

THE FRED J. GRAHAM LIBRARY
TRINITY BIBLE COLLEGE
COLLECTION DEVELOPMENT POLICY

13 December 2021

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POLICY

REVISION

I. INTRODUCTION

The purpose of the Fred J. Graham Library Collection Development Policy is to provide guidelines for the acquisition and maintenance of materials at the Graham Library of Trinity Bible College and Graduate School (TBCGS). The planned development of a library collection requires the consistent application of a stated development policy based on the objectives of the College and its curriculum needs. This policy recognizes the fundamental relationship between teaching and research activities and the acquisition and retention of library resources, both print and electronic. Due to rising costs, increases in publishing output, and the demand for information in a wide variety of formats, careful materials selection is crucial to meet the current and future needs of the library and the college.

A. Library Mission Statement. The mission of the library is to provide services and assistance that will: support students in the development of skills necessary for their effective performance in the positive adjustment to the learning environment; and support faculty and staff in the improvement of classroom teaching and other instructional activities.

B. Library Purpose. The library is an essential part of the instructional program as it supports, supplements and continues classroom instruction. In order to make available the materials and services needed to carry out the objectives of the College, the library seeks to:

1. Build a collection that supports the curriculum and provides informational and recreational reading for students and faculty as well as materials for faculty preparation and professional growth.
2. Give reference assistance providing access to the collection, and an orientation/instruction program that aids in the use of the library and encourages the student toward life-long research skills
3. Provide a facility that is conducive to study and research and the equipment necessary for lab assignments.

C. Library Primary Objectives. There are four primary objectives of the Graham Library:

1. Acquire Material – to acquire materials (print and non-print) that will support the curriculum of Trinity Bible College and Graduate School and contribute effectively to the instructional program.

2. Provide Service – to provide appropriate and adequate service to all its users;
3. Maintain Collection – to maintain the collection of material so that it is readily accessible to members of the college community; and
4. Give Instruction – to stimulate, encourage or give instruction in the use of the library’s bibliographic tools so that the user may acquire and develop life-patterns of learning to aid in future study and research. (2021/2022 Library Handbook, 1, 2)

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Graham

D. Description of Library. The Fred J. Graham Library is an academic library on the campus of TBCGS in Ellendale, North Dakota. TBCGS is a small private college with an emphasis on Bible and theology, working to prepare pastors, missionaries, teachers, and lay people for the churches and communities of tomorrow.

The library collects and houses materials and resources to meet the needs of the students and faculty in the various programs of study: Biblical Studies; Business Administration; Elementary and Secondary Education; General Studies; Intercultural Studies; Ministerial Studies; Music; and Physical Education. The library is also responsible for selecting electronic resources, such as journals and websites, which are related to the curriculum of the college.

The Graham Library houses 67,000+ volumes, plus 19,000 archived periodicals volumes, subscribes to 87 online databases (which include over 19,000 e-books), and owns 12,754 e-books which are accessible through the online catalog on the DISCOVERY page. The library’s physical collection is located on the campus of TBCGS, 50 Sixth Avenue South, Ellendale, ND 58436.

E. Description of User Populations and Service Community. The Fred J. Graham Library serves the students, faculty, and staff of TBCGS. The primary user group of the Graham Library is the undergraduate students. Secondary user groups, in order of usage are the graduate students, staff, faculty, alumni, and distance education students.

As a member of the statewide ODIN (regional), Minitex (national), and Christian librarians (international) consortiums, as well as OCLC, a variety of users are serviced via Resource Sharing. Trinity Bible College and Graduate School is a private, Christian college in the Pentecostal tradition that integrates education and service.

The college is controlled and operated by a Board of Trustees and is a legal entity of the General Council of the Assemblies of God denomination. TBCGS is accredited nationally by the Association of Biblical Higher Education (ABHE).

F. History. TBCGS has a rich heritage spanning 73 years and four campus locations. In 1948, Lakewood Park Bible School opened its doors with a mere 18 students enrolled. Soon the enrollment grew and the facilities at Lakewood were no longer large enough. In 1960, with 44 students enrolled, the facility moved to Aberdeen, South Dakota where the name was changed to Hub City Bible Institute. In the fall of 1967, with 197 students, the school relocated once again to the former Trinity Hospital in Jamestown, North Dakota, where the school changed its name again; this time to “Trinity Bible Institute.” Within a few years, the problem of overcrowding was back and President Dr. Roy H. Wead began an intense search for a new campus, as expansion to the facility in Jamestown was not a viable option.

