library materials separate from other materials on the same subject and will not accept restrictions on usage of the materials which are contrary to general Library policy.

The Library will not affix a special identification crediting an individual donor except for rare, special collections.

Any material that bears the ownership markings of another institution and does not have a withdrawn or discard stamp will not be accepted.

Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with copyright law (Title 17, U.S. Code) and its prevailing interpretation is provided.

## VI. Budget

The college and seminary maintain separate acquisitions budgets for monographs and serials. If a research database or electronic collection purchased by the college has significant value to the seminary community, the seminary acquisitions budget may be used to fund up to 20% of the cost of the resource.

### A. Endowment Accounts

The Library's endowment accounts are to be used only for one-time purchases. The endowment accounts may be used to purchase expensive items (i.e. servers or software) other than monographs and serials.

### B. Distribution of Acquisitions Budget to Academic Departments

The Library allocates a portion of the book budget to academic departments so that instructors can assist the librarians in building a relevant collection. After May 1, all unused money that was allocated to the academic departments returns to the control of the librarians. This allows for better management of the book budget money as the end of the fiscal year approaches. Using book budget money to purchase journals is not allowed.

### C. Journal Budget

No portion of the journal budget is allocated to academic departments; the entire budget is controlled by the Library. Because journal subscriptions are recurring expenses, are subject to high inflationary increases, tend to be purchased as packages, and may be interdisciplinary, responsible oversight is best accomplished when a single department controls the entire budget.

## VII. Policy Review Statement

Changes to the policy are made on an "as needed" basis. The Library Director will commission a review of the Collection Development Policy every two years.

Appendix A – Government Documents Collection Development Policy  
Appendix B – Ministry Resource Center Collection Development Policy  
Appendix C – Collection Development Policy for the Theology Collection  
Appendix D – Collection Development Policy for Rare Books  
Appendix E – Challenged Materials Policy

## APPENDIX A

### COLLECTION DEVELOPMENT POLICY

#### Government Documents Collection

#### THE HEKMAN LIBRARY

Calvin College and Calvin Theological Seminary

Revised February 2002

#### I. Mission Statement

The Hekman Library of Calvin College and Calvin Theological Seminary, located in Grand Rapids, Michigan, has served both these institutions and the 3rd Congressional District as a selective depository for federal documents since 1967, adhering to the stipulations of Chapter 19 of Title 44 of the *United States Code*, the guidelines in the *Instructions to Depository Libraries* and the *Federal Depository Library Manual*. The Government Documents Collection supports the curricular needs of a four-year liberal arts college and a theological seminary that has recently expanded its curriculum to include a doctoral program. It also serves the diverse needs of the congressional district that includes the legal community, social service agencies, educators, college students from other institutions, high school debate teams, and taxpayers.

#### A. Description of congressional district

Congressional district boundaries in Michigan were redrawn after 2000 census figures resulted in the loss of a congressional seat for the state. Prior to that the 3<sup>rd</sup> Congressional District comprised of all of Kent and Ionia counties and part of Barry County. Under the new redistricting plan the 3<sup>rd</sup> Congressional District comprises all of Barry and Ionia counties and 95% of Kent County – the northwest corner of Kent County has gone to the 2<sup>nd</sup> Congressional District.

The figures cited in this description come from two main sources: the web pages of the census bureau (primarily *Congressional District Profiles – 1990 Decennial Census - Michigan*, <http://www.census.gov/datamapcd/26/> and *Profiles of General Demographic Characteristics 2000* for Michigan, <http://www.census.gov/prod/cen2000/dp1/2kh26.pdf>) and from Congressional Quarterly's *Congressional Districts of in the 1990s: a Portrait of America*, which was published in 1993). Relevant pages are printed out or photocopies and included at the end of this document.

The number of persons living in the reconfigured district is 662,041, a 14% increase since 1990 (580,956 persons). In 2000 50.4% of the population is female; 49.6% is male (compared to 51.5% and 48.9%, respectively, in 1990). The median age has gone from 30.8 years to 32.7 years and the age group with the largest increase was the 44-54 age

group with a 3.6% increase. There has been an increase in the number of persons of Hispanic origin, which has gone from 2.8% in 1990 to 6.4% in 2000. In 1990 the population was 89.6% white; 7.5% black; 1% Asian; and 0.5% American Indian. In 2000 those who declared one race were 84.5% white, 8.2% black or African American; 1.7% Asian, and 0.5% American Indian and Alaska Native. In 2000 the percentages for those who declared race alone or in combination with one of more other races were 86.3% white, 9.0 % black or African American, 1.1 % American Indian and Alaska Native, 1.9 % Asian.

