

# Collection Development Policy for Milligan Libraries

P.H. Welshimer Memorial Library and Emmanuel Christian Seminary at Milligan Library  
Milligan University, Tennessee

**Developed and Adopted by Milligan Libraries Staff on 03.28.2017**

**Approved by Milligan College Faculty Library Committee on 04.05.2017**

**Reviewed with minor revisions by Milligan Libraries Staff on 05.14.2019**

**Milligan University name change and minor edits by Director of Libraries on 06.09.2020**

## **Purpose**

The purpose of this Collection Development Policy is to guide librarians and faculty collaborators in the selection of information resources for Milligan Libraries for the benefit of Milligan University students, faculty, staff, and affiliates in teaching and learning. This Policy also informs the Milligan University community of the criteria used in making collection development decisions.

## **Mission of Milligan University**

As a Christian liberal arts university, Milligan University seeks to honor God by educating men and women to be servant-leaders.

Milligan University defines servant-leadership as a set of dispositions that models, inspires, and advances a shared vision through a commitment to serving others and intentional self-sacrifice rooted in Christian community. Three intertwined spheres form the core values of Milligan's educational and co-curricular experiences: Scholarship, Community, and Faith. The values, knowledge, and skills that reside at the intersection of these three spheres form the effective servant-leader.

## **Institutional Outcomes**

**In Scholarship:** Milligan graduates will demonstrate the ability to acquire, create, and apply knowledge through sound scholarship.

**In Community:** Milligan graduates will demonstrate the skills and attributes needed to assume personal responsibility in society and engage culture within the context of Christian community.

**In Faith:** Milligan graduates will demonstrate a positive, personal Christian faith in Jesus as Lord and Savior with a commitment to follow the teachings of the Christian scriptures in personal, professional, and social ethics.

## **Library Mission and Commitments**

*Milligan Libraries exists to support the educational mission of Milligan University from a user-centric service and information resource access ethos.*

Milligan Libraries supports the aforementioned institutional outcomes by providing high quality and relevant print, audiovisual, and electronic information resources; delivering research consultation and instruction in the location, evaluation, and ethical use of information; and by designing comfortable and flexible spaces for individual and group study, learning, and social interaction.

Milligan Libraries exists as one library in two physical locations. The P.H. Welshimer Memorial Library, named in honor of Restoration Movement leader and the long-time minister Pearl Howard ("P.H.") Welshimer, is located in the heart of the Milligan University campus and houses the

undergraduate and professional graduate print and physical media collection. The Emmanuel Christian Seminary at Milligan Library is located in the west wing of the B.D. Phillips Memorial Building on Emmanuel Hill and houses the primary print and physical media theological collection.

Milligan Libraries pushes beyond the four walls of its physical locations to reach out to Milligan University students, faculty, and staff wherever and whenever they happen to be through a website that focuses on resource discovery and access, remote research consultation (via online chat or email), and self-service library and information resource instruction (via online tutorials).

Milligan Libraries librarians and staff are committed to ongoing professional development to keep abreast of current best practices and emerging trends in academic librarianship, resource and service delivery, and physical and virtual space design.

### **Intellectual Freedom, Copyright, and Open Access**

#### Intellectual Freedom

The Academic Freedom section of the *Milligan University Faculty Handbook* affirms that within the context of the Word of God, revealed in the Christian Scriptures, “authentic education and humanity become[s] available to students only as they are given opportunity to experience every area of truth and reality.” This applies as much to information resources as it does to classroom instruction or student and faculty research. Although not all sources of information are deemed appropriate to support the educational mission of Milligan University, Milligan Libraries generally resists the notion of censorship. It takes seriously its responsibility to make sure its collections represent a diverse and broad spectrum of viewpoints, traditions, and experiences in order to foster breadth of understanding and the development of critical thinking. While Milligan Libraries’ information resources are acquired using the guidelines found in this Policy and based on recommendations from faculty and librarians to support the University curriculum, some materials may contain content that some users may find objectionable. Nevertheless, Milligan Libraries does not proscribe its resources. Generally, no written warnings or content disclaimers appear on any item within the collections. If a user has concerns about the content of a particular resource the process described in the “Challenges” section of this Policy will be followed.

