

**Samford University Library  
Collection Development Policy**

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## **Introduction**

This collection development policy is intended as the operational and conceptual framework for management of library materials in the collections of the University Library of Samford University. It should facilitate the work of librarians in selecting and deselecting materials and the communication with faculty, who function as co-selectors with librarians. It should increase the patrons' understanding and perception of the Library's collections. Collection building should conform to the adopted policies although broad interpretations might be appropriate to specific situations.

In 1992 the Library adopted a mission, customers, processes, values, and vision statement (MCPVV) which was revised in December of 2000.

### **The mission of the University Library is:**

To serve as a storehouse of and a gateway to information.

To support the curriculum of the university by acquiring, organizing, preserving and providing physical and intellectual access to a broad, well balanced spectrum of information through personal and technological services, to the fullest extent of our abilities and resources.

To improve continuously the processes and services of the library, in an effort to contribute to the furthering of the mission of Samford University.

The policy is organized around the subjects of the teaching schools of the University and the teaching departments in the Howard College of Arts and Sciences and the Orlean Beeson School of Education. In addition, the policy describes in detail the collecting interests of the Special Collection and includes key operational statements in areas such as gifts and withdrawals.

## **Format of Materials**

Monographs, reference books, and print periodical subscriptions make up the largest proportion of the collection.

Music compact discs, microfilm, scores, maps, videos, and DVDS also contribute in various proportions to supporting the instructional and educational needs of schools and departments.

Electronic resources such as e-books, e-journals, and online subscription databases are made available on the basis of their merit in the context of the collection development policy. Content, cost, vendor reliability, access, frequency of updates, and licensing arrangements are all criteria for selection.

Like print resources, evaluation of electronic resources should be made periodically to determine the continuation or withdrawal of each. Factors to be considered are use data, availability of a better product, or if current resource is obsolete.

## **Collection Levels of Materials**

In the sections of the teaching subjects, collecting levels have been assigned, which should be viewed as desired levels, not an identification of a level achieved. These coded levels are essentially the published guidelines of the American Library Association. The definition of the collecting level codes follows the introduction.

## Collecting Levels

0 Out of Scope

The Library does not collect in this area.

1a Minimal, with uneven coverage

Unsystematic representation of subject.

1b Minimal, but chosen well

Few selections are made but basic authors, core works, and ideological balance are represented. Can support the most fundamental academic library inquiries.

2a Basic information level

A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies in print format or available through online databases, periodicals, audio-visual material, and software in the minimum number and range of coverage that will serve the purpose. Not sufficiently intensive to support higher level academic courses or independent study.

2b Augmented information level

As above, except a few major periodicals, selected editions of important works, wider selection of reference materials.

3a Basic study level

Includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and the fundamental reference and bibliographical tools pertaining to the subject. Adequate for independent study.

3b Intermediate instructional level

As above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal/periodical support, and additional non-print material germane to the subject. Collection adequate to support term paper writing at the undergraduate level.

3c Advanced instructional level

As above, except adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study; adequate to maintain knowledge of a subject required for limited or general purposes, but not strong enough for original research in a subject. It includes complete collections of the works of the important authors, selections from the works of secondary writers, a selection of representative journals/periodicals, and all the reference tools and fundamental bibliographic apparatus pertaining to the subject. Access to software and computer applications may be required, particularly in technical, scientific, and quantitative fields.

4 Research level

A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new finding, scientific experimental results, conference and symposia proceedings, and other information useful to researchers regardless of format or physical medium. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field or access to their electronic equivalents. Older material is retained for historical research.

5 Comprehensive level

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publication, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. Holdings of artifacts, analogous to a museum collection, or archival collections, if present, should be indicated in scope notes. This level of collecting intensity is one that maintains a "special collection;" the aim, if not the achievement, is exhaustiveness.

## Categories

The categories listed in the curricular section are arranged in a consistent format for ease of reading. The **Languages** category is omitted if the language is English. **Chronological Guidelines**, **Geographical Guidelines**, and **Treatment of Subject** are omitted if none, or no special subject is indicated.

## **Curriculum-Related Policies**

**Howard College of Arts and Sciences**

## Art

**Purpose of the collection:** To support undergraduate teaching in the various areas of fine arts, art education, and graphic design.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

Art education            3b

Art history and appreciation 3b

Ceramics                3a

Crafts                    3a

Drawing                 3b

Includes cartooning, mechanical drawing, commercial rendering, illustration

Graphics                 3b

Includes computer graphics

Painting                 3b

Photography            3a

Printmaking             3a

Includes silkscreen, wood cut, etching

Sculpture                3a

## Biology

**Purpose of the collection:** To support undergraduate teaching in biology, including its relationship to pre-med and pre-dental programs and to support the professional master's degree in environmental sciences. The Library's support for the University's emphasis on health science education, specifically the professional programs of the School of Pharmacy and the School of Nursing, logically relate to and overlap with the Library's collection supporting biology. The convergence in certain areas of library resources for those programs should be recognized and understood in the collection development process.

**Languages:** English. Some Latin nomenclature sources and, very rarely, an item in a foreign language may be held.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

Botany                      3c

Environmental Biology      3c

Human Biology            3c

Zoology                    3c

    Some minor emphasis on ichthyology

## Chemistry

**Purpose of the collection:** To support the undergraduate teaching in chemistry. The program heavily emphasizes laboratory work, relegating the need for library resources to minimal levels.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

**Subjects and collecting levels:**

Analytical chemistry	3b
Biochemistry (Physiological chemistry)	3b
Chemistry	3b
Inorganic chemistry	3b
Organic chemistry	3b
Physical chemistry	3b
Physical science	3b

## Classics

**Purpose of the collection:** To support the undergraduate teaching of classics with training in both Greek and Latin.

**Treatment of subject:** Historical and critical texts and current scholarship for prose and poetry.

**Date of publication:** Retrospective and current studies

**Subjects and collecting levels:**

Classics      3c

Greek        3c

Latin         3c

## Communication Studies

**Purpose of the collection:** To support undergraduate teaching in the various areas of communication studies.

**Treatment of subject:** Retrospective works and current texts are required.

**Subjects and collecting levels:**

Debate            3c

Argumentation, persuasion

Public Speaking    3c

Rhetorical theory and criticism    3b

## English

**Purpose of the collection:** To support the undergraduate and graduate teaching in English and American literature and world literature, this is within the English department's curriculum. Also, to support the writing/composition and film courses with appropriate library resources. Materials purchased include literary texts in all genres, criticism, literary history, biography, language and linguistics, and bibliography.