The number of households has increased by 34,690, which is an increase of 16.6%; family households decreased from 71.7% to 68.5%, and non-family households increased from 28.3% to 31.5%. The number of persons in a household was 2.70 in 1990 and 2.64 in 2000.

In 1990 72% of the population served was urban, 28% rural, and 1.5% lived on farms. These data are not yet available for 2000, but it will be interesting to see if redistricting made changes in these figures.

Our collection serves an educated community. In 1990 Kent County had the highest percentage of high school or higher graduates (80.3%) with Barry at 78.3% and Ionia at 77.2%. The percentage of bachelor's degree or higher graduates was 20.7% for Kent County, 10.8% fro Barry County, and 8.9% for Ionia County. The median household income, according to the Census Bureau's 1997 model-based estimate, was \$43,955 for Barry County, \$38,443 for Ionia County, and \$44, 512 for Kent County. The same estimate gives \$38,883 as the median income for the state of Michigan and \$37,005 for the United States; percentages for persons below poverty are 8.7% in Barry County, 11.1% in Ionia County, 8.7% in Kent County, 11.5% in Michigan, and 13.3% in the United States.

Congressional Quarterly's *Congressional Districts in the 1990s*, focusing on Kent County since was home to over 85% of the district's population, lists among the largest employers office furniture-making, footwear and leather products, automotive stampings, avionics systems, and fabricated metal products. This same publication described Barry and Ionia Counties as more agriculture-oriented (p. 377).

The 3rd Congressional District is also served by a depository collection at the Grand Rapids Public Library. Another depository with which The Hekman Library works closely is the Zumberge Library at Grand Valley State University in Allendale (another academic library in a neighboring congressional district).

#### B. Calvin academic community

Calvin College is a comprehensive liberal arts college of nearly 4,100 students and 350 faculty members offering 75 different programs and majors. Calvin Theological Seminary enrolls about 250 students in various master's degree and doctoral

programs. Both are agencies of the Christian Reformed Church in North America. The college's mission statement states as its purpose "to engage in vigorous liberal arts education that promotes lifelong Christian service; to produce substantial and challenging art and scholarship; and to perform all our tasks as a caring and diverse educational community." Many alumni and the denominational headquarters, which are also in the Grand Rapids area, augment the Calvin community.

### C. The Hekman Library

In a document developed for comprehensive planning purposes and for the college's most recent NCA reaccreditation, the library staff states "The mission of the Calvin [Hekman] Library is to provide resources that support Calvin College and Calvin Theological Seminary in educating students for lifelong service, in producing scholarship, and in forming a community continually striving to model what it means to be Christians in today's world. Thus the library staff assists patrons in gaining intellectual, bibliographic, and physical access to the body of recorded knowledge and information needed to maintain the instructional programs, research efforts, and cultural and ecclesiastical responsibilities of each institution." In addition to serving the congressional district, the Government Documents Collection supports the mission statement of the library that in turn supports the mission statements of the academic institutions it serves. Although The Hekman Library primarily serves Calvin students and staff, the local community heavily uses its services as well. It is the largest library in the area and has over 1,000 registered guest users. The library fills about 5,000 interlibrary loan requests each year, thus serving far beyond the local community. The Grand Rapids Foundation, in awarding a grant to Calvin College, recognized the service The Hekman Library provides to the local community.

## II. Selection Responsibility

The Documents Librarian has primary responsibility for making item selections and developing the collection. The library reference staff is available for consultation and advice, if needed. Suggestions from users of the collection (students, faculty, and persons from the community) are carefully considered. When appropriate, specific input from faculty members or other users of the collection is sought when new items are introduced through surveys and when annual selections are reviewed. The Documents Librarian has maintained contact with the district congressional office and has accepted recommendations from the staff members of that office, although this does not happen frequently. The Hekman Library is in a unique situation in that the Congressman for the 3<sup>rd</sup> Congressional District, Vernon J. Ehlers, is a former faculty member of Calvin College so he and several of his staff members have firsthand experience with the library's collections and services.

## III. The Government Documents Collection

### A. Overview of the collection

The documents collection at The Hekman Library strives to meet the needs of citizens in the congressional district and to support the curricular and research needs of both the college and the seminary. The collection is based on the recommended core collection items for medium academic libraries as given in the *Federal Depository Library Manual*. Beyond this basic list many additions have been made. Currently the library selects 31% of available items, so much of the collection is at a reference or minimal rather than research or comprehensive level (according to the Library of Congress four-level standard for measuring collection intensity levels). When nationwide reports are offered, the Hekman Library generally chooses only those for Michigan and occasionally also those for a few selected states. Although the library is not required to keep materials in foreign languages if the population does not demand it, the library often does keep materials in languages that are taught at the college. The Hekman Library does maintain an extensive collection of congressional hearings since they are primary source documents.