#### Copyright

Information resources that exist in various formats, whether print, audiovisual, electronic, or other medium, constitute intellectual and/or creative property protected by copyright for a period of time until they enter the public domain. Copyright grants certain exclusive rights to content creators or property owners, and prohibits unauthorized use of or reproduction by others, as articulated in [Title 17 of the U.S. Code](#). Milligan Libraries actively instructs its users to respect copyright. That said, [Title 17, Chapter 1, Section 107](#) grants certain limitations on a copyright holder’s exclusive rights, commonly referred to as “fair use.” “[F]air use of a copyrighted work ... for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.” Milligan Libraries cautions users that fair use limitations must be weighed against various potentially infringing factors, as stated in Section 107. [Title 17, Chapter 1, Section 108](#) grants certain limitations on a copyright holder’s exclusive rights related to reproduction of materials within libraries and archives, and [Title 17, Chapter 1, Section 110](#) grants certain limitations on a copyright holder’s exclusive rights related to performances and displays in face-to-face classroom and distance instructional activities.

#### Open Access

Increasingly and whenever feasible, Milligan Libraries will utilize and promote relevant and peer reviewed open access information resources (books, journals, digital repositories, etc.). The internet

makes an open access publishing and distribution model possible. Authors and creators of open access content retain their copyrights but grant users access without cost and free of most copyright restrictions via various use licenses (e.g., a typical open access license requires attribution, though it may additionally prohibit modification, or commercial re-use, etc.). Open access can potentially reduce costs not only for the library but for students when open texts are used in courses. Open access is philosophically congenial to an educational mission, which benefits from the free flow of information with minimal access barriers.

### **Responsibility for Collection Development**

Since most library collection decisions have budgetary implications, the Director of Libraries has the ultimate responsibility for coordinating collection development at Milligan Libraries. As a permanent member on the Milligan University Academic Committee, the Director of Libraries is also directly aware of degree program and curricular developments that may impact collection needs and directions. As an *ex officio* member on the Milligan University Faculty Library Committee, the Director of Libraries is routinely in communication with faculty about collections.

The Director of Libraries takes the lead in collection development at the P.H. Welshimer Memorial Library. The Theological Librarian & Assistant Director of Library Services takes the lead in collection development at the Seminary Library.

The Information Resources Librarian, who is responsible for materials ordering and processing for both Welshimer and Seminary Library locations, is intimately engaged in the collection development process. Other librarians also participate. For example, the Research and Instruction Librarian makes recommendations for the reference collection, or may make recommendations for the lending collection through an analysis of course syllabi. The User Services Librarian may make recommendations for the collection by observing patterns in interlibrary loan requests.

Faculty should regard library collection development as an essential service to Milligan Libraries, functioning as subject specialists from their respective disciplines through ongoing engagement with the professional and/or academic literature. Faculty should submit recommendations via the [Faculty New Book & Media Recommendation Form](#) available on the Milligan Libraries website.

Students and staff are also invited to make recommendations for consideration if they fall within collection scope and selection criteria.

### **Selection Criteria**

With the exception of the preservation functions of archival collections, collections in the Milligan Libraries are intended to support the University's teaching mission and curriculum at the appropriate undergraduate and graduate levels; oriented toward use to assist students in their research and completion of course assignments; to support faculty in course development and some faculty research; and general informational and occasional casual use. Other criteria include:

- Content and value of a work measured as a whole
- Literary or aesthetic merit of a work
- Cultural relevance and currency
- Diversity of viewpoint
- Importance of topic to a particular discipline
- Strength of holdings in subject area (including support for new programs)
- Stone-Campbell Movement perspective (especially Milligan University faculty and notable alumni authors)
- Reputation of author/publisher