**Geographical guidelines:** Emphasis on English literature in the United States and the British Isles. English literature from other areas and world literature in translation are collected to support the curriculum.

**Treatment of subject:** Historical and critical treatments are acquired at the same level as or more intense level than the literatures of specific authors themselves. Emphasis is placed on novels, short stories, drama and poetry. Anthologies are important. A collection of juvenile and adolescent literature is maintained concentrating on major authors and titles which have won Newberry and Caldecott book awards.

**Languages:** English. Some Latin nomenclature sources and, very rarely, an item in a foreign language may be held.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

British Isles literature

Anglo-Saxon (ca. 600-1100) 3b

Middle English (1100-1500) 3b

Chaucer significant and emphasized

Renaissance to Restoration (1500-1660) 3c

Restoration to Romantic Revival (1660-1800) 3b

Language and linguistics 3a

Includes materials supporting the linguistics course and the course on the history of the English language.

U. S. Literature

Colonial and formative period (1606-1820) 3b

1820-1920 3c

1920-present 3c

Includes Lafcadio Hearn special collection (3c F).

Includes material on major authors and women writers and African, Asian, Hispanic, and Native American authors related to curriculum and course development.

Nineteenth century (1800-1900) 3b

Includes John Ruskin and Alfred Lord Tennyson special collections (4)

Twentieth century (1900-present) 3c

Includes John Masefield special collection (4)

World literature 3b

Includes authors in English or English translation, who are studied in the curriculum and/or are considered standard authors for an academic library. Some examples would be Narayan, Gordimer, Tagore, Tolstoy, Kafka.

Writing and composition 3b

Includes materials on rhetoric and composition theory, computers and writing, and the art of writing.

## Geography

**Purpose of the collection:** To support the undergraduate teaching in geography

**Date of publication:** No limitations. Current methodology important for GIS.

**Subjects and collecting levels:**

Cartography 3b

Geographic Information Science 3c

Latin American Studies 3b

Traditional Geography 3c

Human

Physical

## History

**Purpose of the collection:** To support the undergraduate teaching in history, with special concentrations to match the department's interests in folklore and oral history. A broad scope of general and detailed historical literature, including historiography, should be purchased.

**Geographical guidelines:** The traditional emphasis on United States and Europe should be continued; since the beginning of the University's global mission and interest, non-Western materials should be emphasized.

**Date of publication:** No limitations. Acquisition of reprints of historical documents and retrospective monographs is assumed. However, current scholarship will be emphasized.

### Subjects and collecting levels:

History of the United States

To 1877      3c

From 1877    3c

Alabama history, a special subject in SC    4

Alabama Baptist history, a special subject in SC    5

History of Western Europe    3c

Emphasizes England and France

History of Central and Eastern Europe      3c

Emphasizes Germany, Russia, Slavic countries

History of the non-Western world    3c

Emphasizes China, Japan, Asia, and Middle East

Folklore      3b

Folk history

Oral history

## Journalism and Mass Communication

**Purpose of the collection:** To support the undergraduate teaching in the fields of journalism and mass communication.

**Treatment of subject:** Varying perspectives on issues of interest to majors in these areas should be collected.

**Date of publication:** Current materials important, retrospective materials useful.

### Subjects and collecting levels:

Advertising	3c
Instructional mass media	3b
Magazine journalism	3b
Mass media ethics, law, management	3c
Mass media history	3c
Mass media research	3c
Photojournalism	3c
Production/editing	3b
Public affairs reporting	3b
Publication design	3c
Public relations	3c
Radio/television broadcasting	3c
Writing media research	3c

Advertising copywriting as well as newspaper and magazine

## Mathematics and Computer Science

**Purpose of the collection:** To support undergraduate teaching in mathematics and computer science.

**Date of publication:** Current materials published within the last five years are preferred. Little retrospective collection development is anticipated unless classic mathematical treatises are identified as needed in the collection.

### Subjects and collecting levels:

Computer science      3b

Mathematics      3b

Some emphasis on algebra and statistics

## Philosophy

**Purpose of the collection:** To support undergraduate teaching in philosophy.

**Treatment of the subject:** Historical and critical treatments are acquired at the same or more intense level as the works of individual philosophers. The main interest is western philosophy and philosophers with some limited interest in the well-known Eastern philosophies.

### Subjects and collecting levels:

Ethics                    3c

Emphasis on practical ethics and modern ethics.

History of philosophy            3b

Individual philosophers            3b

Philosophy of education of major philosophers is emphasized as it also supports the education curriculum.

Logic, metaphysics, ontology, cosmology    3b

Schools and systems of philosophy    3b

## Physics

**Purpose of the collection:** To support undergraduate teaching in physics.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

**Subjects and collecting levels:**

Astronomy	3c
Atomic theory	3b
Electricity and magnetism	3c
Electronics	3b
General physics	3c
Mechanics	3b
Modern physics	3b
Nuclear physics	3b
Optics	3b
Quantum mechanics	3b
Sound and music	3b
Theoretical mechanics	3b
Thermodynamics	3b

## Political Science

**Purpose of the collection:** To support undergraduate teaching in political science with special concentrations to match the department's interests in public administration and international relations.

**Geographical guidelines:** The traditional emphasis on United States and Europe should be continued; since the beginning of the University's global mission and interest, non-Western materials should be emphasized.

**Date of publication:** No limitations. Acquisition of reprints of historical documents and retrospective monographs is assumed. However, current scholarship will be emphasized.

### Subjects and collecting levels:

American and European government            3c

Foreign relations            3c

Law

Reliance on the Cumberland Law School Library except for significant undergraduate curriculum needs and Alabama legal history of the 19<sup>th</sup> century.