Listed below by distributing agency are some major highlights of the collection. The Library of Congress collection intensity level for each is given in bold.

1. Agriculture Department -- handbooks; yearbooks; bibliographies; state of Michigan soil surveys [reference]
2. National Archives and Records Administration -- Federal Register; Code of Federal Regulations; slip laws; United States Statutes at Large; Public Papers of the President; Weekly Compilation of Presidential Documents; Statistical Abstracts [research]
3. Commerce Department -- Many census reports and maps (population, housing, business, special reports) in paper and electronic formats; weather and climatological data for Michigan; U.S. Industrial Outlook [comprehensive for census materials; reference for remainder]
4. Civil Rights Commission -- general publications; hearings and conferences; bibliographies [reference]
5. Defense Department -- general publications; country studies; pamphlets; periodicals; water resources development in Michigan; Great Lakes Levels updates; World War II historical publications [reference]
6. Energy Department -- general publications; Monthly Energy Review [reference]
7. Education Department -- general publications; handbooks, manuals; FIPSE documents; statistics [research]

8. Environmental Protection Agency -- general publications; EPA Journal; Toxic Chemical Release Inventory [reference]
9. General Accounting Office --reports; GAO Journal [reference]
10. Health and Human Services -- general publications; Social Security Bulletin; Public Health Reports; FDA Consumer; Vital and Health Statistics; Vital Statistics of the U.S.; Morbidity and Mortality Weekly Report; Medicare Handbook; Health Care Financing Review [reference]
11. Housing and Urban Development Department -- general publications; Annual Housing Survey [reference]
12. Interior Department -- general publications; topographic maps for Michigan, Colorado, California, Idaho, Pennsylvania, New Jersey, New Mexico, and Utah; Water resources data for Michigan; Minerals Yearbook; many documents from the National Parks Service and U.S. Geological Survey [reference]
13. United States Information Agency -- general publications; regulations, rules and instructions; opportunities abroad for educators [reference]
14. Interstate Commerce Commission -- general publications [minimal]
15. International Trade Commission -- general publications [minimal]
16. Justice Department -- general publications; FBI Law Enforcement Bulletin; INS general publications; Sourcebook of Criminal Justice Statistics [reference]
17. Judiciary -- general publications; United States Reports; Supreme Court Decisions [reference]
18. Labor Department -- general publications; Occupational Outlook Handbook; Handbook of Labor Statistics; Monthly Labor Review; Consumer Price Index; Employment and Earnings; area wage survey, Michigan [reference]
19. Library of Congress -- general publications; bibliographies; copyright explanatory circulars; many other publications [research]
20. National Aeronautics and Space Administration -- general publications; posters and pictures [reference]
21. National Foundation on the Arts and the Humanities -- general publications; handbooks, manuals, guides; grant applications [comprehensive]

22. National Science Foundation -- general publications; handbooks, manuals; bibliographies [reference]
23. United States Postal Service -- general publications; National Zip Code Directory; ZIP 4 State Directory; others [reference]
24. Peace Corps -- general publications [minimal]
25. Personnel Management Office -- handbooks [minimal]
26. President of the United States -- general publications; budget; Catalog of Federal Domestic Assistance; CIA general publications, maps, and atlases [reference]
27. State Department -- Foreign Relations of the U.S.; Dispatch; background notes on various countries; International Development Agency general publications, handbooks, manuals, etc. [research]
28. Small Business Administration -- general publications; handbooks, manuals, guides; etc. [reference]
29. Securities and Exchange Commission -- general publications [minimal]
30. Smithsonian Institution -- general publications; bibliographies; handbooks, manuals, guides; etc. [research]
31. Treasury Department -- general publications; Internal Revenue general publications; reproducible tax forms; Treasury Bulletin [reference]; the library also participates in the BPOL program for tax forms and publications.
32. Transportation Department -- Highway Statistics; Public Roads; FAAviation News
33. Congress -- Congressional Record; Serial Set (House and Senate Documents); commission reports; hearings; Congressional Budget Office publications [comprehensive]

Since Ferris State University has a strong collection in patents and trademarks, The Hekman Library collects only minimally in this area. Strengths of The Hekman Library are demographics, education, geology, health and human services, history, justice, the legislative process, and congressional hearings. Other well-represented areas are agriculture, labor, defense, commerce, and tax publications. Materials pertaining to the state of Michigan are collected when the choice is offered.