- Favorable reviews in professional/academic/library literature
- Listing in subject bibliographies/indexes
- Language (primarily English; but also primary and secondary resources in ancient and modern languages supporting language learning curriculum, and some research)
- Required or recommended readings in course syllabi
- Interlibrary loan requests
- Usage patterns (i.e., circulation, in-library use, usage statistics, faculty requesting, etc. suggest targeting selection by discipline and format [e.g., Humanities or Bible uses books, while Business and the Sciences tend not to, though they do use journals])
- Cost and condition
- Format compatibility

## **Formats**

### **Print Books**

Books, especially print monographs, will remain an essential component of academic library collections for the foreseeable future. That said, Milligan Libraries is embracing a collection strategy that increasingly targets print book acquisitions to disciplines with a deep and ongoing commitment to this format, such as Humanities, History, Language and Literature, Bible and Ministry/Seminary, Fine and Graphic Arts, and some Social Science disciplines (e.g., Psychology and Sociology). In light of the observation that many disciplines at Milligan University rely more heavily on journal articles in their curricular assignments, coupled with the availability of high quality multidisciplinary and subject-specific academic electronic book collections (see eBooks below), it makes little sense to build “just in case” print book collections that will likely go unused. Additionally:

- Only one copy of a title will be purchased. Because of proximity, the intention not to duplicate extends across the Welshimer and Seminary Libraries, with most theological titles to be housed at the Seminary Library. Exceptions include high use reference works and monographs especially applicable to required undergraduate Bible and Ministry courses, and works authored by Milligan University faculty and notable alumni that should also be placed in the archival collection
- Softbound editions will be purchased instead of hardbound whenever possible. Exceptions include high use reference works
- New editions of titles will be purchased where substantial content has been added or updated. Newer editions will normally replace older editions in the collection except where it is important to trace the development of a subject, topic, or thought of a significant author/scholar
- Juvenile books will be purchased that demonstrate age/grade-level concepts for use in teacher education. Caldecott, Newbery, and Geisel Medal Winner and Honor Book children’s literature award titles will be purchased
- Textbooks and practice test books will not be purchased because of limited shelf life. Exceptions include textbooks that are/become seminal works in a given discipline
- Notwithstanding the introductory comments above, a copy of a title already available in ebook format will generally not be duplicated in print. Exceptions include Fine Art and Photography books, and works authored by Milligan University faculty and notable alumni that should also be placed in the archival collection

### **eBooks**

As mentioned above, Milligan Libraries will continue to collect books in print for the foreseeable future. However, access to high quality multidisciplinary and subject-specific academic ebook (electronic book) collections, whether purchased or subscribed, are increasingly able to respond to

general curricular needs for Milligan University. While noting the disciplinary preferences above, the benefits of ebooks should also be appreciated:

- Cost savings over print editions (including long-term storage costs)
- 24/7/365 “just in time” accessibility
- Improved access for off-campus users
- Availability to multiple simultaneous users (facilitating use as course texts)
- Full text searchability and excerpting
- Greater access to resources through demand-driven acquisitions (DDA) and evidence based acquisitions (EBA) models (where actual use drives/justifies purchasing)

#### Periodicals (Journals, Magazines, and Newspapers)

Periodicals include topical and research articles, essays, reviews, news, editorials, etc. targeted to general (popular) or specialized (professional or scholarly) audiences. Scholarly journals, in particular, are an important component of academic library collections as a medium for reporting current research in various disciplines. Unlike most book or media purchases, the purchase of periodical subscriptions represents an ongoing budgetary commitment, with renewals commonly involving annual price increases. As a consequence, requests for new periodical subscriptions must be carefully scrutinized:

- Requests for new journals or magazines typically come from faculty. Beyond disciplinary relevance and reputation, clear curricular use in teaching, course assignments, or research must be demonstrated
- The print version of a periodical will be purchased only if an electronic version is not available
- A periodical under consideration must be indexed in an electronic bibliographic database or discovery platform to which Milligan Libraries subscribes
- A periodical under consideration will not be purchased if it is available full text in an electronic database to which Milligan Libraries subscribes. As long as issue indexing is up to date, full text coverage in an electronic database is deemed “current” even if a publisher has imposed an embargo of up to 24 months
- Frequent requests for articles from a given periodical through interlibrary loan suggests that a subscription should be considered for purchase
- Continuance of a periodical subscription, especially in electronic format, will be subject to ongoing evaluation through analysis of usage statistics
- Print periodical holdings that are reliably duplicated full text in an electronic database (e.g., JSTOR) will be withdrawn from the shelves
- With the exception of filling missing issues in current holdings, Milligan Libraries does not solicit for or ordinarily accept back issue donations of print periodicals from individuals, as this is an unreliable method of collecting and obligates the commitment of limited shelf space
- At one time, Milligan Libraries subscribed to a number of popular print literary, news, church/religion, and lifestyle-type journals and magazines for casual in-library reading. This practice has been phased-out. However, the idea might be reconsidered in the future if user interest/demand justifies and budget allows

#### Audiovisual Materials

Audiovisual technology is constantly changing. Physical media formats included in the Milligan Libraries lending collection is guided by commonly available playback devices. The range of media formats collected in archival collections is broader, though conversion (especially to durable digital formats) is required to make this content available to users. Milligan Libraries subscribes to a

number of academic video streaming services (e.g., Films On Demand). Current business models preclude institutional subscriptions to commercial music and video streaming services such as Netflix or Spotify.

- Audiovisual media purchased for the lending collection include DVDs (though not Blu-Ray) and CDs
- Older media formats (LPs, VHS, audio cassettes, reel-to-reel tapes, slides, microforms, etc.) are not maintained in the lending collection. These formats are accepted and retained in archival collections if content is within scope
- Print musical scores (though not sheet music) will be purchased. Milligan Libraries subscribes to an online database to access full text printable classical sheet music
- Three-dimensional artifacts (educational gaming tools, manipulatives, realia, etc.) will not be collected for the lending collection

### Electronic Resources

Milligan Libraries subscribes to or otherwise accesses a variety of multi-disciplinary and subject-specific electronic resources and databases that provide access to journal articles, ebooks, streaming media, and digital libraries or archives. As with other information resources, electronic resources are selected to support the Milligan University curriculum. Resources are assessed as to relevance, content indexing and coverage (especially, availability of full text), and cost. Electronic resources should be accessible via a commonly available web browser with embedded audio/video playback and viewer capabilities, or readily available reader software (e.g., Adobe Reader for PDFs). Preference is for resources that provide unlimited simultaneous users and authenticate users via IP addresses (both on-campus and off-campus through a proxy server). Milligan Libraries will not subscribe to software or database packages that require loading on individual computers. In addition to direct publisher or vendor purchasing, Milligan Libraries participates in a number of consortium that provide access to electronic resources or support group purchasing for discount pricing. Continuance of any electronic resource subscription will be subject to ongoing evaluation through analysis of usage statistics.

### Special Collections

In addition to printed book lending, reference, juvenile, musical score, and physical audiovisual collections funded from the acquisitions budget, Milligan Libraries also maintains several special collections funded through designated accounts or endowments.

#### Gail Phillips Children's Bible Story Book Collection

Named in honor of the mother of former Professor of English, Dr. Patricia Magness, the Gail Phillips Children's Bible Story Book Collection, is a circulating special collection housed in the P.H. Welshimer Memorial Library, dedicated to collecting and preserving historic and contemporary children's Bible story books. The collection is intended to serve as a resource for parents, teachers, and scholars in the areas of literature, Bible, and the fine arts.