Military history            3a

Political theory            3b

## Psychology

**Purpose of the collection:** To support undergraduate education teaching in psychology.

**Chronological guidelines:** Distinct emphasis on the 20<sup>th</sup> century but no period is excluded.

**Geographical guidelines:** Primary emphasis on the United States, Canada, and Western Europe.

**Treatment of subject:** Treatment is extremely broad and interdisciplinary. Typical psychological literature includes theories, experiments, measurements, statistics, handbooks, bibliographies, and biographies. The discipline has a strong relationship to and sharing of resources with sociology, education, and biology.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

Abnormal psychology	3b
Developmental psychology	3c
Educational psychology	3c
Experimental psychology	3b
History of psychology	3b
Physiological psychology	3b
Psychology	3c
Social psychology	3b

## Religion

**Purpose of the collection:** To support undergraduate teaching in religion and students preparing for a career in the ministry or other church-related fields.

**Treatment of the subject:** Acquisitions supplement and broaden the scope of materials purchased by the School of Divinity. Historical, cultural and critical studies related to all religions are required. Resources to increase the understanding of the practices of ministry and congregational studies are of interest. Of recent emphasis is more fully developing the study of world religions.

### Subjects and collecting levels:

Biblical Languages 3c

Church Architecture 3a

Church history, ministry and missions 3c

Congregational Studies 3b

Ethics 3c

Emphasis on practical ethics and modern ethics. Ethics is interdisciplinary.

Religion 4a

World Religions 3c

## Sociology

**Purpose of the collection:** To support undergraduate study in Sociology.

**Chronological guidelines:** 21st century material is emphasized, but no period is excluded.

**Geographical guidelines:** Primary emphasis is on culture, social relations, social behavior, and society in the United States, but no area is excluded from consideration.

**Treatment of the subject:** Treatment is extremely broad and interdisciplinary. Typical sociological literature includes theories, research projects, case studies, group and locality studies, statistics, handbooks, bibliographies, and biographies. The discipline has a strong relationship to and sharing of resources with psychology, education, history, political science, and geography.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

Community, class, and race sociology      3c

Family, marriage, gender sociology    3c

Social history and reform      3b

Social pathology      3b

Sociology      3c

## World Languages and Cultures

**Purpose of the collection:** To support the undergraduate teaching in the major targeted languages of French, German, Spanish and other languages designated as critical.

**Languages:** English and other world languages

**Subjects and collecting levels:**

French literature      3b

17th century

Emphasis on the classical theater

18th century

Emphasis on major philosophical writings

19th century

Emphasis on the romantic movement in poetry and drama

20th century

Emphasis on the development of the novel and contemporary drama

German literature      3b

Early

Emphasis on major works from the Middle Ages to the Enlightenment

Romantic

Emphasis on Goethe and his contemporaries

19th century

Emphasis on the literary trends of the century

20th century

Emphasis on the literary trends of the century

Spanish literature 3b

Early

Literature of the Middle Ages and Renaissance

16th-17th century

Emphasis on Cervantes and the dramatists of the Golden Age

19th century

Emphasis on the romantic movement in poetry and drama and the regional novel

20th century

Emphasis on the novel, drama, poetry, short story, representing major literary trends of Spain and Spanish America

Latin American literature 3b

Japanese and Russian 3b

Arabic, Chinese, Portuguese, Swahili 3a

**School of Business**

## Business

**Purpose of the collection:** To support undergraduate and graduate teaching and student research in the various areas of the School of Business.

**Chronological guidelines:** Current practices and trends with only limited interest in historical literature.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

**Subjects and collecting levels:**

Accounting 3c

Economics 3c

Management 3c

**Beeson School of Divinity**

## Divinity

**Purpose of the collection:** To support the Master of Divinity, Master of Theological Studies, and the Doctor of Ministry programs of Beeson School of Divinity.

**Language:** English, German, French, Greek, Hebrew, Latin. Emphasis on English source documents and English texts and critical works. German and French theological texts and critical studies are included. Greek and Latin are represented in source documents on early church history as well as Biblical versions. Biblical and related Hebrew texts are collected.

**Chronological guidelines:** None. Extensive collecting is done with historical texts and documents.

**Treatment of the subject:** The practice and study of Christianity and Christian ministry impinges on vast areas of human knowledge and intellect. Theological, Biblical, and pastoral materials along with materials on ancient civilization are heavily used. However, intricate and numerous relationships with other disciplines abound. Christian ethics involves science, medicine, biology, political science, sociology, etc. Church administration relates to business. Pastoral counseling relates to psychology and

### Subjects and collecting levels:

Biblical Hebrew and Greek language	3c
Buddhism, Islam, and other major religions outside of the Judeo-Christian tradition	3b
Christianity and church history	3c
Doctrinal	3c
Hymns and hymnology	3c
Judaism	3b
Pastoral theology	3c
Religion	3c

**Orlean Bullard Beeson School of Education**  
**and**  
**Professional Studies**

## Exercise Science and Sports Medicine

**Purpose of the collection:** To support undergraduate teaching in athletic training, fitness, sports medicine, and nutrition.

**Date of publication:** Largely current materials.

**Subjects and collecting levels:**

Athletic Training	3b
Fitness & Health Promotion	3c
Nutrition and Dietetics	3c
Sports Medicine	3c

## Family Studies

**Purpose of the collection:** To support the teaching of family studies.

**Treatment of the subject:** Current and retrospective materials.

**Subjects and collecting levels:**

Child Life                      3c

Human Development 3c

Marriage/Family

Birth/Death

## **Interior Design**

**Purpose of the collection:** To support the teaching of interior design.

**Treatment of the subject:** Materials with creative ideas, photographs, illustrations are or particular value.

**Subjects and collecting levels:**

Residential and commercial structures and design 3b

## Metro Programs

**Purpose of the collection:** To support the teaching toward the associate degree, certificate programs or the undergraduate degree in the adult degree program.

**Treatment of the subject:** Resources that support the schools and departments will also support Metro programs as they parallel each other.

**Date of publication:**

**Subjects and collecting levels:**

Administration/Community Services	3b
Counseling	3b
Human Resource Development	3b
Liberal Studies	3c

## Teacher Education

**Purpose of the collection:** To support undergraduate and graduate programs in teacher education.

**Chronological guidelines:** Primary emphasis is on education in the 21<sup>st</sup> century although earlier educational research and historical materials may be acquired.