“His visionary genius and political ties enabled him to secure the former branch campus of the University of North Dakota in Ellendale, North Dakota...a \$4 million, 28-acre campus, with six major building – including a 65,000-volume library – for \$1.00!” (Messenger 1988 12-13)

Classes began on the new campus the fall of 1972 with an enrollment of 333 students and continue here today. In 1983, recognizing its accreditation status, the name was changed to Trinity Bible College. In 2016, once more to accommodate the expansion of Trinity’s offerings, the name was changed to Trinity Bible College and Graduate School.

There is no mention of a library or library staff until 1970 when the college moved to Jamestown (1967-1972). From 1970-1971, Blanche Morken is mentioned as the Librarian. At the Ellendale location, Ronald Jorve was the librarian from 1972-1973, Sherenia McEvers from 1973-1974, and Betty Jo Hvistendahl from 1974-1975. In the fall of 1975, Esther Zink came to Trinity and served as the Library Director until 1988. She is responsible for building the foundation for the great Bible and Theology collection we have today. Ruth Haynes served from 1988-1989, Ruby Wesson from 1989-1992, Keith Agee from 1992-1993, Carol Prettyman from 1993-1994, and Kirsten Andersen from 1994 to the spring of 1995. Kirsten was responsible for reclaiming the sub-basement

which had suffered water issues for many years. With the addition of two sump pumps, a dehumidifier and a heater, Stacks 4 became home to the M-Z collection. Phyllis Kuno came in the fall of 1995 and served until the fall of 2007. Diane Olson, former Trinity student and faculty member, served from 2007 until 2013. In the spring of 2013, Phyllis was asked to return as Library Director and continues to serve in this capacity today. As recorded in the *Ellendale 125th History Book – 2007*, the Fred J. Graham Library was constructed in 1930, and was the sixth building to be constructed as part of the North Dakota State Normal and Industrial School, which had been founded in 1898. Prior to the construction of a dedicated library building, the library was a room in Carnegie Hall. In June of 1965, the University of North Dakota took over the campus, upgrading and adding many new facilities to meet the growing need of an increasing student body; the library's holdings also increased considerably during this influx of finances. When Trinity took over the campus in 1972, they brought a mere 3,000 volumes with them from the Jamestown campus, mostly in the areas of Bible and Theology, to add to the 65,000 volumes already in the library (*Messenger – 1972*). Today there are 87,000 volumes of

G. Description of Collections [as of 11.18.21 – Alma Analytics]

1. GROUPS:

Group I: General Collection (circulating)

There are 47,000 volumes in the general collection of the library, which is: (1) balanced across a variety of subject areas – English, Math, Science, History, Art, Languages, etc.; (2) strong in the Bible/Theology areas. While this is the largest collection, there are still many outdated and in poor condition books that need to be weeded.

In 2014, a new sub-collection to the General Collection was added for the graduate program. The Masters Collection has 500+ volumes and is located in the Reference Room. The collection is available to everyone, except during the week a graduate class is on campus, they are the only students allowed to checkout material from this collection.

Group II: Reference Collection (non-circulating)

There are 4,773 volumes in the reference sections, which spans the entire spectrum of the Library of Congress Classification scheme.

Group III: Trinity Archive Collection (non-circulating)

These 2,300 books are a special collection of Assemblies of God published literature, church histories from several denominations, Bible and theology books that are considered classics or authored by classical theologians, and Pentecostal history books. This one collection to which both old and new materials are added is considered a strength of the library by the faculty and administration.

Group IV: Graham Collection (non-circulating)

The Graham Collection is a special collection consisting of 295 North Dakota books. Many of these books were part of the collection donated by Fred J. Graham (for whom the library was named) when the library was built 85 years ago.

Group V: Curriculum Library (circulating)

The Curriculum Library is the third special collection. This section of the library houses 1,850 historical and current curriculum sets and materials for the Teacher Education program. This collection needs to be updated as our most current curriculum sets are over 10 years old.

Group VI: Children's Library (circulating)

The Children's Library is a separate collection for both juvenile fiction (3,166 volumes) and non-fiction books (3,593 volumes). It includes its own reference section. Books in this collection are cataloged according to their proper LC classification rather than under the single PZ7 used for classifying juvenile books within a main collection. Though this collection still houses many of the original first editions of children's books from the last 85 years, many are in poor physical condition. This collection is in the process of being heavily weeded.

Group VII: Rare Book Collection (non-circulating)

The seventh and final book collection is composed of 1,013 Rare books. Ninety percent of these books are over 100 years old. The majority of these books were acquired with the library when Trinity purchased the campus in 1972. Few books are added to this collection. Pending administrative and Library Committee approval, the rare book collection will be going up for sale in the near future.

Group VIII: Audio/Visual Collection (circulating)

This collection includes 424 videos/DVDs, 105 CDs, 541 cassettes, 157 kits, 770 microfiche and microfilm, and 41 other various audio and visual pieces of material. Many of the cassettes, kits and VHS videos have been and are being weeded as these formats are no longer being used and if material is digitized, they can only be used in the Library.