#### Beauford H. Bryant New Testament Seminar Collection

Named in honor of former Emmanuel Christian Seminary New Testament professor, Dr. Beauford H. Bryant, the Beauford H. Bryant New Testament Seminar Collection is a circulating special collection housed in the Seminary Library, dedicated to collecting specialized resources for the study of the New Testament and its backgrounds. This collection contains a large number of primary source materials.

## **Archives**

### **The Holloway Archives at Milligan University**

Founded in 1981, and named in 2016 in honor of Milligan University alumni and longtime Milligan Library and Archives supporters, Clinton J. and Adele Adinolfi Holloway, the Holloway Archives at Milligan University seeks to collect, preserve, and manage materials dealing with the University and its history in support of research, teaching and service. See the Holloway Archives Collection Development Policy [here](#).

### **Helsabeck Archives of the Stone-Campbell Movement**

Established in 1973, and named in 2012 in honor of former Milligan University and Emmanuel Christian Seminary professor Dennis and Eleanor “Cookie” Helsabeck, the Helsabeck Archives of the Stone-Campbell Movement is a research facility for the examination of past and present aspects of the Stone-Campbell tradition. See the Helsabeck Archives Collection Development Policy [here](#).

### **Milligan DigitalRepository (MDR)**

[Milligan DigitalRepository \(MDR\)](#) serves as Milligan University's digital repository intended to capture, distribute, and preserve scholarly work created by faculty, staff, and students at Milligan University and Emmanuel Christian Seminary at Milligan, as well as materials of historical value to the University and Seminary. MDR provides access to digitized materials of the Holloway Archives and Helsabeck Archives. By offering a central location for depositing these materials, MDR makes them available to a wider audience and helps assure long-term preservation. See the MDR Policies page [here](#).

## **Gifts**

Milligan Libraries welcomes gifts of materials that improve the quality of its collections. However, only those items donated that meet the selection criteria described above will be added to holdings. Suitable materials must be in good condition.

Once a Gifts and Donations Agreement Form (Appendix 1 or [here](#)) has been completed, all donated materials (including those items deemed inappropriate for inclusion) become the property of Milligan Libraries at Milligan University. The Director of Libraries (in consultation with the University Archivist if the donation is intended for the archival collections) has the authority to determine the retention, location, and disposition of all gift materials. Donations of materials offered with special qualifications or restrictions are discouraged.

Gifts of materials may be acknowledged by a note in the item catalog record, or by affixing a book plate (under special circumstances). The Office of Institutional Advancement or Business Office will acknowledge the gift in a letter to the donor. Library staff may provide a total count of donated items, but not a title listing. Neither Milligan Libraries, Office of Institutional Advancement, nor Business Office will provide an appraisal of donated materials. Donors must set a fair market value on a gift for which they intend to take a tax deduction.

Materials given to Milligan Libraries but not accepted for inclusion will be disposed of at the discretion of the Director of Libraries. Options for disposal include: offer to faculty or students, sell at a library book sale, sell or trade at a local used book store, ship to a third party bookseller or educational institution, or recycle. Milligan Libraries does not accept materials intended only for disposal.

Gifts of money designated for use by Milligan Libraries (including its Special Collections or Archives) should be directed to the Office of Institutional Advancement.

### **Collection Maintenance and Deselection (“Weeding”) Criteria**

With the possible exception of archival collections, no item in Milligan Libraries is assured permanent retention. This is directly related to Milligan Libraries’ Mission and Selection Criteria stated above, in which information resources are oriented toward use in support of Milligan University’s educational mission. Collections are dynamic, and closely attuned to the shifting programmatic needs of the University. Weeding materials on a regular basis is an important part of maintaining vibrant, relevant, and suitable collections.