**Treatment of the subject:** The field is highly interdisciplinary. Education literature which is broad in scope includes both state and federal government documents, publications from professional associations and interest groups.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

Administration	3c
Comparative education	3a
Early childhood education	3c
Education philosophy and theory	3b
Educational psychology	3c
Elementary education	3c
Higher Education	3a
History of education	3b
School administration and organization	3c
Second education	3c
Special education	3c

## **School of Performing Arts**

## Music

**Purpose of the collection:** To support undergraduate and graduate teaching in the various areas of Music.

**Geographical guidelines:** Overwhelmingly emphasizes materials on music from Western civilization.

### Subjects and collecting levels:

Music fundamentals and theory      3c

Music appreciation      3b

Music history      3c

Includes the medieval, renaissance, baroque, classical, romantic, and 20th century periods.

Church music      3c

Music and worship – the development of forms of Christian worship and their correlation to sacred music, including such authors' works as Routley, St. Augustine, and Tillich on the role and study of church music.

Hymnology – texts and tunes from Hebrew to the present and their critical interpretation; a collection of 19th and 20th century hymns and gospel music is maintained in Special Collection.

Study and teaching of music      3c

Emphasizes bibliography for music educators and materials reflecting current trends and problems in theory and practice of teaching music.

Music performance      3b

Includes choral issues and techniques, choral conducting, and instrumental conducting.

# Theatre

**Purpose of the collection:** To support undergraduate degrees in various aspects of theatre.

**Geographical guidelines:** Emphasis on theater of the Western civilization.

**Treatment of subject:** Historical and current materials are collected. Technical aspects (lighting, scenery, etc.) of stage and theatre production are acquired.

**Subjects and collecting levels:**

Costume      3b

Dance        3b

Drama        3c

Includes separate plays and anthologies (earliest to modern, all genres) and criticism and interpretation.

Performing arts      3c

Emphasis on acting, show business, directing

Theater      3b

Includes management, stage and accessories, make-up, costumes, history.

**Ida V. Moffett School of Nursing**

## Nursing

**Purpose of the collection:** To support undergraduate and graduate teaching in nursing.

**Treatment of the subject:** Nursing is strongly related to biology and behavioral science material in the collections and is an integral part of the health science (pharmacy, pre-med, etc.) resources of the Library. Materials on women in contemporary society and the care of a diverse clientele are important.

**Date of publication:** Current materials published within the last five years are preferred. However, classic, seminal, theoretical, and historical materials should not be ignored.

### Subjects and collecting levels:

Adolescent health care 3b

Adult health care 3c

Community health care 3b

Computers and health care 3b

Critical care nursing 3b

Family health care 3c

Foundations of nursing 3b

Includes communication techniques, management of clients, nursing care plans.

Geriatric nursing 3c

Maternal/infant health care 3b

Includes critical care of infants

Mental health care 3b

Nursing cardiology 3b

Nursing research 3b

Pediatric nursing 3b

Includes pediatric intensive care.

Perioperative nursing            3b

Professional nursing            3c

Includes issues and theory, nursing management, health planning, nursing ethics, role development, client assessment and evaluation.

Thanatology                    3b

## **Nurse Anesthesia**

**Purpose of the collection:** To support the graduate teaching of nurse anesthesia

**Treatment of the subject:** Relies on other medical resources, but specific text books and supporting literature is needed.

**Date of publication:** Largely collecting current materials.

**Subjects and collecting levels:**

Nurse Anesthesia      3c

**McWhorter School of Pharmacy**

# Pharmacy

**Purpose of the collection:** To support the curriculum programs of the School of Pharmacy, leading to the Doctor of Pharmacy degree.

**Chronological guidelines:** Emphasis on modern 21<sup>st</sup> century pharmacy.

**Treatment of the subject:** Pure pharmaceutical and medical literature comprises the vast majority of the resources.

## **Subjects and collecting levels:**

Clinical pharmacy      3c

Concentrates on therapeutics

Primarily medical literature

Pharmaceutical sciences      3c

Medical chemistry – covers drug synthesis and chemical properties useful for determining stability and compatibility of drugs.

Pharmaceutics – involves the technology of drug development, formulation, and preparation of drug dosage forms.

Biopharmaceutics – studies the bioavailability of drugs, absorption, distribution, metabolism, and excretion.

Pharmacokinetics – deals with the calculation of individualized dosage regimens.

Pharmacology – covers the action of drugs in humans and includes mechanism of action, adverse effects, drug interactions, and indication for use.

Pharmacy administration      3c

Deals with the social and administrative aspects of pharmacy practice. May draw from business, psychology, sociology, and health administration literature.

## **Special Collection Policies**

## **Mission of the Special Collection Unit**

To collect and preserve special materials through providing a secure and protected environment for the conservation and use of the sources.

To provide access and organization of manuscripts and other archival materials.

To promote and support research and teaching programs and scholarship of the University.

To project the image of Samford University as an institution of higher learning.

To serve as the repository for the Samford University archives and for the Alabama Baptist Historical Collection.

## Alabama Collection

The Alabama collection has evolved through gift and purchase until it has become a distinguished collection of Alabamiana in the state. Containing numerous formats of materials, it interacts and overlaps with other collecting interests of SC. The policies governing the Alabama Baptist Collection support and complement the Alabama collecting interests. Repetition of these policies has been avoided. It represents a strong comprehensive level of collecting.

It is an historical collection with an emphasis on resources, documenting social and cultural history. The intent is to acquire and preserve materials that will be used by historians. To meet the needs of the discipline of history as it shifts and changes in its continuous evolution, the collection should be sensitive to state historical resources of both the traditional and vanguard type.

All printed materials relating to Alabama are open for consideration for the collection. However, emphases and selections are required even in a comprehensive level of collecting. The following categories, policies, and guidelines for collecting Alabama published materials have evolved. Normally, one copy of a title maintained in SC; one copy in circulation or reference unless the rarity or ephemeral format renders the maintenance of a copy outside of SC impractical.

### Historical and biographical publications

All biographies of Alabamians or personalities with substantial and significant Alabama connections and all biographical compendiums of Alabamians.

All state, county, city, town, community, or area histories of Alabama.

All historical studies linked to the state or one of its geographic areas.

All historical studies with a chapter on Alabama or significant Alabama material integrated into the text. Analytics are added for cataloged items.

All histories of institutions, groups, or movements in Alabama. Church histories are particularly sought with the Baptist materials collected exhaustively and described in a separate section of the policy.