## B. Collection arrangement

The Government Documents Collection is considered a reference collection so the documents do not ordinarily circulate (although occasional exceptions are made). It is arranged in Superintendent of Documents classification number order. It is housed within the library in a separate department, which is currently on the library's second floor (main) floor which houses the reference collection, the digital research center, and the circulation desk. A small percentage of documents, mostly indexed periodicals and serials, are classified with the main Library of Congress collection.

The paper collection is kept on slotted shelving which is often the envy of other documents librarians who visit the collection! Most of the paper collection is also on compact shelving, which conserves space. There are cabinets for microfiche, CD-ROMS, and oversize publications. Posters and some maps are kept in map cases, and a selective housing agreement is in place that allows most depository maps and documents to be kept in the Geology Department. There is also a selective housing agreement in place with the college's Curriculum Center, a library for education students. Documents of a K-12 curricular nature are occasionally housed in that collection.

## IV. Formats

Historically the collection has selected documents in paper format because of ease of use and user preference. Shelving and floor space have been adequate to house materials, particularly hearings, in paper format. Microfiche readers and printers are available for use with materials that are only distributed in that format.

In recent years the Documents Librarian has selected many items in electronic format. The library is fortunate to be able to hire a computer-literate student assistant who works closely with the Digital Resources Librarian who has been very helpful in figuring out how to use documents in this format. The departmental PC for public use includes CD-ROM and DVD drives. The PC for staff use accesses the Internet, and the library uses GPO Access, FDLP Desktop, and online documents on a regular basis.

At present the library has made no decision to completely de-select items in tangible formats that are currently available via the Internet, although some microfiche (such as GAO reports and the Zip +4 state directories) have been dropped. Comparison of our selections to the *FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications* has not resulted in dropping many of these in tangible format for now. We do not currently select some of the titles (*Commerce Business Daily*, Congressional Bills), and the others are often easier to use in paper format. In the electronic capabilities survey done several years ago The Hekman Library compared favorably to the respondents from similar libraries.

The library includes links to online-only documents in its online catalog, which in January of 2001 migrated to a web-based system (Sirsi). The library subscribes to the Marcive Changed Record Service that updates records as URLs are added to them.

## V. Selection Tools

The library uses the basic depository selection tools: primarily the *Federal Depository Library Manual* appendices, *List of Classes*, and item cards; and to a lesser extent the *Sales Product Catalog*, *Administrative Notes*, *New Books Published by the United States Government*, and subject bibliographies. Non-depository selection tools are periodical indexes such as the *CSI Government Periodicals Index*, lists of notable documents published in periodicals such as *Library Journal*. The recommendation of items for selection consideration has become a national, if not worldwide, venture. In recent years the generous sharing of wisdom and advice that characterizes the discussion list GOVDOC-L has been a valuable source of good suggestions for items to add to the collection.

The statewide weeding schedule permits the distribution and circulation of discard lists from other libraries within the state. This needs and offers list as well as offerings on GOVDOC-L and from within the Depository Library Service are sources for retrospective collection development. Occasionally donations are received from Congressman Ehlers and other sources.

The Documents Librarian is an active member of the state's GODORT group, and although it is not a selection tool in the usual sense, this group and its publication, *Red Tape*, are valuable sources for suggestions and evaluations of items to be selected.

From whatever source, suggestions for additions to the collection are kept on file for review at the annual selection update. Throughout the annual weeding process a list of items to consider for deletion is kept as well, and is reviewed at the time of the annual update.

## VI. Resource Sharing

The documents librarians in West Michigan have met in the past to review their collections and compare strengths, and online government documents programs allow us to review the selections of our neighboring depositories, The Grand Rapids Public Library and Grand Valley State University. Two excellent regional libraries serve the state of Michigan: the Library of Michigan and Detroit Public Library. *The Michigan Plan for the Federal Documents Depository Library System* is the basic guide for coordinating depository libraries throughout the state. The Documents Librarian is an active member of the state GODORT organization and a member of the Michigan Council of Depository Libraries. Attendance at regular GODORT meetings, as well as statewide depository library meetings, keeps the Documents Librarian informed of programs, resources, and collections throughout the state. With the advent of the Internet

and Worldwide Web resource sharing has become nationwide and worldwide. The Documents Librarian has put out questions on GOVDOC-L and regularly responds to questions and requests for materials or information. GOVDOC-L has been an excellent forum for seeking information, solving problems, and building collections.

The Hekman Library does accept interlibrary loan requests for government documents and fills several requests each month.

## VII. Collection evaluation

### A. Statistical Analysis

The Hekman Library does not circulate government documents, although occasional exceptions are made. Detailed statistics are kept, however. The documents staff keeps an approximate record of the number of documents used by counting the number of documents returned for shelving. This method does not measure use of online resources, however. A record is kept of the number of reference questions received and answered.