Group IX: Periodical Collection (circulating)

The current periodical collection includes 38 print serial titles with the majority being professional and academic journals, two newspaper Subscriptions (one local [paper], and one regional [electronic]). Past issues of current titles as well as holdings that are no longer current are part of the archived periodical section. There are over 256 titles of archived periodicals consisting of 590 current volumes, and over 19,500 archived volumes, many of which were part of the campus when it was purchased in 1972. This collection has gone through extensive weeding in the past 8 years. Beginning January 2022, just a handful of current paper journals will be subscribed to. The Library, per the wishes of the faculty and library staff, is moving to digital, online journals, as much as is possible.

Group X: Electronic Book Collection (restricted use)

Currently there are 12,754 e-books available which are cataloged in our OPAC. These books are considered restricted use because one must have a Graham Library active account and password to access these items. The Library is in the process of purchasing a collection of 50-60 eBooks through the Christian Libraries Consortium (CLC) group buying. We plan to use our book sales money each year to help add to the collection of eBooks.

FORMATS:

1. Printed materials (including books, periodicals, maps, vertical files, etc.);
2. Electronic resources (including journals, books, maps, images, etc.) available through licensed databases or free on the World Wide Web;
3. Microform collections; and
4. Sound and video recordings and multimedia presentations.

II. COLLECTION DEVELOPMENT

A. Four basic ways that our collection is built:

1. The preferable way is by purchasing material requested by faculty and others. In recent years, this has most often been done through Amazon.com. As the book budget has been quite limited in recent years, the majority of these funds have gone to building the Masters Collections for our graduate students.
2. The majority of our collection development over the past several years has been via gift books, which is the second source for new materials.
3. As a third source, the denominational publishing house for the Assemblies of God, often sends the annual General Council Minutes and Directory and quarterly sends a sample box of Sunday School material.
4. Lastly, the public schools in the area donate the curriculum sets they have received from determining new series, although we have not received any of this material in several years. Efforts will be made to re-establish this line of gift material.

Approximately every 18 months, the Library Director conducts a survey of the students, faculty, and staff of the college to assess their knowledge, usage, and level of satisfaction with the facility, staff, resources, and services. The results are compiled and reviewed. Informal needs assessments of the collection are done on an ongoing basis, as is common in small schools. A formal needs assessment is recommended to be done every three years. Again, due to the size of the school and the budget, this is conducted by the Library Director with input from the Library Committee. A formal needs assessment has not been conducted in at least nine years. The Library Director has plans to make this a priority once the 2015 CBC gift collection is completed. At that time, the library staff will conduct a thorough inventory, including weeding, mending, updating of online information, and shifting the collection to accommodate the additions to our collection.

B. Funding. As an academic institutional library, the budget is determined by the college. As a private college, the budget is impacted greatly by increases and decreases in student enrollment. It is the responsibility of the Library Director to allocate the materials budget to best fulfill the objectives of the library. Since the fall of 2015, when the library received a 30,000-book gift from the closure of one of our sister schools, several avenues of income have resulted from the sale of books we do not add to our collection. After a decision has been made to not add an item to our collection, we make material available to the Trinity community at very student-friendly prices. Books that are more valuable are sold on Amazon.com, and two other companies, Better World Books, who pays us a percentage of the sales from books we send them, and My Empty Shelves, who pays us \$2 for each pre-selected book. These companies provide free shipping and free boxes. As of July 2021, bank records indicate that since February 2018, we have earned nearly \$13,000 from these book sales.

The Library Director is responsible for drafting a budget annually to submit for approval to the Chief Financial Officer. Staffing, maintaining the OPAC, consortium memberships, database related costs, and supplies for processing acquisitions are priorities.

Administrators and faculty are reminded about the cost of library support that is necessary when considering the implementation of new courses or programs of study.

C. Collection Considerations. The primary consideration of collection development activities at the Graham Library is to build and maintain a library collection that supports the needs of the undergraduate and graduate program at Trinity Bible College and Graduate School, as presented in objectives 1 & 3 above. Resource Sharing will typically be the alternative option for materials which do not support the undergraduate program, such as faculty research and study. Although a lesser priority and one that is often fulfilled through gift books, the library also strives to serve the overall college community through the acquisition of cultural, recreational, and general information materials.

The main focus of resources collected are in the areas of Bible and theology. General education and teacher education resources are also collected. Minors/concentrations in children's ministry, youth ministry, adult ministry, music ministry, missions/intercultural studies, church planting, pastoral, pre-seminary, exercise science, counseling, and business also impact resources collected.

