



Collection Development Policy

International Theological Seminary Library

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I. INTRODUCTION

A. Mission Statement

ITS Library is a ministry with a mission to train all library patrons to be independent and effective library users. Besides meeting the teaching and research needs of the faculty members, the primary goal of ITS Library is to fulfill students' information needs for reading and writing requirements in their courses and degree programs. With the help of the library, ITS students, who are mostly pastors, leaders, teachers or scholars, can turn information literacy skills into life-long learning skills that will benefit and transform their congregations, communities and future generations back in their home countries.

B. Purpose and Audience

ITS Library is in need of a solid foundation with standards to guide its collection development program and the annual budget. As ITS is growing and transforming as an academic institution in the 21st Century, a collection development policy can help setting goals for ITS Library to make sure its mission is still accomplished given the changing circumstances. Furthermore, the policy is needed to prioritize subscriptions and control expenditures so that the library can operate within a reasonable budget.

A collection development policy can reach a wide audience; not only does it provide useful information to gift or book donors, but it also informs and introduces the library collections to ITS students, library staff, as well as alumni. For accreditation and curriculum development purposes, the policy serves as an important guideline to the library staff, board, faculty and committee members.

C. ITS Degree Programs and Information Needs

Since ITS Library services are curriculum-driven by tradition, it is important to get a glimpse of the degree programs and the related information needs. ITS is an ATS-accredited seminary that offers four degree programs at the graduate level and three non-degree certificate programs. There are Master of Arts in Theological Studies (MA), Master of Divinity (MDiv), Doctor of Ministry (DMin), Doctor of Intercultural Studies (DICS), Certificate of Christian Studies, Certificate of Continued Education Units (CEU) and Certificate for Commissioned Ruling Elders (CRE). Each degree program generates different levels of information needs. Students in the MA, MDiv and certificate programs generally need books for class assignments and term papers. Students from the DMin and DICS programs need various books and materials to write dissertations, and they tend to focus on leadership or global mission or cross-cultural ministries.

D. Size and Details of the Library Collections

ITS Library is located at 540 E Vine Ave, West Covina CA 91790 and has moved to the current location since July 2019. The library area, located at the southwest corner of the campus, has a total of 1,800 square feet and is made up of three rooms and a restroom that is ADA compliant. The library areas have been completely renovated and equipped with some new furniture; there are seven study carrels in the Reference room and four individual study desks in the Chinese room. Besides, a temporary computer and printing station is in the General Collection room, which is also the library office. Additional shelving can be found in the Chinese room. Furthermore, all rooms are equipped with air conditioning, central heat and a strong Wi-Fi connection. Last, but not least, campus security and cleanliness of the library has been well-maintained by the church property manager.

ITS Library is an academic library with a theological focus. With around 36,000 titles cataloged in the Library Automated System (LAS), ITS Library offers both printed and electronic books in English, Chinese and Korean languages. Moreover, the library holds larger volumes on English theological books, non-theological books, reference books, dissertations and theses (89%) than in Chinese (10%) and Korean (1%) languages. Furthermore, ITS Library continues with the tradition of offering books to mainly meet the needs of school curriculum and academic requirements but has rebuilt the non-theological collections with the focus on social issues, cultural diversity and global development.

ITS Library has also subscribed to the following fee-based electronic databases: ProQuest Religion and Philosophy ebook collection, Ebscohost's ATLASerials, DBpia Korean journal database and Proquest Dissertations and Theses (PQDT) database. Since Fall 2020, the library has also begun purchasing individual English ebooks from Ebscohost and Proquest for the online education programs. On the other hand, more than a dozen of Open Access (OA) online databases have been added to the redesigned library web pages in English (<https://itsla.edu/library-2/>) and Chinese (<https://itsla.edu/library-chinese/>).

E. Library Classifications

ITS Library uses the Library of Congress Classification (LCC) to arrange most of the books. The Library of Congress Classification Numbers (LCCN) are a combination of letters and numbers, with or without decimals, cutter numbers for authors or sub-topics and the years of publication. The subjects of theology fall under the subdivisions of the B category. For example, topics in Christianity and church history belong to BR, biblical theology falls under BS, BT is for doctrinal theology, BV goes to practical theology, and BX is for different denominations.