Acquisition statistics are kept and the number of pieces added in each Superintendent of Documents class is recorded. A detailed annual report is submitted to the Library Director.

### B. Patron Satisfaction

Although a formal survey has not been done to assess patron satisfaction, the department receives thank-you notes or e-mail messages from time to time, and is not aware of any complaints.

### C. Standard Bibliographies and Lists

The collection has been reviewed against the suggested core list in the *Federal Depository Library Manual*. Other published bibliographies such as lists of notable documents published in *Library Journal* are reviewed as well, and in most years the library has nearly all of the notable federal documents in its collection. Any omissions are considered for future selection.

## VIII. Weeding and Maintenance

### A. Weeding

The library follows the stipulations of *Instructions to Depository Libraries* when discarding documents from the collection. Documents are kept for a minimum of five years unless they are superseded by updates. The library also follows the schedule set forth in the *Michigan Plan for the Federal Documents Depository Library System* so

that all libraries within the state weed the same area of the collection at the same time. Discard lists from the libraries within the state are then circulated among the libraries who request them.

Documents are discarded if they are: duplicates, superseded, and/or no longer current. Because The Hekman Library is an academic research library and appreciates the value of primary sources, hearings and similar documents are kept much longer than five years. Such documents are reviewed during the annual weeding schedule and those of research value are retained. Because documents do not ordinarily circulate, the collection is in good physical shape and documents are seldom worn out.

Weeded documents are listed on discard lists and permission to discard is granted by the regional libraries before documents are officially discarded. In the rare instance when a decision is made to discard bound volumes or a long run of a serial, an offer of the material is made on GOVDOC-L.

#### B. Maintenance

Detailed check-in procedures are in place. Documents are stamped with the depository stamp and the date of receipt. The Superintendent of Documents number is written on each document. Documents that are come without binders are held together with rings or with metal clasps. Well-worn documents are replaced or rebound.

### IX. Access

#### A. Physical Access

Decals on the outside doorways to the library lobby indicate that The Hekman Library is a depository library. The depository logo is also hung outside the entrance to the department, which is currently on the library's second floor. The collection is available to all persons whether or not they are registered borrowers at The Hekman Library. During the daytime hours that the library is open the collection is staffed by either the Documents Librarian, the Documents Assistant, or the Documents Student Assistants, and in the evenings or on Saturdays the information desk staff opens the department for persons who need to use documents. Often the Documents Student Assistant works evening or Saturday hours. Compact shelving may make it difficult for wheelchair users to access the collection, but the documents department staff and the reference department staff are available to provide assistance if necessary.

#### B. Bibliographic Access

The Hekman Library has made the commitment to provide bibliographic access to the government publications through the library's online catalog as well as through the traditional methods (*Monthly Catalog of United States Government Publications*, periodical indexes, ERIC, *Public Affairs Information Service* index, etc.).

The library purchases the CIS *Index to Government Periodicals* database. The Hekman Library subscribes to the Marcive Shipping List, Labels, and Full and Changed Records services. Holdings are entered to the piece level (either on the online catalog or, in a few cases, on paper cards), so the online catalog serves as the shelflist.

The library's holdings are accessible through the Internet so the documents holdings and online documents linked through cataloging records are available to persons far beyond the campus and congressional district. The Internet also serves as a resource since the library staff can access GPO publications through GPO Access and OCLC FirstSearch. The Hekman Library also subscribes to STAT-USA.

The documents digital resources student assistant makes instruction sheets for the CD-ROMs we receive, many of which are able to be used in the library's Digital Research Center.

#### C. Promotion

The Government Documents Collection is shown in the brochure designed to help users find their way around the library. The fact that The Hekman Library is a depository is also mentioned in the college catalog.

A handout available in the department gives basic information, an overview of the collection, and introduces the staff.

The library's home page on the Internet contains a government information section, and a tutorial created by documents student assistants is included with other online tutorials.

The inclusion of records for government documents in the library's online catalog promotes them, and is especially useful when links are included for online documents.

The Documents Librarian conducts orientation classes at the request of professors, and new faculty and students are shown the collection on orientation tours and library self-guided tours.

From time to time the library's display case features government documents, and a special display case for the documents department is currently on order and should be installed soon.

D. It would be a serious omission, in this statement on access, not to acknowledge the expertise, availability, and patience of the documents staff in helping persons use the collection. The Hekman Library has been fortunate to have staff persons who have been with the library for many years as well as newer student assistants with excellent computer skills and work habits. This wealth of experience, coupled with the developing technological and cataloging skills of the current Documents Librarian, and

enhanced by the support of the entire library staff, provide a combination of strengths that benefit all users of the collection.