Legal, medical, and health resources are generally excluded from acquisition. Material that does not support the mission of the school or the values of evangelical Christianity are usually excluded from the resources collected; exceptions are made if the topic is considered important for the ethics course, as determined by the faculty. Materials and authors that use profanity, sex, and other explicit content are also excluded. General and popular fiction are also not part of the collections.

D. Selection Criteria. The responsibility for selecting materials is shared between the Library Director and the faculty. Requests can be submitted by any of the user groups, however, the majority come from the faculty. Faculty also submit requests from attending conferences, professional journals, and other areas of professional development. Material requests are prioritized and added as the budget allows. See *Library Book/Resource Request Form*.

Across all collections, priority is given to materials that represent the doctrines, standards and values of the parent institution, as well as the history and tradition of the Assemblies of God denomination.

A shift in format from print to electronic resources has taken place since the

migration to new consortium software in July 2020. The new software provides a much better platform for digital collections, and materials in electronic format will be preferred whenever possible. Print materials will be purchased only when not available in electronic format, and purchase of audio-visual materials will be very limited.

Fulfilling academic curricular needs is the first criterion against which all potential items are evaluated. Additional criteria when choosing individual items include:

1. Appropriateness of level of treatment/Presentation and usability (i.e., Is the material accessible to the students? Will it be used for term papers, supplementary reading, etc.?)
2. Strength of present holdings in the same or similar subject areas
3. Cost
4. Format
5. Authoritativeness of the author
6. Reputation of the publisher
7. Timeliness and enduring value of the content
8. Usable index, bibliography and footnotes

Other considerations:

1. Language – primarily English language material; exceptions include foreign language dictionaries and resources used in the teaching of foreign languages offered at the college
2. Hardcopy vs. paperback – selection is based on expected use, lasting value of content, cost differential, and quality of paperback binding
3. Cost vs. use – high cost vs. low demand; would the item be available via Resource Sharing?
4. Lost or stolen material – replace or withdraw within one year
5. Current publications – focus is on current publications rather than retrospective purchases; exceptions include filling in gaps in a not readily available collection
6. Duplicates – purchased only under special circumstances
7. Textbooks – not normally purchased; exceptions include items considered “classics” in their field or when a textbook is the only or best source of information on a particular topic

III. COLLECTION MANAGEMENT

A. In selecting and acquiring materials for the library, the following factors serve as guidelines:

1. Scope. Although the library should make available a representative collection of material in all areas of human knowledge, primary attention is given to supporting the present curriculum of Trinity Bible College. This does not set aside the library's obligation to make available, in limited numbers, materials unrelated to the curriculum, of a general cultural, religious, and recreational nature.

2. Value. In selecting materials, major consideration is given to accuracy and authority, the reputation of the author and publisher, literary and aesthetic standards and importance of the material. Such evaluation is based both on reviews in the professional literature and on the professional judgment of the faculty and librarians.

3. Format. The library may collect and preserve materials in any form which meets the service obligations and operational facilities of the library. This includes such things as print, tape, manuscript, microforms, audio-visuals and computer software.

4. Duplicates. In most instances only one copy of a title is purchased. Exceptions to this include additional copies needed for reserve use in which case the faculty member will consult with the librarians based on class size and reading demand. Exceptions also include heavy demand usage titles.

5. Long-Range Development. One of the dangers of advanced education is the development of narrow special interests at the expense of a strong, balanced collection. The long-range development of the institution with reference to its programs, both actual and potential, must be kept in mind.

6. Limiting Factors. The following categories of material are not acquired, under normal circumstances:

- a. Excessively priced books, especially if reprint or antiquarian.
- b. Textbooks of a general survey nature, published primarily for classroom use, unless the particular title represents an exceptional source of information in its field. (Elementary school textbooks are acquired as gifts from publishers whenever possible for use in the curriculum collection. Titles deemed necessary to the collection which are unavailable on a gift basis, are purchased as funds permit.)
- c. Foreign language materials for which neither faculty nor students have reading skills.

B. Organization and Description. The library's collections are recorded in an OPAC provided by ODIN. This OPAC is part of a statewide consortium that includes academic, public, school, health, law and special libraries across the state of North Dakota. The July 2020 migration to new consortium software resulted in two different products: one for the academic libraries (Alma) and another for the public, school and special libraries (Polaris). All of our holdings are also cataloged in OCLC. All collections are arranged according to the Library of Congress classification scheme. All electronic resources are treated the same as physical collections, being added to the online catalog with a direct link to the resource from the online catalog.

All new acquisitions, whether purchased or gifted, are compiled in a spreadsheet and posted on the library webpage. These new additions lists will be made available for no less than the previous six semesters. Covers of new/gifted books of interest will be posted on the Library Facebook page, also.