### Genealogical publications (duplicate copies not maintained in regular collection)

All published genealogical source materials related to Alabama.

Family histories with significant material on Alabama but family histories by an Alabama author without local data not purchased.

## Literary publications

When determining Alabama author qualifications, the standard formulated by the Alabama Library Association, is usually applied. The author must have been born in Alabama or the work being collected must be produced while the author resided in Alabama. Certain other extended circumstances may qualify. If an author spends a lengthy period in Alabama and the state is considered to be an influential factor on him, he should be collected after his tenure in the state and, perhaps, before his arrival because there may be an interest in the whole body of his work. The entire file of very prominent authors who may have only sketchy Alabama ties may be collected because of the high scholarly interest in them.

All 19<sup>th</sup> century literary works by Alabama authors

20th century fiction by Alabama authors selectively collected. All fiction with an Alabama setting and all fiction by an Alabama author who has a regional or national reputation for literature of merit and quality, particularly the type of literature which may be studied in an academic curriculum. Generally, Alabama authors regardless of their reputation who write in popular genres like the horror, mystery, or romance genres will not be collected.

Modern poetry by Alabama poets who have major reputations. Minor Alabama poets are not collected by purchase or gifts.

Modern drama and other modern belles lettres by Alabama authors selectively retained, usually on the basis of author's reputation.

All critical works or bibliographies on Alabama literature.

## Alabama periodicals, serials, and continuations

All state and local historical and genealogical periodicals. Other periodicals with particular emphasis on those reflecting social and cultural history of the state are selectively preserved. Statewide periodicals are preferred to more narrowly based periodicals. For example, usually the collection does not keep the periodicals and newsletters of Alabama businesses. However, the Library does keep several business journals related to the whole state.

Alabama newspapers are evaluated in the context of the cooperative Alabama Newspaper Project. This is a major inventory of the newspapers held and preserved in the state. Though all newspapers, especially 19th century that significantly contributed to the historical themes of the

collection, are evaluated for housing and/or preservation, the major emphasis is on the regular microfilming of newspapers that have contracts with the Special Collection microfilm laboratory.

Alabama state documents are selectively maintained and subject to the irregular distribution of the state. The collection has numerous 19<sup>th</sup> century documents and will continue to add to them through purchase and gift. Only the major state agency series, when obtainable, will be preserved for the 20th century. However, the ADO (Alabama Development Office) has designated Samford a depository for its reports. SC maintains a large and near complete file of this material.

Certain concentrations of subjects and types of Alabama historical materials have evolved through gift and purchase and should be aggressively sought. Both primary and secondary works relating to these categories are highly desirable.

Travel and description

Labor history

Black and anti-black history

Church history

Educational history

American Indian history

Ethnic history

Industrial and business history

History of cultural and social organizations

Reconstruction history

Conversely, certain areas of collecting Alabama have not been undertaken unless they were included in bequests. Confederate imprints and extremely rare Civil War items have not been purchased. Since Mobile, Montgomery, Birmingham, and Huntsville have their own local collections, the narrow government publications and esoteric items of these localities have not been sought.

A fine collection of Alabama maps has developed mainly through gifts, especially the Brantley Collection. The Library will generally not purchase maps, but, will evaluate gifts of Alabama maps to determine their need and suitability for the collection.

Archival materials related to Alabama, especially manuscript collections, are sought through gift and, occasionally, through purchase. Archival materials are selectively added based on their complementing the themes and directions of the collection as it has been developed. Generally, the same detailed subject descriptions offered for published items would be transferable to archival items.

Some major microform record and manuscript series for Alabama have been purchased and updating and expanding these titles should be undertaken. This type of material includes: the censuses of Alabama, the records of the Freedmen's Bureau for Alabama, papers of the Paton Leslie Company, UMI doctoral dissertations related to Alabama history, etc.

## Baptist Collection

1. The Baptist Collection of Special Collection is an exhaustive collection of historical materials on Alabama Baptists, particularly those materials related to the Alabama Baptist State Convention and its churches and people. Collecting in this facet is supported through gifts and budgeted funds needed to maintain a level of exhaustive collecting. A contractual and supportive agreement exists with the Alabama Baptist Historical Commission for servicing the collection.

Though the agreement and network is designed for creating a research center for the history and life of Baptists related to the Alabama Baptist State Convention, the collection aspires to the same exhaustive treatment of non-Convention state Baptists such as the primitives and blacks. The acquisition of the non-Convention material, which is not sponsored by the Commission, is more difficult and, consequently, will be less complete.

Major acquisition policies and categories of state Baptist printed materials include:

Histories of any state Baptist organization, agency, or institution (1 copy SC; 1 copy main).

Histories of Baptist associations in Alabama (1 copy SC; 1 copy main).

Histories of local Baptist churches in Alabama (1 copy SC; 1 copy main). Anniversary and historical ephemera of local churches with scant historical data are held in a Baptist church vertical file.

Printed minutes of the Baptist associations of Alabama (hardcopy and microfilm; filmed by SC lab).

Biographical compendium and individual biographies of Alabama Baptist (1 copy SC; 1 main).

Any Alabama Baptist newspapers (exhaustive microfilm files and hardcopy when obtainable and deemed appropriate. The *Alabama Baptist* filmed annually by SC lab).

Any published work of historical, theological, literary, or cultural significance by Alabama Baptists. Particularly desirable are 19th century imprints. Items of this type include books of sermons, meditations, commentaries, theological arguments, novels, and short stories. The guidance for preserving should be a "significant published work." Articles, offprints, work produced as routine denominational literature not sponsored by Alabama Baptists, and minor ephemera by any Alabama Baptist do not automatically qualify for archival

preservation. Close attention should be paid to the “historical, theological, literary, or cultural” value of an item. For example, obviously, medical literature produced by any Alabama Baptist physician would not be preserved.

Any published work about or related to Alabama Baptist missionaries.

Alabama Baptist periodicals (exhaustively collected in microform and hardcopy; format depends on availability and preservation needs).

Major acquisition policies and categories of state Baptist non-print materials include:

All manuscript records of Baptist churches, associations, conventions, agencies, major boards, etc. The Alabama Baptist Historical Commission sponsors the preservation and microfilming of these materials, generated by the Alabama State Baptist Convention. Such records from other Baptists of the state are also preserved when possible. Most of the preservation of these records is accomplished through their being loaned for microfilming to the SC lab. However, churches and other bodies can place their manuscript records on deposit or as a gift with the SC department. SC accepts and services the records of extinct Baptist churches of Alabama.