The Director of Libraries is ultimately responsible for weeding and repair or replacement decisions, though faculty and other librarians are encouraged to participate in this process. Library materials are considered for removal from collections based on one or more of the following criteria:

- Obsolete contents
- Superseded editions
- Unnecessary duplicates
- Outmoded technology
- Poor physical condition
- Out of scope or lack of relevance to existing curriculum
- Low historical value
- Non-circulation

### **Challenges**

Occasionally, an honest disagreement may occur over the appropriateness of particular information resources in Milligan Libraries. Milligan University students, faculty, and staff are invited to direct questions or express substantive objections to any library staff member or the Director of Libraries concerning items (limited to print books and physical media) placed in the collection. All challenges submitted to library staff members must be reported to the Director who will then contact the challenger to discuss the issue informally. If the issue remains unresolved, the Director will supply the challenger with a copy of the Collection Development Policy and any other relevant documents that explain appropriate educational goals and objectives. Included with this will be a Challenged Materials Form (Appendix 2), which the challenger must complete and return within two (2) weeks to the Director before any further action will be considered. A challenged item will remain on the shelf and accessible pending a final decision.

The incident will be considered closed if the completed Challenged Materials Form is not received. Otherwise, the Director of Libraries will confer with the faculty member or librarian responsible for selection of the item in question (if known), and will then communicate to the challenger the reason(s) for inclusion in the collection, and the action, if any, that will be taken. If the challenger remains unsatisfied, he or she may ask the Director to present an appeal to the Library Committee to render a final decision.

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

This Policy will be reviewed and updated as necessary every two years by the Director of Libraries and Library Staff. Library Committee will approve significant revisions.

*Note: This unified Milligan Libraries Collection Development Policy developed utilizing previous policies of the P.H. Welshimer Memorial Library, the Emmanuel Christian Seminary at Milligan Library, and free adaptations from the policies of several other liberal arts colleges and universities.*



**Appendix 1: Milligan Libraries Gifts & Donations Agreement Form**

As indicated in the *Milligan Libraries Collection Development Policy*, Milligan Libraries welcomes gifts of materials that improve the quality of its collections. Donated materials that meet selection criteria will be added to holdings. All materials must be in good condition.

By signing this form, the donor transfers all right of ownership of materials to Milligan Libraries. Donations of materials offered with special qualifications or restrictions are discouraged. The Director of Libraries (in consultation with the University Archivist if the donation is intended for the archival collections) has the authority to determine the retention, location, and disposition of all donated materials. Options for disposing of materials not entered into collections include: offer to faculty or students, sell at a library book sale, sell or trade at a local used book store, ship to a third party bookseller or educational institution, or recycle. Milligan Libraries does not accept materials intended only for disposal.

Milligan University Office of Institutional Advancement or Business Office will acknowledge the gift in a letter to the donor. If requested, Library staff will provide a volume count of donated items, but not a title listing. Neither Milligan Libraries, Office of Institutional Advancement, nor Business Office will provide an appraisal of donated materials. Donors must set a fair market value on a gift for which they intend to take a tax deduction.

I (Print First and Last Name) \_\_\_\_\_ transfer all right of ownership of these materials to Milligan Libraries.

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Librarian Signature \_\_\_\_\_ Date \_\_\_\_\_

Donation Volume Count \_\_\_\_\_

**Appendix 2: Challenged Materials Form**

As indicated in the “Intellectual Freedom” section of the *Milligan Libraries Collection Development Policy*, Milligan Libraries takes seriously its responsibility to make sure its collections represent a diverse and broad spectrum of viewpoints, traditions, and experiences in order to foster breadth of understanding and the development of critical thinking. We recognize that honest disagreements occasionally occur over the appropriateness of particular information resources in Milligan Libraries. The *Policy* provides a process for Milligan University students, faculty, and staff to raise questions or express substantive objections concerning items (print books and physical media) placed in the collection. Consult the “Intellectual Freedom” and “Challenges” sections of the *Policy* for more information.

**Please complete and return this form to the Director of Libraries within two (2) weeks of this date \_\_\_\_\_ for further consideration of your challenge.**

Print Your First and Last Name \_\_\_\_\_

Milligan University Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Challenged Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

In the space below clearly explain the nature of and reason(s) for your challenge (use back of form if you need more space)