Call numbers are slightly different for all reference books and theses and dissertations. There is the prefix "Ref." for reference books, and the dissertations and theses usually start with the prefix "ITS", followed by "DI or TH", the year of graduation and the number in sequence and then end with the written language. The call numbers of Chinese and Korean books end with the word "Chinese" or "Korean". Electronic books have the suffix "ebook" in the library catalog. On the other hand, books are also color-coded. For instance, English books, including reference books, have the book spines covered with clear label protectors, Chinese books are covered with yellow protectors, and lavender is the color for the Korean book collection.

F. Library Budget and Funding

ITS Library runs a modest annual budget of around US\$51,000 per year and is part of the business budget of ITS. More than half of the library budget goes to the acquisition of electronic databases. Printed books and ebooks constitute 10% of the library budget, and the book budget is currently \$500 per department per quarter per year. Despite the relatively low cost of theological books, the library's book collections are contributed predominantly by generous book donors. Annually, over 90% of books added to the library collections are from book donations. Among the book donors are retired pastors, scholars or missionaries, current professors, churches and alumni. Extra books are later shared with the students, local ministries, colleges and seminaries overseas. Furthermore, ITS Library occasionally benefits from monetary gifts or grants applied by ITS. For instance, the library received a \$2,000 grant in 2016 to upgrade TV and computer equipment. In addition, the library has been able to subscribe to the Proquest Dissertations and Theses (PQDT) database since January 2022, thanks to the Lilly Endowment's Pathways for Tomorrow Initiative Grant Phase II.

G. Cooperative Agreements

ITS Library has consortial agreements with the members of Southern California Area Theological Library Association (SCATLA) and Statewide California Electronic Library Consortium (SCELC). SCATLA enables ITS students to use the member libraries and borrow printed books while SCELC allows the library to purchase online databases and computer services at a discounted price. The closest SCATLA member library to ITS is Stamps Theological Library at Azusa Pacific University. The librarian currently serves as the secretary of SCATLA and attends all the quarterly meetings online or in person three times per year.

II. POLICY STATEMENTS AND NARRATIVE

A. Library Staff and Responsibilities

Under the division of Student Services, ITS Library is managed by a single librarian who works mostly afternoons during the week. With the supervision of the Vice President of Academic affairs, the librarian performs collection development tasks including book acquisition, book shifting, shelving and weeding. Other duties include reference, circulation, cataloging, conducting library tours and workshops as well as training and supervising student interns, overseeing the library budget, compiling reports and attending meetings. Under general circumstances, the library hires two library interns per academic year with different responsibilities assigned.

B. Access Policies for Library Resources

ITS Library opens to all members of the ITS community. Staff, faculty and students generally have unlimited access to the library and resources during business hours throughout the academic year. In general, ITS students can check out up to 10 books with one renewal. As a SCATLA member, ITS Library also opens to those who are under the cooperative borrowing program. Moreover, ITS Library allows visitors from other seminaries and/or with referrals to use the library. Visitors are required to register with the librarian before using the library. Security deposits and/or proof of identification might be needed from the visitors to check out books and materials. Each visitor or alumni is allowed to borrow up to 5 books with one renewal.

C. Binding

ITS Library is in charge of binding dissertations and theses. Binding with ITS Library is not mandatory; graduates have a choice to bind their own copies. In order to officially graduate from ITS, students from the DMin and DICS programs must submit two copies of dissertations to ITS. The library is responsible for collecting two binding applications, sometimes binding fees, and copies of dissertations from the graduates, as well as communicating with the bindery. Binding takes place when enough copies are collected to qualify for free delivery and pick-up from the bindery. Students choose their own delivery option and are responsible for any extra mailing fees involved.

D. Gift and Donation Policies

All donations to ITS are generally handled by the President or Vice President of Advancement at ITS. Potential donors can either contact Dr. James Lee at 626-653-9547 or by emails at james.lee@itsla.edu. Book donors are welcomed to contact ITS Library directly at the above number with the extension 106 or by emails at library@itsla.edu. Donor recognition for special collections can be arranged by the library. For acknowledgement and tax purposes, ITS Library issues receipts of book donations in the form of letters to donors. Please contact the President's office for filling out tax forms and related documents.