The following manuscript Baptist records are regularly sought for preservation, usually being microfilmed:

Children’s Home

Baptist Foundation

Church Training Department

Alabama Women’s Missionary Union

Administrative and Executive Committees of the State Board of the Convention (closed to the public; microfilm copies only held as originals returned; State Board of Missions only can request access).

Selected papers of Alabama Baptist ministers and laity. When deemed historically significant or rare, these papers are preserved in original format and/or by film from SC lab. Often, copies loaned for microfilming will have to suffice if owners wish to keep the originals.

Papers of Alabama Baptists from the nineteenth century and papers from persons from the twentieth century which significantly reflect the historical development of the church are the strongest candidates for retention and preservation. Papers, usually filmed by the Southern Baptist Historical Commission, of Baptists with deep Alabama connections like

Basil Manly and William Carey Crane have been and should be purchased.

Photographs of Baptist churches, leadership, and laity are collected and preserved. The State Convention's file of photographs has been added to the collection.

Oral history interviews of Alabama Baptists. Both tapes and transcripts are preserved as an integral part of the SC oral history collection. The Commission has conducted and sponsored some of these interviews.

Realia from Alabama Baptist churches and activities is selectively preserved. Examples include a communion set, banners, and awards.

The policy on print and non-print materials of Alabama Baptists, as described above, is broad and should be considered exhaustive. However, no depository could gather or preserve every item generated by the Baptists in the state. Evaluations and judgments regarding retention must be made by the professional archivists and librarians.

2. The Baptist Collection of Special Collection is an eclectic and selected gathering of Baptist historical materials that reflect major issues and events in Baptist history and/or that constitute a research resource in Baptist life and heritage. This aspect of the collection depends on gifts, thoroughly evaluated to determine their archival significance to SC and Samford University, and on meager library funds, available for purchasing in this category. The goal is not to have an exhaustive or even comprehensive Baptist collection, but, to have materials that can be meaningfully utilized for research on Baptist history by the University community and other scholars.

All major biographical compendiums of Baptists (1 copy SC; 1 main as needed).

All state histories of Baptists (1 copy SC; a main as needed).

Baptist association histories outside of Alabama. Do not collect by purchase or gift except for special types, evaluated and determined supportive of the collection by professional staff. Because of the high cost of maintaining archival materials, a strong bias toward exclusion, not inclusion, should be operational. A few exemplary histories of out-of-state Baptist associations would qualify for preservation. Histories documenting the life of Baptists before and after tenure in Alabama generally should not be preserved unless the person is a missionary or is an Alabama Baptist pioneer leader of the antebellum period. Histories with milestone interests would be candidates for inclusion. Examples might be the history of the first Baptist association in America or the first black Baptist association (1 copy SC; 1 copy main as needed).

Baptist church histories outside of Alabama. The policy should parallel the association history guidelines described above.

Baptist newspapers outside of Alabama. All Baptist newspapers before 1940 in the South have been purchased on microfilm. A complete file of the *Religious Herald* of Virginia was purchased and is updated. This policy should not be expanded unless funds should be available for increasing and maintaining files that would be of substantial research value at Samford University.

Baptist periodicals and serials outside of Alabama. Various titles, especially some very fine Baptist periodical literature from the 19th century, have been acquired by gift and purchase in hard and microform copy over the years. Funds generally do not permit expansion of additional titles. Gaps in existing files should be filled by gift and, occasionally, by purchase should funding be available.

Printed records of Baptist bodies outside of Alabama. Only the annuals of the Southern Baptist Convention are collected systematically (hard copy when obtainable; film copy from beginning). Though some expansion into holding annual files bordering Alabama may come under strong consideration, no other expansion is foreseen.

Materials on certain Baptist subjects and themes have been gathered in SC over the years with some degree of regularity and intensity. English Baptist history materials are a good example.

The Library owns a 90-reel collection on microfilm of the Baptist Missionary Society Archives, a collection of English Baptist association histories secured from New Orleans Seminary, and various diverse books, periodicals, and pamphlets on the subject. Mission materials, early Southern Baptist theology, and landmarkism are examples of Baptist themes that are reasonably represented. Clearly, there is no funding or desire to develop a comprehensive collection in these areas. They should be viewed as eclectic research materials for the University and they can be extremely useful without being developed into comprehensive collections. Expansion of these existing areas will normally come through gifts, carefully evaluated. Expansion of new Baptist subjects and themes should be avoided unless serious study and reflection warrants.

## **Bible Collection**

The Samford University Library does not aspire to develop or hold a major collection of Bibles. However, mainly through gifts, the Special Collection has assembled an extensive file of various versions of the Bible, some rare Bibles, and a reproduction of the Gutenberg Bible.

The Bible is so central to the life of the Christian community of which Samford University is part that the Library feels that a small but manageable collection ought to be maintained in its Special Collection.

However, not any printing or edition of the Bible qualifies. Additions should clearly be of rarity, of a language not represented, or artistic merit in printing, binding, or manufacture, or of a worthy translation not already held. The Bible collection depends primarily on gifts, but, an occasional purchase may be made.

Secondary monographs and pamphlets related to Gutenberg and his Bible are purchased to complement and enliven the fine reproduction owned.

## **Genealogy Collection**

Because Samford University Library does not have the space or financial resources to develop a major genealogical collection, these types of materials should naturally fit into or support the existing collections, especially the Baptist and the Alabama collection. Representatives of classic genealogical works and some minimal levels of genealogical sources necessary for the instruction, not research, of the participants in the Institute of Genealogical and Historical Research will be acquired and maintained.

This policy of minimal collecting for the training and instruction of genealogists should be applied to acquisitions, received by purchase or gift. This policy represents a departure from previous collecting practices, especially in relation to gifts and continuations. It will necessitate the intense evaluation of genealogical gifts, the need to explain policies to potential donors, and the careful monitoring and some inevitable cancellation of genealogical serials.

Items already preserved in the Special Collection which are outside the definition of this policy may be reviewed over the long term to determine their place in the collection and, certainly, should not be routinely replaced as they wear out.

