



Lancaster
THEOLOGICAL SEMINARY

SCHAFF LIBRARY

Collection Development Policy

Latest Revision: 28 April 2017

Introduction

Mission

Lancaster Theological Seminary educates and nurtures leaders to join in God's redemptive and liberating work so that all creation may flourish. Schaff Library supports the mission of Lancaster Theological Seminary by encouraging and fostering curiosity, creativity, and scholarship.

Schaff Library envisions itself as a place for:

- Curiosity, where questions are encouraged and seeking answers is supported;
- Creativity, with tools for writers and makers, and spaces for solitary or collaborative study; and
- Scholarship, providing access to the latest theological and biblical research, religious news, and resources for ministry.

The Seminary and the Library

Lancaster Theological Seminary has its roots in the Evangelical and German Reformed churches. It is one of six seminaries of the United Church of Christ. Lancaster Theological Seminary is considered an ecumenical ministry of the UCC and welcomes students from a variety of faith traditions.

From the beginnings of the library collection, the emphasis has been on the acquisition of current and retrospective primary and secondary resources. In 1825-1826 Rev. James Ross Reily was appointed as agent on behalf of the newly opened Seminary, traveling to Europe seeking funds for the Seminary and books for the library. The 397 books purchased and donated were published from the mid-18th through the early 19th centuries primarily in the fields of theology, history, and Bible by the major German writers in those fields and with an emphasis on the Reformed tradition. The first professor of the Seminary, Rev. Lewis Mayer, solicited works in English through the pages of the denominational newspaper. Books added to the collection throughout the remainder of the 19th century came primarily through donations and included works from the 16th through the 19th centuries representing a diversity of theological perspectives. Strengths of the collection included church history, theology (particularly 17th and 18th century Reformed theology), biblical studies, liturgy, and practical theology (particularly 18th and 19th century homiletics and devotional works).

During the 20th century the collection grew through regular purchases as well as donations. A major purchase in 1968 was the library of Rev. Dr. Raymond Albright with strengths in church history, 18th and 19th century Pennsylvania German imprints, and 16th century Reformation pamphlets. With these additions the collection grew in both depth and breadth providing rich primary resources and confessional diversity. During the latter half of the 20th and beginning of the 21st centuries, foundational and historic texts from the world's religions have been added, as well as texts in original languages and English translations of the early Church Fathers and Mothers, major Reformation figures, and major figures in theology, church history, biblical studies, and practical theology.

As of June 30, 2015 the collection numbers 165,575 items including 133,034 books, 24,542 journals, 1,433 media, and 6,566 microforms. The collection is housed on two levels of the Philip Schaff Library building, originally built in 1967-68 and renovated in 1997. The library collection is housed on the main level and lower level. The upper level of the building contains the Advancement offices, the Business offices, IT office, one large classroom, one small seminar room, and the Evangelical and Reformed Historical Society.

Lancaster Theological Seminary is a member of the Southeastern Pennsylvania Theological Library Association, which offers free and open access to current students and faculty of member institutions. We also have a reciprocal borrowing agreement with Franklin and Marshall College. Schaff Library coordinates its collection development with the Evangelical and Reformed Historical Library and the Franklin and Marshall College Library.

Responsibility for Selection

The Seminary Librarian is responsible for the selection of all library materials. Teaching faculty are expected to recommend materials for purchase that are of good quality, serve to support their courses, and develop the entire field of their discipline. When new courses are developed or particularly when new degree programs are launched, it is very important that faculty work closely with the Seminary Librarian to build the collection in these areas. Students, staff, and administrative officers may also submit recommendations for purchase. The Seminary Librarian monitors the growth and balance of the collection overall, assesses the suitability of recommendations in light of collection policy guidelines and cooperative arrangements, and has the final responsibility for the development of the entire collection.

Intellectual Freedom

Within the scope of its mission, Schaff Library at Lancaster Theological Seminary is committed to representing a range of opinions and approaches in its collections. No item will be passed over for purchase or removed from the collection on the sole basis of the unpopularity of its viewpoint. Questions concerning the propriety of specific items will be referred to the Seminary Librarian who may, in turn, seek the advice of the Dean of the Seminary and/or the Diversity and Educational Life Committee.

General Guidelines

Formats

Printed Books – The majority of titles selected for addition to the collection are printed books. Where a choice exists, paperback books are preferred to hardcover as a cost-saving measure.

eBooks – Individual eBook titles may be licensed to support particular needs in the curriculum. A preference is given to the least restrictive licensing terms and Digital Rights Management policies, with an awareness of limitations of use by community and consortia users.

Periodicals – The library maintains subscriptions to a wide range of titles in theological studies and related disciplines. Digital access is the preferred format for periodicals. Print subscriptions are maintained for periodicals for which there is no digital access or the cost of digital access is prohibitive.

eResources – eResources include a variety of journal indexes (ATLA Religion Database), full-text journals (Religion & Philosophy Collection), and collections of full-text works (Oxford Biblical Studies Online). When possible, access is arranged for alumni/ae.

