

Richmont Graduate University Library Collection Development Policy

The collections of the Richmont Libraries exist to meet the various informational needs of the Richmont Graduate University community, whether these needs pertain to research, coursework, clinical practice, or curiosity. The Richmont Libraries are committed to building a collection that is rigorous, diverse, up-to-date, and that meets the highest standards of current scholarship for all Richmont's programs of study.

Because we cannot anticipate every informational need, the Richmont Libraries work closely with faculty, students, and clinicians to determine collection priorities. However, the Richmont Libraries welcome suggestions and recommendations from all members of the Richmont community and will strive to be responsive to the needs of our community, whatever they may be.

As an academic library, the Richmont Libraries will prioritize the acquisition of academic and professional resources over popular ones. Given its long history of public service, the Richmont Libraries will remain responsive to the needs and wants of public patrons, whether they be area ministers and clinicians, Bible-study leaders, or residents of the Chattanooga area. However, absent a specific request, the Richmont Libraries will prioritize the acquisition of resources which support the curriculum and research of the Richmont Graduate University academic community.

Diversity Statement

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 Richmont Libraries recognize that we serve a diverse community of faculty, staff, students, clinicians, and clients. The Libraries commit to providing Richmont students and faculty with the resources they need to serve their clients and congregations in a complex and diverse society. We will strive to build collections which reflect the full spectrum of human diversity and experience, including diversity of race, gender, ethnicity, culture, religious belief, sexual orientation, and ability. We recognize that the work of building such collections is never finished, but requires library faculty and staff to maintain a posture of openness and humility when selecting resources and determining acquisitions targets.

Format Note

Due to the increased convenience and availability of electronic resources, the increasingly virtual nature of research and education, and in recognition that an increasing number of our students are online, the Richmont Libraries will prioritize the collection of electronic books over physical ones. Unlike physical resources, electronic resources can be accessed by students and faculty electronically at any time from any location with an internet connection. This feature is particularly useful for course textbooks, and academic resources useful for completing course assignments and independent study, learning, and research.

Scope of Current Collections

Databases

The Libraries subscribe to a variety of databases that support the learning, research, and scholarship of Richmond Graduate University. Due to the high cost associated with database subscriptions, purchase decisions are based on curriculum need and current database subscriptions are evaluated on an annual basis, with the Director of Libraries making 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.

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.

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.

Student Theses

The Richmond Libraries will collect and catalog electronic copies of all theses and dissertations submitted by Richmond students in partial fulfillment of their coursework. These theses will be made available for public view in an electronic Richmond institutional repository.

Atlases/Maps

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

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.

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.

Journals

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.

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.

Monographs and Textbooks

Monographs, either print or electronic, 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.

Printed music

The Libraries will not purchase print music scores.

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.

Reserve materials

The Richmond 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. Adjunct faculty must complete the Professor Reserves Checkout Contract, a copy of which is found at the end of this

handbook, prior to receiving reserve materials. Print textbooks which are not assigned as required reading for a current course at Richmond will not be purchased unless a faculty member specifically requests its addition to the course catalog.

Collection Assessment

Richmont Library staff and faculty are responsible for regularly reviewing the quality and currency of its physical and electronic holdings. This process includes, but is not limited to, reviewing syllabi and interlibrary loan data, consulting subject-area bibliographies and catalogs of major reputable publishing houses, perusing book reviews in scholarly publications, checking the collections of comparable institutions,

The librarians will regularly 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

1. Wheaton College
2. Lee University
3. Biola University
4. University of Tennessee, Chattanooga

Ministry School Libraries

1. Sewanee: The University of the South
2. Reformed Theological Seminary
3. Gordon Conwell-Theological Seminary
4. Asbury Theological Seminary
5. 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

1. The American Psychological Association (APA)
2. The American Counseling Association (ACA)

3. The American Association of Christian Counselors (AACC)
4. The Christian Association for Psychological Studies
5. The Guilford Press
6. Taylor and Francis
7. SAGE
8. Oxford University Press
9. Cambridge University Press
10. Routledge
11. MIT Press
12. McGraw Hill
13. Penguin
14. Nova Science Publishers
15. Springer Publishing
16. John Wiley and Sons

Publishers in Theology and Biblical Studies

17. Zondervan
18. Oxford University Press
19. Cambridge University Press
20. The Liturgical Press
21. Abingdon Press
22. Moody Press
23. Paulist Press
24. Baker Books
25. InterVarsity Press

26. Westminster John Knox Press

The Libraries depend on regular input from all members of the Richmond Graduate University community—faculty, staff, counselors, and students—to select resources of the highest quality and utility. Richmond 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 Richmond Community regarding collections decisions, the final decision on purchases is made by the Director of Libraries.

Criteria for Acquisition

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:

- Academic resources relevant to preparation for becoming a licensed professional counselor (LPC) or marriage and family therapist.
- Academic resources relevant to the integration of applied psychology and practical theology.
- Academic resources relevant to the study of psychology, the mind, human development, and human behavior.
- Academic resources relevant to pastoral counseling and practical ministry.
- Academic resources relevant to Christian doctrine, theology, history, Biblical criticism, and comparative religions.
- Treatment planners, homework planners, workbooks, and assessment instruments intended to assist licensed professional counselors in their client work.
- 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).

Material Types Acquired

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.

Format-Specific Acquisition Notes

Print Books are usually purchased in a paperbound format to save on cost. Exceptions will be made when there is no choice of binding, the 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 that are not assigned as required reading for a current course at Richmond will not be purchased unless a faculty member specifically requests their 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 monograph collections. The Libraries provide students with access to EBSCO eBooks via both lease agreements through GALILEO and through individual titles 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 EBSCO Academic Collection and the ProQuest eBook Central collections, together providing access to over 500,000 eBooks. These books may be accessed through the EBSCO Discovery Service (EDS) on the GALILEO platform. These collections cover many academic subject areas. MARC records of leased eBooks will not be imported into the library union catalog. The exception to this rule is EBSCO and ProQuest titles purchased individually, which are added to the collection in the same way as eBooks from other vendors. Otherwise, Richmond students may search the ProQuest eBook Central holdings through GALILEO.

If possible, an eBook will first be acquired through a demand-driven acquisition program (DDA) rather than purchased directly. This ensures that the Libraries pay only for the titles which receive use. The Libraries will acquire access to eBooks for only **One User** at a time, unless there is a good reason to purchase additional copies or unlimited access. 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, library staff will review booklists in course syllabi prior to the start of each semester to ensure that Richmond students have access to electronic copies to 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 Richmond Libraries faculty and staff.

The librarians will regularly monitor turn-away rates on all eBook titles owned through ProQuest and EBSCO. Turnaway rates are available both on the EBSCO Collection Manager, the EBSCO Admin platforms, and the ProQuest LibCentral platform. The Libraries will consider acquiring additional copies of titles with high turn-away figures.

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 Richmond faculty. In exceptional circumstance the Libraries will consider acquiring audiovisual Bible study material for Richmond Chattanooga public patrons.

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 and Weeding

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:

1. Outdated or superseded editions.
2. Duplicates of titles in low demand.
3. Damaged or worn-out titles.
4. Certain subject areas, such as human behavior, which demand currency, and for which outdated information is useless or even harmful.
5. Materials that are not used. Exceptions may be made for titles of historical significance.
6. Formats, genres, and subject areas no longer relevant to the mission of Richmond Graduate University due to a shift in institutional priorities.