## **APPENDIX B**

Calvin College and Calvin Theological Seminary  
The Hekman Library  
Ministry Resource Center  
Collection Development Policy

### Relationship of MRC to Calvin's Mission

Hekman Library supports the research and instructional needs of both Calvin Theological Seminary and Calvin College. The Ministry Resource Center (MRC) is part of the Lilly Vocation Project, a major grant from the E.I. Lilly Foundation, and it is a permanent collection in Hekman Library, functioning under the auspices of the library. The MRC houses a collection of practical resources to help college and seminary students and faculty connect learning and practice in Christian ministry leadership, to assist ministry leaders in the local community, and to provide assistance to the world-wide church via online access to its resources.

### Mission of the MRC

The center is a collection of practical resources for all aspects of college, seminary, and congregational ministry. For example, it contains materials for those who need to plan a worship service, teach a class, lead a small group Bible study, or develop an outreach program. The center enables people in ministry to compare programs and their related materials. It contains print, digital, and audio-visual materials for all aspects of ministry in college, seminary, and church settings. The intent of the MRC is to complement the extensive theological collection housed in the regular collection of Hekman Library. There is some (but not extensive) overlap between holdings in the two collections. However, users will find both collections useful.

### The Purpose of the Collection Development Policy

This policy serves to guide the selection of the ministry resources that constitute the collection of the MRC. It also guides decision-making as to how long certain resources remain in the center. The policy also explains the types of resources that the MRC holds and services the center provides.

### Clientele Served and Services Provided

Primarily, the center is designed to be a collection of biblically, theologically, and theoretically sound resources that reflect and support the Reformed theological tradition for students and faculty of the college and seminary who are engaged in Christian

ministry leadership positions both on and off campus. The MRC also has a global vision and also seeks to serve church leaders all over the world.

The materials in the center's collection are useful for leaders in such ministries as Bible studies, prayer ministries, worship, urban neighborhood ministry, and volunteer services. The MRC is also designed to help users realize how gifts in art, theater, music, dance, writing, languages, counseling, business, technology, accounting, or management, can be used in ministry. The center also serves ministry leaders locally, and a worldwide constituency through the Internet, not only by providing a catalogue of its resources but also downloadable materials. Recognizing that Calvin students and many church leaders need more than simple access to published and on-line resources, that they need mentoring, encouragement, and discernment for selecting resources, MRC staff provides guidance and assistance

### Selection Principles

The primary selector of MRC materials is the Manager of the MRC. However, the manager utilizes advice from the theological librarians, principal leaders involved in the Lilly-funded departments, college and seminary faculty, and other reliable theoreticians and practitioners with expertise in the related subject areas. Recommendations are accepted from any other interested parties, but the final decision to purchase material is the manager's. Material will be acquired based on these selection principles.

The MRC is to be a place where ministry leaders can come and expect to find resources that are consistent with Reformed theological thought and instructive for ministries in the Reformed tradition. Three criteria are employed in the selection of resources for the MRC:

Consistency with the Bible

Consistency with historic Christian and especially Reformed theology

Consistency with sound theory, e.g., pedagogy (including age appropriateness, reputation of the author, quality of writing)

The ministry resource center will also collect items which may not meet these criteria if it is judged that certain excellent aspects of them may be helpful to users, or if it is judged that they will be useful additions to the collection for purposes of study, analysis, or comparison with other resources. In these cases there may be a caveat added to annotations of the resources in question.

We also recognize the value of other Christian traditions; therefore we also attempt to collect official denominational worship resources which our users may find beneficial.

The emphasis is on those materials designed for use in ministry settings. Related theological and theoretical resources are housed in the general library collection but their existence and location are noted in records retrieved using WebCat or the MRC

Resources database

MRC resources also reflect Calvin's standards for appropriate sensitivity to issues pertaining to gender, nationality, and race.

While the center contains materials for each area of ministry, an important priority is the worship section because of our ties to the work of the Calvin Institute of Christian Worship.

Donated materials are accepted according to the same standards required for purchased materials.

Priority is given to English-language resources. Spanish-language resources and other materials in different languages are included when required to meet ministry needs. The MRC works toward developing resources in other languages to serve the needs of the global church through the increasing multicultural ministries in the U.S. and to serve international students and leaders of ministries in other countries.

### Classification

Materials acquired normally are assigned an LC (Library of Congress) number and shelved accordingly. Materials which are ephemeral, such as brochures, booklets, pamphlets, illustrations, charts, Christmas programs used by churches, liturgies from churches, and conference materials are stored in vertical files in the MRC and accessible through the MRC Resources Database. Such files are organized by subject but are not given an LC number.