C. Duplication and Multiple Copies. At this time, duplication of materials is only allowed for Master Collection titles and only through gifts. As student enrollment rises, duplication of materials may be considered in a few instances: (1) to allow access for circulation via the general collection of non-circulating materials; (2) materials used in current courses with high student use (same book for multiple courses or large freshman classes); and (3) monographs with later editions that have significant changes where the earlier editions are determined to still be of value. In most cases, except for situation #2, a maximum of two copies will be retained in the general collection.

D. Journals. In recent years, there has been a strong shift in academia from paper serials to e-journals. Paper journal use at the Graham Library has decreased significantly over recent years. Spring 2021, a faculty survey was conducted to help determine which serials they felt we needed to continue purchasing. The results of the survey were that we moved from paper journals to e-journals, except in a few cases in which e-journals were not available, yet the faculty felt we needed to keep them. Beginning January 2022, we are moving from 33 paper journals to 8 e-journals. We will still purchase 4 paper journals, plus we receive a few free that we will continue to add to our collection. The majority of periodicals, both paper and online, are purchased through the EBSCO subscription service. Through this change, we realized a \$2,000 decrease in our journal subscription costs.

Since fall of 2013, as print journals we subscribed to became available full-text through our EBSCO databases, we have discontinued our paper subscriptions. We still retain the paper backfiles of those journals.

During 2013/2014 and 2014/2015 school years, the archived journals were weeded extensively. Mr. Darrin Rodgers, Director of the Flower Pentecostal Heritage Center, Springfield, MO, was helpful in making decisions concerning which runs of journals we should or should not keep.

Since 2014, the Library has been subscribing to the ATLA Serials and its related databases. These are quite costly, but have been a great additive to our Bible, theology, and graduate programs. These are available seamlessly through the EBSCO databases and contain both full text and indexes.

The Graham Library relies heavily on electronic resources and online databases purchased in cooperation with the ODIN consortium to provide a broad selection of full-text journals.

E. Storage. Currently all monograph and audio-visual materials are retained in their collections in the stacks.

F. Preservation. The Library Director is responsible for developing best practices for both the preservation and conservation of Trinity Bible College and Graduate School's artifacts as well as the library collection. These practices include: proper handling of material; damaged and worn materials; environmental control; security; and disaster preparedness planning.

In terms of both preservation and conservation, the library strives to comply with recognized professional standards for all collections. In the case of digital materials, the library acknowledges the need for a strategic preservation plan to ensure the physical reliability, continued usability, and intellectual integrity of the files, from any department that produces electronic information. To achieve this the library works collaboratively with the information technology department of the college.

G. Withdrawals. Weeding is an important component of collection development and is an ongoing process. Circulating and non-circulating collections are reviewed and weeded periodically with the assistance of faculty. Some of the criteria used for weeding include:

1. Material in poor physical condition and beyond repair
2. Duplicates of little used monographs
3. Items that have not been used or checked out for over 10 years and do not have historical value
4. Isolated issues, short or incomplete runs of journals, or subscriptions that were cancelled more than five years ago.

IV. COMPLAINTS, CENSORSHIP, AND GOVERNMENT INVESTIGATION

In order to evaluate the criticisms of persons or groups legitimately related to the college who might wish to suggest censoring materials in the college library, and to establish a guideline for the acquisition of materials of a potentially controversial nature, the following shall be the policy of this library:

In an effort to support the obligation of the college to be a forum for the free exchange of ideas in its pursuit of knowledge and truth, the library will make available to students and faculty, books and other materials offering the widest possible variety of viewpoints, regardless of the popularity of these viewpoints or of the popularity or unpopularity of their authors.

In areas where there is honest disagreement concerning the truth or wisdom of particular issues, ideas, or beliefs, the library will try to see that the printed, visual, or recorded points of view of the best spokesmen of all sides of the issue, idea, or belief are represented in its holdings.

Selection of materials for the library will be based on criteria stated in Section II (above) regardless of the controversial manner or language an author may use in dealing with subjects of religion, politics, sex, or social, economic, scientific, or moral issues.

A. Complaints. In handling criticisms of materials or attempts at censorship, the library will request the complainant to fill out and sign the form "Request for Reconsideration of a Book." The signed complaint will then be submitted to the Library Committee for evaluation. A copy of this form is attached as Appendix A.

All complaints will be submitted to the Library Director ([See Request for Reconsideration Form here](#)). Once received the Library Director will pull the material in question, marry with the submitted form, and take to the next Library Committee meeting. All decisions are made by the committee. Once the decision is made a letter of the committee's decision will be sent to the person who submitted the original complaint.

