Richmont University Libraries Collection Development

The Richmont Graduate University diversity statement reads: "Richmont is committed to the intentional creation of an environment of belonging that celebrates the uniqueness and diversity of our students, faculty, and staff, with the goal of advancing God's healing, restoration, and transformation in the lives of individuals, families, churches, and communities." The Libraries also serve this diverse community of faculty, staff, students, and public patrons. As stated in our mission: "the Libraries are committed to supporting and furthering Richmont Graduate University's mission by providing access to timely and relevant print and electronic resources and services that meet the needs of the university's curriculum. The Libraries will provide Richmont students and faculty with the resources they need to serve their clients and congregations in a complex and diverse society.

The Libraries will prioritize the collection of electronic books over physical ones due to the limited hours and the increasingly virtual nature of research and education. The primary reason is that electronic resources can be accessed by students and faculty electronically anywhere/any time. This feature is particularly useful for course textbooks, and academic resources useful for completing course assignments and independent study, learning, and research. The eBooks collected by the Libraries are academic in nature. Popular formats such as Bible studies, fiction, and theatricals works will be collected in print formats only.

Assessment:

The librarians will regularly monitor turn-away rates on all titles owned through EBSCO. Turnaway rates are available both on the EBSCO Collection Manager and EBSCO Admin platforms. The Libraries will consider acquiring additional copies of titles with high turn-away figures. The librarians will also examine the holdings of comparable institutions to determine the existence of any gaps in the various collections. Given that Richmont Graduate University is a small institution, it stands to reason that its collections will also be smaller than many other similar institutions. Comparable institutions include:

Schools of Counseling Libraries

    a. Wheaton College
    b. Lee University
    c. Biola University
    d. University of Tennessee, Chattanooga

Ministry School Libraries

    a. Sewanee: The University of the South
    b. Reformed Theological Seminary
    c. Gordon Conwell-Theological Seminary
    d. Asbury Theological Seminary
    e. Lee University

The Libraries also maintain a list of key publishers in the fields of theology, integration, and human behavior and will regularly monitor for new releases. While this list is far from exhaustive, it does provide a starting point for locating valuable titles to add to the collection.

Publishers in Psychology and Human Behavior

a. The American Psychological Association (APA)
b. The American Counseling Association (ACA)
c. The American Association of Christian Counselors (AACC)
d. The Christian Association for Psychological Studies
e. The Guilford Press
f. Taylor and Francis
g. SAGE
h. Oxford University Press
i. Cambridge University Press
j. Routledge
k. MIT Press
l. McGraw Hill
m. Nova Science Publishers
n. Springer Publishing
o. John Wiley and Sons

Publishers in Theology and Biblical Studies

p. Zondervan.
q. Oxford University Press
r. Cambridge University Press
s. The Liturgical Press
t. Abingdon Press
u. Moody Press
v. Paulist Press
w. Baker Books
x. InterVarsity Press
y. Westminster John Knox Press

The Libraries depend on regular input from all members of the Richmont Graduate University community—faculty, staff, counselors, and students—to select resources of the highest quality and utility. Richmont faculty are encouraged to continually monitor their professional literature for appropriate library acquisitions. Requests by students are also welcome and are reviewed accordingly. While the Libraries seek input from the Richmont Community regarding collections decisions, the final decision on purchases is made by the Director of Libraries.

Through EBSCONet, the Libraries subscribe to a limited number of individual periodical titles in theology and the behavioral sciences. Because of the increasing cost of individual periodical subscriptions, these subscriptions are limited. Individual subscribed titles are integrated into GALILEO through the EBSCO Discovery Service.

Scope of Collections:

1. Databases

The Libraries subscribe to a variety of databases that support the learning, research, and scholarship of Richmont Graduate University. Due to the high cost associated with database subscriptions, purchase decisions are based on curriculum need. The Director of Libraries will make the final decision of all subscriptions/purchases. The Libraries have access to approximately 75 EBSCO leased databases through our institutional membership in GALILEO. These databases include an eBook collection and various full text databases on a wide variety of academic subjects. In addition to these resources the Libraries subscribe to individual databases through EBSCO or directly from the publisher. These databases include:

- APA PsycInfo: a comprehensive abstracting and indexing database covering the behavioral and social sciences.
- APA PsycArticles: a full-text database covering hundreds of thousands of articles published in APA and other affiliated journals.
- APA PsycTests: a mixed database of psychological tests, measurements, and evaluation tools for use in clinical settings and in research.
- ATLA Religion + ATLA Serials: a mixed database of both indexed and full-text records covering Christian theology, world religion, pastoral counseling, and Biblical criticism.
- Psychotherapy.net: an online video-streaming platform providing educational material to counselors, psychologists, and students of counseling. The collection includes filmed therapy sessions, training resources, and interviews with leading therapists representing a wide array of situations, clinical settings, treatment modalities, and theoretical orientations.
- Symptom Media: an online video-streaming platform providing ICD-10 and DSM-5-TR guided training videos for counseling students. Compared with Psychotherapy.net, these videos are briefer, and more targeted in providing demonstrations of the clinical presentation of the symptoms of various mental and personality disorders. They are especially useful in showing how client behavior matches up with the diagnostic criteria provided by the DSM-5 and the ICD-10. Symptom Media is also a provider of continuing education for practicing counselors accredited by the ACCME, ANCC, APA, and ASWB ACE.
- Kanopy: an online video-streaming platform designed to serve academic libraries. Kanopy business model is a temporary lease. Kanopy is the least preferred vendor of multimedia content.

2. Datasets

Datasets are collections of data points produced in some type of tabular format. Datasets are constructed by a variety of government and NGO agencies and offered for free or sold. At this time the Libraries will not purchase or subscribe to datasets. Where datasets are connected to our curriculum a purchase will be made.

3. Faculty Publications

The Libraries will purchase or accept, as a gift, faculty publications. The Research and Archives Librarian will make the decision as to the appropriate location of the material.

4. **Atlases/Maps**

The Libraries will not systematically collect atlases and maps unless they add value to teaching, learning, and scholarship.

5. **Audio and Visual Publications**

Streaming media is the preferred format for all future requests for these types of materials. These resources ensure immediate access to our users.

6. **Dissertations**

Doctoral dissertations will be purchased in print format only if the subject matter is relevant to our collections and current curriculum needs. The purchased dissertation will be treated as a print book for inclusion in the collection.

7. **Journals**

The Libraries will subscribe to print journals only when electronic access is not available or is cost-prohibitive. The preferred format for all journals is via online large package subscriptions.

8. **Monographs and Textbooks**

Monographs, either in print or electronically, will be purchased that meet the curricula needs of the university. See additional information on EBSCO and ProQuest eBooks following this section. Course textbooks will be purchased.

9. **Printed music**

The Libraries will not purchase print music.

10. **Reference works**

Currency of publication is the main criteria for purchase of traditional reference materials. Reference resources provide authoritative quick information to users. These types of resources include encyclopedias, indexes, handbooks, statistical sources, guides, and style manuals. Electronic resources are the preferred format. The librarians are responsible for the addition to and removal of older and superseded content.

11. **Reserve materials**

The Richmont Libraries purchase required print textbooks and recommended print resources listed in current course syllabi. These physical copies of required texts are placed in the course reserve section of each campus library, where they are made available to students for use on-site. Professor reserves, marked with PROF RES at the start of the call number, are for professor checkout only. Print textbooks which are not assigned as required reading for a current course at Richmont will not be purchased unless a faculty member specifically requests its addition to the course catalog.

Acquisitions:

The Libraries prioritize the collection of resources supporting the academic missions of the School of Counseling and School of Ministry. In general, the collections priorities are as follows:

- Content relevant to preparation for becoming a licensed professional counselor (LPC) or marriage and family therapist.
- Content relevant to the integration of applied psychology and practical theology.
- Content relevant to the study of psychology, the mind, human development, and human behavior.
- Content relevant to pastoral counseling and practical ministry.
- Content relevant to Christian doctrine, theology, history, Biblical criticism, and comparative religions.
- Popular-level works on human psychology and behavior, as well as workbooks intended for use under the supervision of a licensed professional counselor.
- Popular-level Bible studies, commentaries, and resources related to practical Christian living (Chattanooga [Poindexter] Library only).
- Children's literature and audiovisual materials, including DVDs, audiobooks, chapter books, and picture books (both fiction and non-fiction). (Chattanooga [Poindexter] Library only).
- Popular-level and literary fiction, adult audiovisual materials, and biographies (Chattanooga [Poindexter] Library only).

Material Types:

The Libraries collect resources in the following formats (ordered by priority):

1) Books and monographs in both print and electronic formats.
2) Serials and periodicals in both physical and electronic formats.
3) Audiovisual materials including DVDs and CD-ROMS.
4) Electronic audiobooks.

The Libraries will not collect VHS tapes, video games, cassette tapes, computer programs, or unassigned textbooks.

Type Specific:

Print Books are usually purchased in a paperbound format to save on cost. Exceptions will be made when there is no choice of binding, price difference is minimal, or if the title will be frequently used. Print books will only be purchased in the most recent edition. Standing orders for regularly appearing series may be made at the discretion of the librarians.

In the case of required print textbooks and recommended resources listed in course syllabi the librarians will review the booklists in course syllabi prior to the start of each semester to ensure that both branch libraries have physical copies of all required course textbooks. These physical copies of required texts will be placed in the course reserve section of each campus library, where they will be made available to students for use on-site. Print textbooks which are not assigned as required reading for a current course at Richmont will not be purchased unless a faculty member specifically requests its addition to the course catalog.