What ITS Library accepts:

- o Books that are theological and published later than 1985.
- o Hard and soft copies.
- o Books that are like new or in an acceptable condition.
- o Books that are in English, Chinese or Korean.
- o Book display stands and bookends.

What ITS Library does NOT accept:

- o Books that are older than 1985, especially reference book sets.
- o Fiction, children's or juvenile literature, booklets/brochures or hymn books.
- o Undersized books, magazines, cassette tapes or VHS tapes and audio/video players.
- o Books that are heavily damaged or have plenty of unerasable markings.
- o Library shelving and equipment.

What ITS Library may accept:

- o Books that are non-fiction, non-theological but relevant to theology.
- o Books about the local communities and other religions or denominations.
- o Sets of bound journal articles in the areas of theology.
- o Bibles or dictionaries in other languages like Hebrew, Greek, Middle Eastern, South or Southeast Asian, or African languages.
- o Oversized theological books.
- o CD or DVDs in the areas of theology and in English, Chinese or Korean languages.

E. Storage

ITS Library has a very limited storage area on campus. It is highly recommended for the book donors to contact the library before dropping off any book donations at ITS. Donated books will be taken by the librarian for appraisal, selection and processing. Unwanted books, whether duplicated or damaged, in the storage will be subject to disposal every year.

F. Collection Decisions and Selection Criteria

Decisions in collection development are typically made by the librarian. In order to prioritize subscriptions and expenditure, advance approval is needed from the VP of Academic Affairs and the VP of Operations and Finance for any subscription or purchase order exceeding \$5,000. Top collection priority is given to books that are requested by the faculty for curriculum development. The second priority goes to books that are necessary for dissertation writings. Last, any books that are relevant can be acquired by the librarian as long as the purchases stay within the book budget. The following are the standards of selection criteria:

a. Quality

Quality of books is fundamental at ITS when the library collections are curriculum-driven. The faculty plays an active role in recommending books that possess outstanding quality in scholarship and research with a high level of relevancy to the teaching subjects. Course syllabi, book reviews and reputation in authorship are also beneficial in book selection. Electronic and free resources are also carefully curated and frequently evaluated based on similar standards of selection criteria.

b. Depth

ITS Library offers book collections that demonstrate different levels of applicability and difficulty. Among all collections, there are books that are primers or for reference, textbooks that support teaching and instructions, and books on specific topics that are more helpful for research and writing purposes.

c. Number

ITS Library generally tries to balance the collections by offering enough books on a variety of topics. However, more books should be dedicated to the field of theology. Moreover, the size of a book collection is also based on the size of student enrollment. Furthermore, the library normally allows no more than three copies of every book to be on the shelves. Extra copies will be given to students or weeded and placed in the storage room.

d. Scopes

Book collections at ITS Library are also curated based on audience, geography, subjects, languages and formats:

i. Audience:

Located at a church compound, ITS is made up of students, staff and faculty members who are also pastors, leaders, teachers and scholars. Hence, books are selected based on their information needs. Besides, ITS Library should also consider books that are of interest to other user groups in the local community.

ii. Geography:

ITS bears a global mission to educate leaders from around the world. Library collections at ITS should represent the same level of diversity. Besides the three language departments, books about or by authors from different countries are highly valued. Greater emphasis should be focused on missions and ministries in the Majority World countries.

iii. Subjects:

ITS Library collects books with subjects that are driven by the school curriculum and academic requirements. Furthermore, as a theological library, there should be books with topics that are relevant or significant to the field of theology. Nonetheless, any non-teaching or non-theological topics that pertain to the discipline should also be considered.

iv. Languages:

Besides English, Chinese and Korean languages, biblical languages like Hebrew and Greek are also part of the library collections. On the other hand, there are other languages found in bibles and dictionaries as well as in theses and dissertations.

v. Formats:

Print books are the leading format at ITS Library. On the other hand, electronic books have become a staple in the curriculum and a priority in collection development. Other non-book formats also include maps or atlas, CDs and DVDs. Furthermore, electronic databases are another necessity among the library resources.

e. Currency

Currency can be achieved by reinforcing the "50-50" rule for all library collections. By keeping the collections with more than 50% of books newer than 1985, library patrons will then be able to benefit from information that is relatively up-to-date. In order to achieve the percentage of currency, the most effective way is to actively weed out old books and add new books in a collection.