B. Censorship. When questions of censorship arise, and no other policy stated herein is impacted, the following documents are used to explain the library's position:

1. American Library Association's Bill of Rights
2. ALA's Intellectual Freedom – Statement on Challenged Materials

C. Government investigations. The Library Director is responsible for handling all questions concerning patrons or other co-workers. Under no circumstances should questions be handled by staff members. If the Library Director is not available, the person making the request is to be asked to return at a later date, wait for the return of the Library Director, or be directed to the Vice President for Academic Affairs. Once the Library Director is involved it will be her responsibility to contact her supervisor and/or legal counsel in response to the request received. These guidelines follow the ALA's response to the USA Patriot Act (see various statements, articles, etc. at the ALA Patriot Act website).

V. RESPONSIBILITY FOR SELECTION

The library must be responsible for the scope and content of the collections. It can best fulfill this responsibility with the help and consultation of the teaching faculty and from students. It shall be the responsibility of the faculty of each academic division to make recommendations to the library concerning purchases in support of its subject areas and curriculum. However, actual student needs and usage are sharply different from their needs as perceived by their instructors. The selection process must be seen as the responsibility of the library faculty and staff, aided and assisted by the teaching faculty, and not the other way around.

Because the Library Director is in the best position to observe the quality and balance of all subject areas and is ultimately responsible for the overall quality and balance of the total collection, the professional library staff will select and purchase additional materials in all subject areas.

A. Licensed Databases. Librarians must concern themselves with network holdings strengths and weaknesses, agreed-upon network acquisition policies, and protocols on collection building commonly arrived at in network compacts. Common databases and networking mean new selection responsibilities that must be largely incumbent upon librarians.

B. Periodicals. Periodicals are purchased, or accepted as gifts, chiefly for one or more of the following reasons:

1. To keep the library's collection up to date with current thinking in various fields;
2. To provide information not available in books;
3. To keep the faculty informed of developments in their fields;
4. To provide book/material selection aids;
5. To meet the need for recreational reading. Suggestions from faculty and students for new periodical subscriptions will normally be held until summer each year, at which time a general evaluation of all periodical holdings and subscriptions will be made. Additions to the holdings will be made on the basis of the following criteria:
 6. Importance of the recommended title to the college curriculum;
 7. Number of journals currently received in the subject area;

8. Accuracy and objectivity;
9. Accessibility of content through indexes;
10. Cost of the subscription in relation to its use.
11. No periodical subscription shall be dropped without consultation with the Library Committee or Department Head concerned.

Other considerations:

1. Long back-runs of certain periodical titles have been maintained for research purposes especially when indexing services are available. If the periodical is available full text online through licensed databases, it is not necessary to maintain these long back-runs and they may be withdrawn after consulting with appropriate faculty and the Library Committee.
2. Primary Sources such as early copies of the Voice of Healing, Pentecostal Evangel, and many early evangelical publications are maintained for research purposes.
3. Flower Pentecostal Heritage Center, directed by Darrin Rodgers, has been given some extremely valuable duplicate items for A/G headquarter preservation.
4. Historical periodical titles have been maintained especially when dealing with local history, the Dakotas and early Pentecostal History.
5. Periodical Indexes are the most valuable key to periodical usage. For many years prior to 1995, Individual periodical indexes were bound (in house) at the end of each volume annually or when volumes are bound. Specialized cumulative indexes are housed together in Stacks 1 with all the periodical indexes.

VI. ACQUISITIONS PROCEDURES

Orders should ordinarily be submitted on the standard library requisition form (see Appendix B). This form should be filled out as fully as possible, although it is understood that full information will not always be available to those initiating orders. Especially in the case of small publishers and those outside the United States, catalogs or brochures will be helpful supplements to the requisition. They will be returned to the person placing the order if requested. All orders should be counter-signed by a Program Director and/or department Head.

Requisitions are typed on the standard library order cards and then checked against the Card Catalog to avoid unnecessary duplication. Order cards are also reviewed by the Head Cataloger before being sent out.

Priority can be given to genuine "Rush" orders, but this designation should be used sparingly. Books which are not so designated will become a part of the cataloging backlog and will be added to the collection in due time. Titles which are needed for reserve reading assignments should always be requisitioned at least two months in advance and should be accompanied by an appropriate notification of their intended use.

All decisions with regard to the source of purchase will be made by the library. Materials will be ordered from the jobbers or publishers giving the best service and price discounts. Unless otherwise instructed by the Director of the Library, faculty members may not secure approval copies for library purchase, nor instruct the college bookstore to order copies for resale to the library.

VII. COLLECTION MAINTENANCE

A. Evaluation. Periodically, the collection shall be checked against standard bibliographies in different subject areas. The librarian might then confer with the appropriate faculty members on the best way to remedy the weaknesses and conserve the strengths of the collection.