Librarians will also review lists of recommended resources in course syllabi and will purchase at least a print copy for the collection of either library location. Factors in deciding which collection will house a recommended title include the budget, the location of the faculty member teaching the course, and the course modality (online, intensive, or traditional). As a rule, the Libraries will only purchase the most recent edition of a recommended resource regardless of the edition listed in the syllabus.

Desk copies of books may be acquired at the request of faculty. Desk copies will be circulated in the same manner as the student course reserve texts.

Electronic books (eBooks) are prioritized in the development of the book collections. Moreover, the demand-driven acquisition (DDA) model the Libraries maintain through EBSCO permits the Libraries to add a wide variety of titles to its catalog, while only paying for the ones used by students.

An eBook will first be acquired as a DDA rather than purchased directly. This ensures that the Libraries only pay for the titles that are used. The Libraries will acquire access to eBooks for only **One User** at a time**.** For textbooks, more copies, including the Unlimited Users and Continual Access (CAM) models, will be considered to ensure equitable access to course materials.

As funds are available the librarians will review the booklists in course syllabi prior to the start of each semester to ensure that Richmont students have access to electronic copies of required course textbooks. This not only increases circulation figures but, in some cases, may spare students the expense of purchasing textbooks. Of course, this is not always possible—very often textbooks are not available for purchase as eBooks.

Recommended resources listed in syllabi may also be purchased as eBooks at the discretion of the Richmont Libraries faculty and staff.

Periodicals / Serials

The Libraries utilize EBSCO Subscription Services for maintaining periodical subscriptions. The Libraries will prioritize the acquisition of high-quality research databases, which include full text access to many titles over individual subscriptions. The Libraries will not subscribe to serials or periodicals that are available in existing subscription databases, even if there is a text delay (up to 15 months). Specific factors that will be used to determine the start of a subscription include cost, demonstrated user need (such as faculty petitions or repeated interlibrary loan requests), and reputation.

Audiovisual Materials

The Libraries have acquired physical copies of movies, television shows, documentaries, audiobooks, and Bible studies in both the CD and DVD formats. Given the nature of streaming media, the Libraries will not add physical audiovisual resources to the collections unless specifically requested by Richmont faculty. In exceptional circumstance the Libraries will consider acquiring audiovisual Bible study material for Richmont Chattanooga public patrons.

Demand-Driven Acquisition Model:

In recent years, most of the acquisitions budget has been allocated to the purchase of electronic books, due to the Libraries' increased reliance upon a demand-driven acquisition model (DDA). This type of

purchase allows the Libraries to display many more books in the catalog, but the book is only purchased if it is used. This allows the Libraries to offer a wider variety of resources to students.

The Libraries provide students with access to EBSCO eBooks via both lease agreements through GALILEO and through individual title purchased through the EBSCO Content Manager. The Libraries acquire EBSCO eBooks through both demand-driven acquisition (DDA) and traditional purchase models.