### **Specific Categories and Guidelines for Collecting**

#### **1. Print Genealogical Materials**

All Alabama genealogical source materials which would include all public record abstracts or texts covering Alabama and any kind of published lists related to Alabama and all Alabama genealogical periodicals. However, Alabama family histories, whether in book or serial format, should contain significant Alabama interests before it is routinely preserved.

Family histories, unless classics or needed for teaching purposes, will not be kept even when acquired by gift.

Genealogical periodicals, unrelated to Alabama, will not be kept or added or continued unless they are stellar examples of the genealogical journal and usually will have a national reputation.

Genealogical source materials, unrelated to Alabama, generally will not be bought nor maintained if acquired as a gift. Sparingly, classics in this area and titles utilized in genealogical education may be acquired. No systematic effort will be made to collect sources of southern states or neighboring areas to Alabama although the latter category of areas tangential to Alabama may be evaluated with some latitude.

Materials related to genealogical education, genealogical bibliographies of wide scope, guides to genealogical research, and indexes of wide scope will be actively sought by gift and purchase.

2. Non-print Genealogical Materials

Acquisition of manuscript, microform, and other non-print genealogical materials should parallel the guidelines for print materials. The idea is obviously to focus comprehensively on Alabama and to develop selectively the genealogical materials outside of the state. Admittedly, manuscript collections do not always come in neat packages. For example, a collection may be ninety percent genealogy charts and ten percent Civil War letters. The Library would welcome this collection. However, genealogical papers, outside of Alabama and without added value, usually should not be acquired by gift or purchase.

## **Irish Historical Collection (Casey Collection)**

Dr. Albert Casey favored the Special Collection with his fine historical and often rare collection of materials on southern Ireland, focused on counties Cork and Kerry. This renowned collection is a significant asset to the Library. However, the Library views it as an assembled research collection and does not intend to develop it systematically. Occasionally, an historical item related to Cork and Kerry may be purchased. No major effort of supplementing or complementing the collection will be undertaken.

## **Literary Authors Collections**

Special Collection has been fortunate to amass major collections on four literary authors and a printing scholar. Exhaustive first edition files, both American and English first issues, of the three authors John Ruskin, Alfred Lord Tennyson, and John Masfield are collected. In addition, a healthy representation of illustrated, finely printed, and unusual editions of the works of these authors is sought. All critical monographs, usually one copy for the SC research collection and one copy for circulation are acquired as funding allows.

The first editions of the Ruskin, Tennyson, and Masfield collections are nearly complete. No manuscripts or associational materials which can command exceptional prices on the antiquarian market are sought. Thus, these collections are maintained at a reasonable cost and provide both prestige and a corpus of research materials for the University.

Lafcadio Hearn is the other literary author collected. However, his material is not as developed and as comprehensive as the other three authors.

A near complete file of the books and pamphlets of Douglas C. McMurtrie, a renowned bibliographer and printing historian, is preserved in Special Collections. Though few exist, the gaps in the collection as well as any current monographs related to McMurtrie should be acquired.

## **Rare Books and Bibliophilistic Miscellany**

Many rarities are housed throughout the Special Collection as well as the rare books set aside in a labeled collection. The foremost policy in maintaining rare books should be their relation to the subject interests of Special Collection. Rare books are usually acquired by gift and only occasionally purchased. Rare books, which are bequests and outside the collecting interests of Special Collection, are often kept for the intrinsic merit of the book and the enhancement of the image and prestige of the University and Library. Items assigned specifically to the Rare Book file should have a significant antiquarian market value and should be evaluated by librarians for their allocation to the Rare Book collection.

Special Collection houses items of an aesthetic and curious nature, including miniature books; fore-edge paintings; finely bound, finely illustrated, exquisitely printed books. It also houses materials that parallel these items such as some books on books and unusual bibliographies. These items may or may not be rare, but, they are important for their novelty or visual delight. They are useful for displays and presentations. They are primarily acquired by gift and evaluated by librarians for preservation in the archival setting. Great care should be taken that only an extremely small portion of premium archival space is devoted to this type of material. It is hard to assign a collecting level to these materials although it should clearly be minimal and it is incumbent on librarians working with Special Collection material to monitor the growth and costs of keeping items that are not an integrated part of the collecting patterns of the Unit.

## Samford University Archives and Collection

Special Collection has been designated the archives of the University. It collects and makes accessible a broad array of materials documenting the history and life of Samford University/Howard College and the people associated with this institution. Though this material is exhaustively collected and preserved, the Library, especially the Special Collection personnel, determine the appropriateness of materials for the University archives. Included in the collection are manuscripts, records, clippings, oral histories, ephemera, theses, realia, and published materials.

Major published works relating to the institution are accessed in the union catalog but unpublished materials and some published items of narrow local interest are controlled with archival finding aids available in the Special Collection area.

The major categories below do not represent the totality of the Samford Collection but attempts to identify only some items that are routinely collected.

### Publications:

*Entre Nous*

*Samford Crimson*

*Seasons* and its predecessors

Catalogs/Bulletins

Alumni directories

All accreditation studies

Commencement programs

Faculty handbooks

Presidents' reports

### Records and Manuscripts:

Trustee minutes (microfilmed regularly)

Matriculation and student records

Financial records

Records of faculty governance and committees

Records of student organization including student government and fraternities/sororities

Major publications (usually book length) of faculty members during their service to the school.

Theses and dissertations of faculty members when obtainable.

Major publications of alumni when the publication fits with other existing collections or when the author or publication is so prominent that the work should obviously be held in a University archival setting.

## **Special Format Materials**

Special Collection is not intended for items of a special format like a media area although its collecting patterns naturally draws in many library items of special format. Occasionally, the Library will assign to Special Collection items that simply cannot be logistically or logically housed in another area. A good example is the series of books with samples of wood.

## **Miscellaneous Collection Policies**

## **Current Interest Books (CIB)**

The CIB collection consists almost exclusively of those titles received on the bestsellers approval plan with Midwest Library Service. They are the fiction and non-fiction titles from the bestsellers list of the *New York Times* and *Publishers Weekly*.

Although some titles are candidates for permanent retention in an academic library collection, the purpose of the subscription to the plan is to provide current interest reading to the university community.

CIB are maintained for a period of two years in a special section of the Library. After twenty-four months all titles should be reviewed by librarians for retention in the permanent collection or withdrawal.