Theses – The library acquires two bound copies of theses written for degree programs at Lancaster Theological Seminary. We also collect and provide access to an electronic copy through our digital archive, with the author’s consent.

Microforms – The library maintains some titles in microform format not otherwise available in print or digital form. Only in specific instances relating to Mercersburg Theology or the German Reformed heritage may the library purchase titles in microform for preservation purchases.

Audiovisual – Within budgetary considerations, the library purchases video programs, spoken word programs, and recorded music when recommended by faculty and students.

Standing Orders – The library maintains standing orders for monographic series that are basic to our collecting interests. These are determined and evaluated in conversation with the faculty on a regular basis.

Languages – The library primarily collects works in English. In general, non-English works may be purchased upon recommendation but are not regularly included in the approval plan.

Gifts – Schaff Library accepts donations of books, periodicals, and other materials appropriate to the collection. The same selection criteria apply to gifts as to items added through purchase. Material gifts to the library are governed by the following stipulations:

- All gifts are final.
- The library reserves the right to dispose of gifts to its best advantage. Such disposition may include: adding to the collection; sale, exchange, or donation to other students, libraries, or vendors; or contribution to a mission agency.
- The library cannot appraise gift material for tax purposes.
- The library will not accept restrictions on usage of the donated material that are contrary to general library policy.

The library also accepts cash donations to be used for the purchase of library material. Donors of monetary gifts may designate the use of those funds for specific purchases in consultation with the Seminary Librarian.

Selection Guidelines

Conspectus Definition

The Research Libraries Group developed a system of collecting levels, known as the RLG Conspectus, intended primarily for the uniform evaluation of collections in research libraries. The use of these collecting levels evolved from a tool for evaluation into a meaningful set of descriptors employed in

library collection policy statements. These levels are used in the Schaff Library policy statements to define the extent of the Library’s collections. The general definitions of these collecting levels are:

0. **Out-of-Scope:** The library does not collect in this area.
1. **Minimal Level:** A subject area in which few selections are made beyond very basic works.
2. **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, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses of independent study in the subject area involved.
3. **Instructional Support Level:** A collection that is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject.
4. **Research Level:** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. 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. Older material is retained for historical research.
5. **Comprehensive Level:** A collection which, so far as is reasonably possible, includes all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a “special collection.” The aim, if not achievement, is exhaustiveness. Older material is retained for historical research.

General Commitment to Instructional Support

The library can be counted on to provide resources that align with this purpose in all areas of the curriculum in support of student learning, faculty teaching/research, and the continuing education of other constituents. They represent what usually can be considered to be the collecting profile of a good seminary library.

Specific Research Level Commitments

- Reformation and works in the Reformed Church tradition
- Mercersburg theology, including primary source documents
- Heidelberg Catechism
- History of the Reformed Church in the United States, Evangelical and Reformed Church, and United Church of Christ

LC Classification	Description	Collecting Level	Collecting Emphasis
A	General Works	1 (minimal)	

B	Philosophy	2 (basic)	Kierkegaard
BC	Logic	0 (out of scope)	
BD	Speculative Philosophy	0 (out of scope)	
BF	Psychology	2 (basic)	Applied psychology; psychology of religion
BH	Aesthetics	0 (out of scope)	
BJ	Ethics	3 (instructional)	Religious ethics; ministerial ethics
BL 1-659	General Religion	3 (instructional)	
BL 660-2790	Specific Religious Traditions	3 (instructional)	
BM	Judaism	2 (basic)	
BP	Islam	2 (basic)	
BQ	Buddhism	2 (basic)	
BR	Christianity	3 (instructional)	Early church; medieval church; world Christianity
BR 280-439	Reformation and Counter-Reformation, 1517-1648	4 (research)	
BS	The Bible	3 (instructional)	
BT	Doctrinal Theology	3 (instructional)	
BV	Practical Theology	3 (instructional)	
BX	Christian Denominations	3 (instructional)	
BX 7451-7493	Evangelical and Reformed Church	4 (research)	
BX 9428	Heidelberg Catechism	4 (research)	
BX 9551-9593	German Reformed Church/Reformed Church in the U.S.	4 (research)	
BX 9884-9886	United Church of Christ	4 (research)	
C	History of Civilization	0 (out of scope)	
D	World History	1 (minimal)	Religious
E	U.S. History	1 (minimal)	Religious
F	U.S. Local History	1 (minimal)	Pennsylvania religious
G	Geography, Anthropology, Recreation	0 (out of scope)	
H-HG	Social Sciences, Economics, Finance	1 (minimal)	Leadership
HM	Sociology	1 (minimal)	
HN	Social History and Conditions	3 (instructional)	
HQ	Family, Marriage, Women	3 (instructional)	
HT	Communities, Class, Race	3 (instructional)	