B. Withdrawals. It should be recognized that selective and continuous weeding is as important to maintaining a quality library collection as selective acquisition. Weeding maximizes the use of the library's physical resources and it improves the ease of access which promotes higher levels of use. "Weeding" means removal from the primary stack area as discards, or to a secondary area such as closed stacks. A continual weeding program is in progress.

Below are listed some specific criteria for weeding. Any list such as this calls for caution--to avoid discarding still useful books, and for judgment--to determine whether or not the volume should be replaced.

GENERAL WEEDING CRITERIA

Weeding based upon appearance. Weed:

1. Books of antiquated appearance which might discourage use.
2. Badly bound volumes with soft pulpy paper and/or shoddy binding.
3. Badly printed works, including those with small print, dull or faded print, cramped margins, poor illustrations, paper that is translucent so that the print shows through.
4. Worn-out volumes whose pages are dirty, brittle, or yellow, with missing pages, frayed binding, broken backs, or dingy or dirty covers.
5. Defaced volumes which have been marked up, etc.

Weeding of superfluous or duplicate volumes. Weed:

1. Unneeded duplicate titles.
2. Old editions.
3. Editions in languages other than English when the English version is held by the library. (Except Bibles, theologies, commentaries, and language tools).
4. Highly specialized books when the library holds more extensive or more up-to-date volumes on the same subject.
5. Superfluous books on subjects of little support to the college curriculum.

Weeding based upon poor content. Weed:

1. When information is dated.
2. When book is poorly written.
3. When information is incorrect.
4. When improved editions exist.
5. Earlier titles in repetitious fiction series

Weeding based upon age alone. Frequently this criterion is hedged by exception. Weed:

1. Books over twenty years old.
2. If not in a standard list and over ten years old.
3. Out-of-date books and pamphlets.
4. Early volumes of serials.

Specific classes of books that particularly lend themselves to weeding. Weed:

1. Books that should not have been added to the collection in the first place.

2. History books with inaccurate or unfair interpretations.
3. Grammars that are old.
4. Ordinary school dictionaries.
5. Almanacs and yearbooks that have been superseded.
6. Religion and philosophy: historical and explanatory texts when superseded; Sermons and inspirational literature by unknown preachers and writers especially those of a miscellaneous nature; dated books on the conduct of life; dated popular self-help psychology.
7. Elementary and secondary textbooks.
8. Non-contemporary minor authors.
9. Biographies of obscure people.
10. Student course outlines and correspondence school material.
11. Publications of colleges and universities: newspapers, newsletters, press releases, humor magazines, literature magazines edited by students; files of programs; non-current books of view, alumni publications.
12. Subjects of little interest to the college because of its curriculum.
13. Specific classes of works with specific age for weeding. Weed:
14. All ordinary textbooks after ten years.
15. Medicine, inventions, radio, television, gardening, and business between five and ten years old.
16. Travel books after ten years.
17. Economics, science when the books are more than ten years old.
18. Fiction best sellers of ephemeral value after ten years.
19. Encyclopedias at least every ten years.
20. Almanacs, yearbooks and manuals--get the latest editions and keep older editions at least five, preferably ten years.
21. Dictionaries when up-dated.
22. Biographical sources when up-dated.
23. Directories after five to ten years but get latest edition.
24. Geographic sources when up-dated.
25. Social science, topical material, after ten or fifteen years.
26. Weeding criteria for periodicals and serials. Weed:
27. Periodicals not indexed.
28. Serials that have ceased publication and that have no cumulative Index.
29. Incomplete sets.

Weeding criteria based upon use patterns. The fact that the volumes are not used in a certain number of years is not final proof that they are not needed.

Careful judgment must be exercised when using this criterion. Weed:

1. Books unused for ten years that do not appear in a standard booklist.
2. Books that have never been read since they were added years ago.

SPECIFIC STEPS IN WEEDING

1. Check the physical condition of the book--is it worn out, damaged, dirty, etc. Is there any way to repair the book in-house? If not, can it be professionally bound? Keep in mind the high cost of binding and the physical criteria the book must meet to be successfully rebound. If the book should be maintained in the collection but its physical condition prohibits repair or rebinding, consider replacement (if possible) or removal to closed stacks.
2. Carefully consider if the book basically fits the institutional objectives, curricular offering of the college, or supports faculty research.
3. Is the book the only copy the library holds? If so, and the Librarian has some doubts as to its value, the next step is to consult bibliographies such as Barber's Minister's Library, Gorman's Theological and Religious Reference Materials, Books for College Libraries (published by the American Library Association, 2nd ed., 1975), etc. If still in doubt, the book should be sent to the appropriate faculty member for an opinion.
4. If the library holds more than one copy, a decision must be made--how many copies are needed for present and future use? One copy may satisfy demand.
5. Check to see how many times each copy has been checked out and over how long a time frame. This is a good indication of its present usefulness. The Librarian needs to consider the subject matter, is the material in demand, is the author still relevant and looked for by library users, is he an authority in the area he writes in, etc. The Librarian may need to check bibliographies (such as those listed above) or consult a faculty member here again for an opinion.
6. Books discarded from the collection should have the reason given in the front of the book
7. Discarded books are boxed and sent to Central Indian Bible College in Mobridge, South Dakota or other colleges in need.