Interest in this type of service has increasingly developed on campus. Some titles will obviously be retained in the regular collection; others will be deaccessioned at the end of twenty-four months. Recent circulation statistics of a title from CIB should be evaluated when a permanent retention decision is made. General reading titles are legitimate additions to the Library's collection if their use justifies it.

## **Operational Policies**

## Withdrawals

No library or repository can indefinitely keep certain types of materials. Information sources need to be removed from collections when they have outgrown their usefulness or when the cost of holding the information is not worth its actual or projected use.

Librarians, usually with the Collection Management Coordinator, must quickly and routinely make decisions on worn-out copies and superseded editions of works. However, the Library affirms the need of the faculty with their special expertise to participate in the deselection process just as they do the selection process.

When major reviews of formats or subject collections of the Library are undertaken, faculty whose discipline is most related will sometimes be consulted.

Identifying materials for withdrawal depends on professional judgment. It is both an art and a science. However, specific tests have proven helpful in the past and should help guide projects in the future.

### Conditions that Constitute Consideration for Withdrawal

1. Poor condition. Condition is one of the most important tests. Conservation of the material is often the answer but it may be too poor to save or preserve. Questions relating to condition that are normally asked:
  - Are the spine and/or boards of a volume tattered/torn?
  - Are the hinges extremely loose or broken?
  - Is there heavy underlining, especially ink?
  - Is the volume so fragile that it may not stand circulation?
2. Newer edition is on the shelf.
3. Multiple copies where one copy will suffice. Multiple copies that professors have used on Reserve are exempt. Also, multiple copies with easily identified bunched circulation patterns should be kept.
4. Material is known to be out-of-date and of no historical importance.
5. Textbooks if newer or better texts on the same subject are on the shelf. However, textbooks, especially those more than five years old, should be highly suspect even if circulation is heavy. The edition may need updating or a subject replacement may need ordering if circulation warrants.

6. A book has not circulated in six years. Use or lack of use has become the number one standard for withdrawal in libraries. A number of factors should be considered regardless of a record of low use.
  - a. Give strong consideration to keeping all university press imprints, imprints of scholarly associations or societies, or scholarly series, regardless of their use record.
  - b. A work cited in an authoritative bibliography or determined significant according to an expert opinion. The practice of writing the authoritative bibliography on the title page of a book which is cited in the bibliography has been done in parts of the collection. Continuing such identification, when possible, is advised.
  - c. Known circumstances in the university curriculum or in the teaching practices of a department that would account for low use.
  - d. Potential demand for the work through interlibrary loan.
  - e. A traditional commitment of the Library to collecting material in the subject field.

## Gifts

Gifts of library materials to the University Library are welcomed and recognized as a significant means of developing library resources at Samford University. Particularly desirable are materials which enhance the strengths of existing collections and which support the instructional or research interests of the University.

All gifts are usually accepted. However, the high cost of library administration, especially the archival storage and processing of materials, necessitates that all gifts of materials be subject to the guidelines outlined below. (The University Librarian or a designate may negotiate special arrangements or contractual agreements regarding rare or exceptional collections or items).

Gifts become the property of the University Library upon their receipt. The Library may add them to the collections or dispose of them at its discretion.

Items added to the collections carry no restrictions on length of retention, housing, access, processing, markings, etc. However, a gift bookplate with a donor's desired inscription is normally affixed to donated published volumes.

Items not added to the collections may be sold, exchanged, shipped to another library, or released in any appropriate manner by the Library. Income from book sales is used to purchase materials for the Library's collections.

The Library and the University will furnish the donor with appropriate acknowledgement of materials donated. All materials transferred to the Library's ownership are considered a legal gift regardless of their retention in the collections.

The Library does not provide appraisals for gifts received. Regulations of the Internal Revenue Service forbid the recipient from engaging in appraisal activity. Occasionally, the Library may furnish information from a standard, public reference source regarding gift items.

A "deed of gift agreement" should be executed with the Library for published or unpublished materials of significant monetary worth. Unpublished items, which are normally under the administration of the Special Collections department, include manuscripts, typescripts, letters, notes, photographs, and tape recordings.

The University Library has been privileged to have many special donors and fine gifts. Library personal will be happy to discuss gift procedures with patrons.

### *Procedures for Handling Complaints against Library Materials*

Samford University Library affirms the Library Bill of Rights, drafted by the American Library Association, and opposes censorship of library materials. However, the library recognizes that legitimate concerns can arise over material in the library's collections and that materials should be consistent with the library's mission and collection development policies.

Foremost in the library's holdings are materials collected to support the University curriculum. There is additionally a broad range of materials that interests the varied patrons that the library serves. Neither the library nor the University necessarily agrees with or advocates the multitude of positions and facts accessible in the library's collection.

Individuals are expected to make discerning use of information in the library just as they must throughout their lives and careers in the information age. Nonetheless, the library understands that a patron can have significant concerns about certain materials and should have a proper way to communicate these concerns and have them addressed.

Patrons with concerns about library materials are asked to follow the procedures outlined below:

1. File a written Statement of Concern with the Director of the Library.
2. The Director will call a committee of three or more library personnel of which two members will be librarians to review the complaint. If possible, the selector of the material in question will be consulted or asked to serve on the committee. The committee will communicate in writing their respective response to the concerns of the patron and the Director will be available for discussion of the issues once the committee has completed their work. A response to the concerned patron should be made within two weeks or as soon as possible after that period if the library must have additional time to respond appropriately.
3. Should the concern not be resolved satisfactorily with the patron, he may submit his complaint to the Learning Resources Committee of the University asking for a review of the issue. The library will consider the University Learning Resources Committee's decision binding and bringing the complaint to closure.

## Statement of Concern about Library Resources

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

1. Resource on which you are commenting

\_\_\_\_\_ Book \_\_\_\_\_ Periodical \_\_\_\_\_ Newspaper \_\_\_\_\_ Media \_\_\_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this title to your attention?

3. Have you read/viewed/heard this item completely or in part?

4. A. Are you aware of the judgment of known critics or scholars regarding this  
item?

B. Have you read any reviews on this item?

5. Please comment on the resource as a whole as well as being specific about those matters that concern you. Feel free to use the back of this form for extra space or attach a sheet.