HV	Social and Public Welfare	3 (instructional)	
J	Political Science	0 (out of scope)	
K	Law	0 (out of scope)	
L	Education	1 (minimal)	
M	Music	2 (basic)	Sacred and church music
N	Fine Arts	3 (instructional)	Religious art and architecture
P-PL	Language and Linguistics	1 (minimal)	Greek, Latin, Hebrew, Aramaic, German
PN-PZ	Literature	1 (minimal)	
Q	Science	0 (out of scope)	
R	Medicine	1 (minimal)	Medical ethics, parish nursing
S	Agriculture	0 (out of scope)	
T	Technology	0 (out of scope)	
U	Military Science	0 (out of scope)	
V	Naval Science	0 (out of scope)	
Z	Bibliography and Library Science	1 (minimal)	

Special Collections

Schaff Library maintains several collections that are designated special. Special status is conferred by virtue of: (1) the relationship of the collection to the German Reformed heritage and tradition; (2) having a unique focus that complements the curriculum of the institution; (3) existing in a special format; or sometimes (4) simply the age of the material.

At present the library has the following named special collections:

- Lancastriana Collection – works related to Lancaster Theological Seminary and/or its history; one copy is kept in the Rare Book Room and, in some cases, an additional circulating copy is available
- Legacy Collection – volumes belonging to the original seminary library by 1827
- Philip Schaff Tercentenary Collection – acquired in 1863; volumes given to the library by Philip Schaff in celebration of the three hundredth anniversary of the Heidelberg Catechism
- Raymond W. Albright Collection – acquired in 1968; includes 18th and 19th century Pennsylvania German imprints, 16th century Reformation pamphlets, and significant works in church history (some rare books, some circulating volumes)
- Ronald R. Lausch Episcopal Studies Collection – acquired in 2012; contains mostly circulating volumes (not rare books)

Most, but not all, items belonging to special collections are housed in the Rare Book Room, a secure space on the main floor of the library. All titles are in the public access catalog, their special nature and location indicated by notes in the bibliographic and/or item records.

Seminary Archives

Complementing the library's general and special collections are the Lancaster Theological Seminary Archives. The goal of the Seminary Archives is to collect, manage, preserve, and make accessible the documents and artifacts of Lancaster Theological Seminary and its senior administrators, faculty, trustees, committees, and student groups. These archives retain unpublished personal papers, correspondence, and manuscripts, along with official records, photographs, and artifacts.

Items are actively sought for the Seminary Archives from retired and current faculty and staff, alumni/ae, and others. Guided by the *Records Management Manual*, non-current records from the various offices of the Seminary are transferred on a scheduled basis to the Seminary Archives.

Schaff Library maintains a Digital Archive on behalf of Lancaster Theological Seminary in partnership with the Mercersburg Society and the Evangelical and Reformed Historical Society. Archival items are digitized and added to the Digital Archive by request, based on available resources.

Deselection Guidelines

Monographs

Duplicate copies – Withdraw unless requested by an instructor for class purposes or in specific cases where the provenance of an item is unique or valuable.

Outdated/superseded material – Withdraw unless in an area collected for research and is not available electronically.

Material in poor physical condition – Withdraw if available from a reciprocal borrowing partner; replace if collected for instructional support or research; keep and conserve if it is part of special collections and collected for research.

Materials that are freely available digitally – Withdraw unless collected for research.

Out of scope - Withdraw

Periodicals

Digital access – Withdraw duplicate print volumes if digital subscription guarantees ongoing access, except in areas collected for research.

Duplication among ERHS and/or F&M – Withdraw if the other library agrees to be the print repository for the title, except in areas collected for research.

Responsibility for Withdrawal

The responsibility for these decisions will rest with the Seminary Librarian with the additional advice and consultation of subject specialists on the faculty. Titles we have that are part of our German Reformed heritage are important for primary, high level research and should not be withdrawn.

Preservation

The care and preservation of the library's collection of print and non-print media is an ongoing task. The library uses the following measures to ensure that the material once selected for inclusion in this primary educational resource will remain available for consultation by future students, faculty, and researchers.

Basic repair – Basic repair such as re-hinging, tipping in loose pages, spine reattachment, and making boxes as well as placing small booklets within Gaylord covers.

Re-binding – Some items, particularly heavily used single copies, will be sent for rebinding at appropriate times.

Conservation – The services of a professional book conservator will be hired to restore individual volumes or sets of high importance and utility when preserving the attributes of the original piece is also desirable.

Reformatting – Preservation photocopying and the use of acid-free folders are other measures in addition to the above, which are available options on a case-by-case basis. Filming or digitization projects may be undertaken for preservation purposes and/or our most unique and vulnerable materials.

Environment – The library attempts as much as possible to protect its collections from the ill effects of temperature and humidity fluctuations.

Implementation and Revision

This policy was implemented in October 2015 and revised in April 2017

This policy shall be reviewed and revised whenever there is a significant change in the Seminary's curricula or it is deemed necessary, at least once every two years.

This policy is due to be reviewed in or before April 2019.