### Collection Evaluation and Weeding

The MRC collection is evaluated in an ongoing manner. As new materials are published the staff decides whether the newer resources are more useful than those currently on hand. If so the decision is made whether to place the new material alongside the existing resources (if, e.g., the older material is still preferred by a sufficient number of people or if it contains resources not included in the newer publications) or to replace that which is already in the center. Generally, first or earlier versions are replaced by second or revised editions. The resources are regularly checked for their condition.

Out of print books are retained according to the same principles as with other materials. While out of print materials may not be readily available for purchase, they can be useful in providing continuing help for ministry leaders, students, and professors not only for current use but also for reference and heuristic purposes.

The MRC collection is regularly reviewed regarding use. To make room for resources that are needed more than others, those that receive little or no use are either removed and sold (in the Library's used book sales), given away, or discarded.

### **Review of the Collection Development Policy**

The policy is reviewed each year by the MRC Manager to reflect current practice. Throughout the year any modifications to the policy in practice will be incorporated immediately to keep it current.

## Collection Areas

Within the parameters of the MRC mission to be a premier collection of practical resources for all aspects of college, seminary, and congregational ministry, the following are the primary areas of concentration but not a complete listing in each category.

Category 1 – The subject is **directly** related to a ministry of the church. The material is often used by the leader and participants in the actual ministry setting. Material in this category is collected exhaustively.

- Adult Education
- Art in Worship
- Bible Study
- Children's Ministry
- Church Renewal
- Counseling
- Dance, Liturgical
- Family Education
- Fiction (Children and Youth)
- Music in Worship
- Parent Education
- Small Groups
- Spiritual Disciplines and Gifts
- Young Adult Ministry
- Youth Ministry
- Weddings
- Workplace Ministry
- Worship

Category 2 – The subject matter **supports** the ministry efforts of church leaders. The material is often used only by the leader to provide a fuller understanding of issues. Material in this category is collected sparingly because much of the material in this category is found in the regular library collection. Material housed in the MRC is typically more practical and accessible than material in the regular collection. Duplication of material found in the regular library collection is the exception rather than the rule.

- Apologetics
- Church Administration
- Church Education
- Hermeneutics
- Leadership within the local church
- Missions
- Non-Christian Religions
- Reference
- Social Issues
- Theatre

Category 3 – The subject matter is very general in nature and not necessarily related to ministry. Only material that relates explicitly to church ministry will be selected. Enough material in these areas can be found in the regular library collection to satisfy the needs of nearly all ministry leaders.

Biography

Ethics

Media

Social Issues

Technology

Most recent update: 24 Feb 2008

[/wpdocs/mrc/mrc collection development policy.docx](#)

## APPENDIX C

### Hekman Library Collection Development Policy: Religion and Theology

The Hekman Library supports the research and instructional needs of both Calvin Theological Seminary and Department of Religion of Calvin College. The seminary and college offer various degrees at the graduate as well as undergraduate levels: Ph.D., Th.M., M.A., M.Div, M.T.S., and B.A.

The Ph. D. program of Calvin Seminary offers degrees in the areas of historical, systematic, philosophical, and moral theology, with concentrations in Reformation studies, post-Reformation Protestant theology, and modern and contemporary theology.

The Th.M. program offers a number of areas of specialization: Old Testament, New Testament, Historical Theology, Systematic Theology, Philosophical and Moral Theology, Pastoral Theology and Missiology.

The M.Div. program leads to a professional degree in the ordained pastoral ministry and covers basic fields of biblical languages and studies; historical, systematic, moral and philosophical theology; and homiletics, liturgical studies and pastoral care.

The seminary also offers M.A. programs in Educational Ministry, Worship, Missions, and New Church Development.

The B.A. program at the undergraduate level offers a major in religion and theology. The department also serves the entire student body of the college with theological courses. The college requirements in religion and theology are two courses.

The Hekman Library also augments the research and teaching needs of the H. Henry Meeter Center for Calvin Studies (which has its own collection of works related to John Calvin and his contemporaries). It also serves as the library for the Calvin Institute for Christian Worship, an interdisciplinary center for the study of worship and the arts, for the seminary's Center for Excellence in Preaching, and for the college's Nagel Institute for the Study of World Christianity.

### General Collecting Guidelines:

Languages - Priority is given to English language sources and classic texts in original languages as well as English translations. Scholarly secondary works are collected in other major languages, particularly in the areas of Reformation and post-Reformation historical theology, with a priority given to German and Dutch, and to a lesser extent, French, Italian and Spanish.