G. Maintenance

Weeding, or de-selection, is one of the key components in collection development. Books are weeded based on currency, number and book condition. Shelving books and periodic shelf-reading are good ways to detect books that need attention. Book-shifting is another major activity that may come after weeding. Shifting books make room for more books or other books on crowded shelves. Last, but not least, there should be enough book repair supplies stocked at the library office for routine or emergency use.

H. Handling Complaints

Complaints on any library matters should be initially reported to the library office by emails, phone calls or in person. The librarian will then notify or consult with the Vice President of Academic Affairs at the earliest possibility. Any unresolved matters will be submitted to the Administration Council (AC) at ITS for further review.

III. COLLECTION EVALUATION METHODS

A. Quantitative

With the help of Open Public Access Catalog (OPAC), book collections can be assessed by location, the year of publication, number of copies, subject areas and circulation transactions. Moreover, counting books periodically at the stacks reveal the actual holdings and percentages of currency for all book collections. Furthermore, usage reports generated by the electronic databases should be retrieved every quarter for periodic evaluation and analysis. Last, a good recording keeping habit is needed to help keep track of expenses and other vital statistics.

B. Qualitative

Library surveys should be conducted every 3-5 years to receive valuable feedback regarding the library and collections from students and faculty. Besides regular meeting with the Vice President of Academic Affairs, opinions and advice also come from daily communications with the library patrons. Additionally, visiting other libraries and attending consortial meetings or library conferences help gain new perspectives and knowledge to evaluate library resources.

IV. CONSPECTUS REVIEW

Subject Profiles

The following are the Research Libraries Group (RLG) Conspectus Rankings showing Collection Depth Indicators with different activity levels and goals:

0 - Out of Scope: No collection is curated for this subject.

1 - Minimal Information Level: Very limited collection; no reference or periodicals

1a - Uneven coverage: Few selections and an unsystematic representation.

1b - Focused coverage: Few selections, but a systematic representation.

2 - Basic Information Level: Introduction or definition of a subject. Limited reference tools.

2a – Introductory: For patrons in high schools.

2b – Advanced: For users in public libraries or two-year colleges.

3 - Basic Study of Instructional Support Level: Systemic representation of subjects including well-known authors and lesser known. Extensive reference tools, monographs and periodicals. Defined access to specialized electronic resources. Retrospective materials are present.

3a – Basic: Support undergraduates with reference and periodicals but limited in other languages.

3b – Intermediate: Support upper division of undergraduates with a selection of resources in other languages.

3c – Advanced: Support master's degree level programs with almost complete core works and subject-specific materials in appropriate languages.

4 - Research Level: Materials required for doctoral study and independent research. Extensive collections in languages other than the primary language of the collection. Older materials are retained and systematically preserved.

5 - Comprehensive Level: Special Collections. Exhaustive collections in different formats.

Philosophy and Religion (LCC)	Current Collection Level (CL)	Acquisition Commitment Level (AC)	Collection Goal Level (GL)
Philosophy (B/BD) Logic (BC)	2a	3a	3b
Psychology (BF)	2a	2b	2b
Ethics (BJ)	3a	3a	3c
Religion (BL)	3a	3a	3c
Judaism (BM)	3a	3c	3c
Islam (BP)	2b	3c	3c
Buddhism (BQ)	2b	2b	3c
Christianity (BR)	3c	4	4
Bible (BS)	3c	4	4
Doctrinal Theology (BT)	3c	4	4
Practical Theology (BV)	3c	4	4
Other Denominations (BX)	3c	4	4
Non-Theological subjects (C - Z)	2a	2a	3c
Education (LB/LC)	2b	3c	3c
Greek (PA)/ Hebrew (PJ)	3b	3c	3c

V. POLICY IMPLEMENTATION AND REVISION DATES

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