The Libraries also have access to the ProQuest eBook Central collections of nearly 350,000 eBooks. These books can be accessed through a search of the GALILEO system. These collections cover many academic subject areas. MARC records of these eBooks will not be imported into the library union catalog. The exception to this rule is individually purchased ProQuest titles, which are added to the collection in the same way as eBooks from other vendors. Otherwise, Richmont students may search the ProQuest eBook Central holdings through GALILEO or through the ProQuest site at https://ebookcentral.proquest.com/lib/richmont/home.action
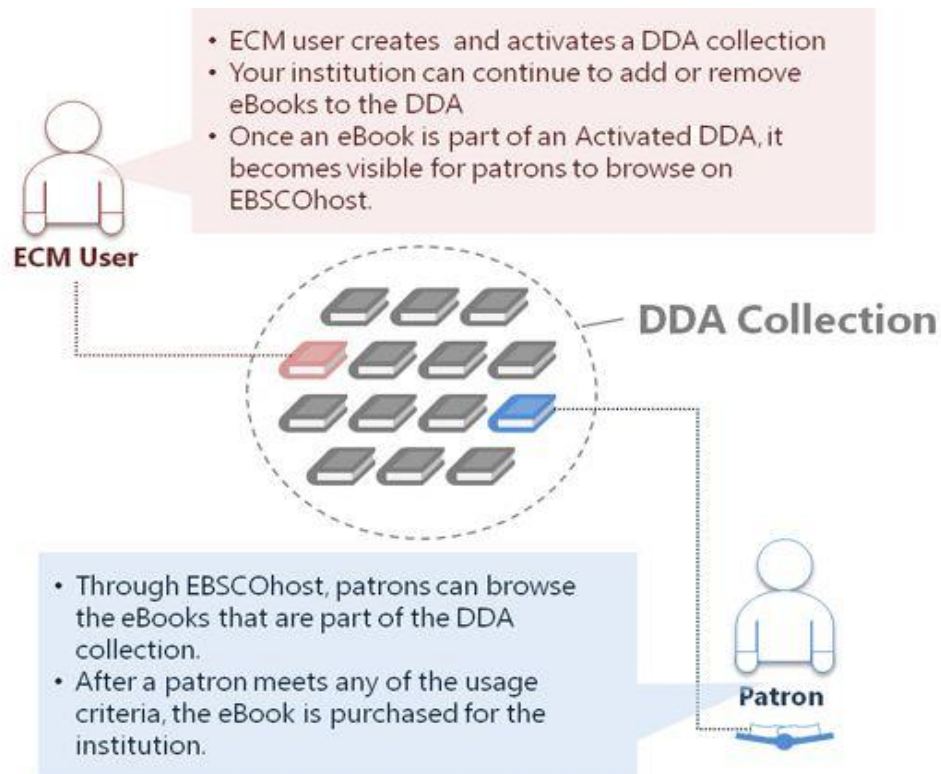
Not all electronic books are available for addition to Richmont's DDA plan. However, if a resource is deemed of interest and is available either as a direct purchase or for addition to Richmont's DDA plan, it is always added to the DDA plan first. That way, the title is only purchased should a member of the Richmont Graduate University community need access. Through the provision of DDA services, the Richmont Graduate University Libraries can offer a much broader array of eBooks and digital resources than if they had to purchase each resource individually through a traditional acquisition model.

The Libraries maintain two DDAs through the EBSCO Content Management Platform: one based on a pre-pay model, the other as pay-as-you-go.

Purchases of titles on the DDA lists are triggered when one or more of EBSCO's "substantial usage" conditions are met. EBSCO defines substantial usage as any one of the following:

1. Browsing the eBook for more than 10 minutes.
2. Turning more than 10 pages in the eBook.
3. Downloading any portion of the eBook.
4. Emailing any portion of the eBook
5. Printing any portion of the eBook.
6. Copying any portion of the eBook.

DDA prices can increase without warning. The Director of Libraries monitors the budgets of both DDAs on a weekly basis to ensure resource allocation is consistent with the Richmont Libraries' acquisition priorities and means.

- ECM user creates and activates a DDA collection
- Your institution can continue to add or remove eBooks to the DDA
- Once an eBook is part of an Activated DDA, it becomes visible for patrons to browse on EBSCOhost.

ECM User

DDA Collection

- Through EBSCOhost, patrons can browse the eBooks that are part of the DDA collection.
- After a patron meets any of the usage criteria, the eBook is purchased for the institution.

Patron

Distance Learning:

The Libraries will collect resources that support all on-line courses. Collecting and providing access to E-resources is essential to the success of our students and faculty.

Duplications:

Duplicate copies of resources will be purchased on an "at need" basis and as funds are available to make the purchase.

Preservation:

The Libraries will make all reasonable effort to prevent deterioration of physical library materials. The Research and Archives Librarian will determine if and when to repair, replace, or discard a physical resource.

Rush Orders:

The librarians will request items to be rush delivered on a case-by-case basis. Rush orders can add significant cost to last-minute requests. Requests should be made thoughtfully.

Serials:

Request for purchase of print serials/journals can be initiated by faculty. The final decision to purchase will be made by the Director of Libraries.

Withdrawals:

Withdrawal, de-selection, or weeding is an essential part of the maintenance of an active and academically useful library collection. The Libraries acknowledge that the process of weeding can appear distressing to some. The Libraries will regularly review the collection to eliminate outdated, inaccurate, worn-out, and seldom-used materials. General withdrawal guidelines include:

a. Outdated or superseded editions.
b. Duplicates of titles in low demand.
c. Damaged or worn-out titles.
d. Certain subject areas, such as human behavior, which demand currency, and for which outdated information is useless or harmful.
e. Materials which are not used. Exceptions may be made for classics, or otherwise valuable titles.

Transparency:

To ensure transparency of purchase, as well as the delivery and orderly processing of library acquisitions, all new additions to the collections of the Libraries will be documented in the electronic resource acquisition log file. The file is a shared document maintained by both the Chattanooga and Atlanta staff and includes a list of titles purchased or acquired by the Libraries, as well as information regarding their subject, author, format, vendor, date purchased, and date received. For the smooth functioning of both library collections the resource acquisition Log will be kept up-to-date with each purchase, as this prevents the purchases of duplicate titles, as well as keeps all library staff apprised of recent acquisitions, and alerts staff to the existence of any undelivered purchases.