Geographic Coverage - American, Western European, Near Eastern (especially ancient Near Eastern), Asian and African (both non-Christian and Christian religious traditions)

Priorities - The priority is placed on primary and secondary scholarly materials in various branches of religious studies and also materials appropriate for undergraduate curriculum and

assignments in theological studies. Popular and devotional works are not collected, except by important authors.

Format - For books, print materials are preferred, though electronic books are being acquired on a trial basis. Journals are made available in print, but a priority is given to making them available in electronic formats. Microform publications are acquired when print form is unavailable or cost-prohibitive. Theses and dissertations are acquired only to support immediate research needs.

## **APPENDIX D**

### **HEKMAN LIBRARY – Calvin College and Calvin Theological Seminary RARE BOOK COLLECTION DEVELOPMENT POLICY**

Date: 30 March 2009

#### **PURPOSE**

Hekman Library acquires, preserves, and makes available for research those books which, because of their rarity, value, or significance are housed and serviced as a Rare Book Collection..

The Rare Book Collection is an integral part of the teaching and research mission of the college and seminary. It supports undergraduate- and graduate-level curricula, particularly the Ph.D. degree program in Historical Theology. Students and instructors use the collection for classes and projects relating to manuscript studies, bibliography, history of printing and history of the book.

This policy outlines general guidelines for the Rare Book Collection.

#### **COLLECTION GUIDELINES**

Decisions about rarity vary between institutions. Evaluating and identifying books as rare requires the exercise of judgment, familiarity with the rare book trade and profession, and knowledge of use patterns and research trends.

Books are acquired by transfer from the circulating collection of the library, donations of materials appropriate to the Rare Book Collection, and purchase with from the limited endowment funds available for rare book acquisition. In selecting titles for purchase, emphasis will be placed on meeting the curricular and research needs of the collection's primary users.

#### **CATEGORIES AND CHARACTERISTICS**

The following categories and characteristics are considered when books are evaluated for inclusion in the Rare Book Collection. The presence of one or more of these characteristics ensures that the book will be brought to the attention of the librarian designated as rare book coordinator, but it does not automatically ensure that the book will be added to the collection.

A. Formats and Physical Characteristics

1. Fine facsimiles of important primary sources or research texts
2. First editions of significance, chiefly literary; books inscribed or autographed by persons of some significance
3. Items of esthetic importance, including fine printing, exceptional illustrations by important artists, notable bindings, or extra-illustrated volumes
4. Special presses of particular interest.
5. Bibliographic interests because of physical characteristics (e.g., pirated edition, watermarks, or books that present puzzles to the bibliophile)

B. Imprint Dates

1. All books printed before 1800
2. English books printed prior to 1800
3. American books printed before 1850

C. Subject Matter

1. Books authored by Calvin faculty
2. Calvin College or Calvin Theological Seminary theses and dissertations

## APPENDIX E

### Challenged Materials Policy

The resources provided by the Hekman Library of Calvin College and Calvin Theological Seminary are selected by professors and librarians to meet the curricular and research needs of members of the Calvin community. As a support department for an academic institution, it is the responsibility of the library to collect resources from widely differing perspectives so that students may practice applying critical thinking skills, will have appropriate resources to complete assignments, and will understand opposing and even hostile worldviews.

The act of censorship, the suppression of material deemed objectionable or harmful, is not undertaken lightly. To censor is to impinge on an individual's right to free speech, a guiding principle of our democracy. Conversely, an institution cannot suppress a person's right to object, for that too is a form of censorship. Calvin officials will render a thoughtful decision based on these two principles and based on the American Library Association's Library Bill of Rights, court rulings on the First Amendment, and the Reformed foundation of Calvin College.

To begin the process of removing material, the Challenged Material Form should be completed according to the instructions on the form. A written decision will be delivered within two weeks. Appeal instructions will be included if the decision of the college is contrary to the requested action.

Title of item:

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(It is advisable to locate the item using the library's database – WebCat. WebCat can be found at this web address: <http://library.calvin.edu/>)

Author, editor, or producer of the item: \_\_\_\_\_

Call Number: \_\_\_\_\_

Identify the challenged portions. Please be very specific. Provide enough information for us to locate the specific page(s) or image(s). If the entire work is being challenged, write ENTIRE WORK.

Why is this work being challenged?

What action do you request the library take?

Are you filing this challenge on behalf of an organization? If so, which organization and what is your role in this organization? \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Your mailing address:

Phone number where you can be contacted during regular business hours:  
(\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**How to submit this form**

Regular Mail

Library Director  
Calvin College  
1855 Knollcrest Circle SE  
Grand Rapids, MI 49546

Email

[Remelt@calvin.edu](mailto:Remelt@calvin.edu)