C. Inventory. Periodic inventories of the collection will be undertaken to determine which books may be missing from the library. Normally, a period of at least one year will be allowed to transpire before missing books are withdrawn from the library's records. Many titles reported lost are in fact only temporarily misplaced

D. Replacement. The library does not automatically replace all books withdrawn because of loss, damage or wear. The need for replacement is weighed with regard to several factors:

1. The number of duplicate copies;
2. The existence of adequate coverage in an area;
3. Other similar materials in the collection, especially later better material;
4. The demand for the particular title or subject;
5. The value or need of the book.

VIII. LIBRARY COOPERATIVES

The Graham Library participates in two library networks which provide for excellent interlibrary loan service. MINITEX (Minnesota Inter-Library Tele-communications Exchange) links our library to 166 libraries in a 9-state region. At the state level, the library is a net lender of the North Dakota Network for Knowledge System which sends books internationally.

It is not the library's purpose to purchase every item of potential interest to the college family. Interlibrary loan relationships are maintained with other libraries in accordance with the Interlibrary Loan Policy and Code.

At the same time, the library recognizes a reciprocal responsibility:

- A. To lend our material to other libraries;
- B. To purchase, if possible, the works repeatedly requested on interlibrary loan, when these works can be identified.

IX. SPECIAL COLLECTIONS

A. The TBI Archive Collection was developed for the following books:

1. All Assembly of God history and all Gospel Publishing House publications (current and out-of-print).
2. Out of print religious books

3. Religious primary sources (first editions, unpublished manuscripts, pamphlets, etc.).

B. The Rare Collection was developed for the following books:

1. Books 100 years or older by copyright date.
2. Out-of-print books in poor condition.
3. The Graham Collection was developed for books of North and South Dakota history including local history of Ellendale and the College.

C. Permanent Reserve was developed for the following reasons:

1. Offensive material
2. Occult
3. Hypnotism
4. Religious Cults

D. The Curriculum Collection was developed primarily for the teacher education program. This includes:

1. Kits
2. Textbooks
3. Books on "how to teach"
4. Curriculum guides

E. The Juvenile Collection was established to meet State Requirements for certification and is arranged as a model children's library including a separate card catalog.

F. The Audiovisual Software Collection was developed primarily for curriculum support for the college faculty. It may be used by all users. It includes:

1. Cassettes
2. Transparencies
3. Charts
4. Filmstrips
5. Maps
6. Videos
7. Kits
8. Records
9. Films

X. GIFT MATERIAL

The library is frequently offered books and other library materials as donations. This process involves public relations concerns; therefore, it is necessary to have a clearly stated policy on the matter of gifts and donors. The following policy shall be reviewed and revised periodically as necessary:

The library shall have the prerogative to refuse to accept gift materials which do not contribute to the mission and purpose of the library, and to refuse gift materials which the library already has in its possession.

With regard to donations accepted, let it be known to the donor that:

- 1. The library staff will determine the classification, housing, and circulation policies of all gift items as it does with purchased items.*
- 2. The library has the right to dispose of duplicates and unneeded materials as it sees fit.*
- 3. Gifts will be acknowledged by a letter from THE GRAHAM LIBRARY of Trinity Bible College which will state the author, title, copyright date, and number of books and materials donated, but no valuation statement will be made for tax purposes.*
- 4. Donors' names, addresses, and gifts will be kept on a master list for future public relations purposes. This list will be updated annually.*

SPECIAL GIFT COLLECTIONS:

Because of the limitations of space, personnel, and budget, any gift of books and other materials which would require special housing and handling shall be considered by the Library Committee. If the Library Committee feels that the collection would make a substantial addition to the library's holdings, provision will be made for adequate housing and handling of the donation.

XI. POLICY REVISION

This Collection Development Policy shall be reviewed periodically and revised as necessary by the librarians in cooperation with the Library Committee.

*Portions of this policy are taken from the 1995 Collection Development Policy which was originally created by Esther Zink, Library Director, 1975 – 1988;
Portions of this policy were written (August 9, 2010) by former Library Director, Diane Olson, 2007 – 2013;*

The two policies above were combined, updated, and revised (Fall 2021) by Library Director, Phyllis Kuno, 1995 – 2007; 2013 – current, and approved by the 2021/2022 Library Committee.