

CALIFORNIA GRADUATE SCHOOL OF THEOLOGY



LIBRARY POLICIES AND PROCEDURES MANUAL 2019-2020

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LIBRARY SUMMARY

The library mission statement details the mission and goals of the library, and the statement supports the mission and outcomes of the institution. Library policy handbook exists for both faculty and students. An extensive daily operations manual has been produced for the use by library personnel.

The library is open Monday-Friday, 9:00 a.m.-6:00 p.m. There are no weekend and evening hours, but the facility and collections are accessible on an honor system during those hours if the campus building is open.

The library operates in a facility of around 1000 square feet and with a seating capacity of 10 in reading area. The library is conveniently located right next to the admission and records office. There are 2 computer stations in the main part of the library for student use, and these are mostly dedicated for accessing the internet and the online catalog.

The collection count stands at over 10,000 volumes with 90% of the collection within the subject of Religion. Library materials are classified using the Library of Congress Classification System and Library of Congress Subject Headings. All students, faculty, and staff have access to online libraries at two institutions- KOSIN UNIVERSITY and BAEKSEOK UNIVERSITY through EVANGELIA UNIVERSITY. These sources provide extensive access to digital content appropriate for CGSOT students. The librarian has developed a bibliography of reliable research websites including sites to Reformed theology. Furthermore, a Memorandum of Understanding between EVANGELIA University and CGSOT for RESOURCE SHARING has been established on March 30th, 2017 for the Korean Language databases. CGSOT also has access to English language on-line journal resources thru EBSCOhost, which is made possible by a Resource Sharing contract with Grace Mission University.

The library collections were previously accessible by remote access using Space Amazing 3000, a Korean-developed bibliographic software. Since June 2017, CGSOT has been using the Populi Student Information System which includes the Library Catalog System. The Populi system provides the necessary functionalities of cataloging, circulation, and some reporting features. The statistics gathering techniques are used in the library including in-house usage counts of materials, patron counts and reference transactions. The library information prepared by the librarian updates regularly on the school website. New students are provided a library orientation in each semester.

The institution provides financial support for library services consistently in collection development and personnel help. There is a very close collaboration between the Library and Instructional Technology Director in supporting technology.

The library has a part-time director who holds the required ALA accredited Master of Library Science degree and has many years of experience in the profession. She is also a member of ALA, CLA, and SCATLA. Major professional duties include oversight of reference, collection development, information services, and administration. The Librarian reports to the Academic Dean, but also works closely with the President. A full-time assistant with many years of library experience in POPULI System and student workers are hired seasonally or as per needed for large projects inputting and cataloging books into POPULI System and moving the library collection.

Library Committee consists of Librarian, Academic Dean, Instructional Technology Director, and Library Assistant, and committee meetings are incorporated as a part of regular staff/faculty meetings. With the small size of the faculty, input for collection development and an enhancement of other library services are received from faculty members at the staff meetings or faculty meetings.

Submitted by

Su Chung Chay, Library Director

I. SCHOOL EDUCATIONAL PHILOSOPHY

The quality of the educational experience at CGSOT is fostered by the close human and intellectual relationships between students and faculty, and by the open exchange of ideas. The School is committed to creating a learning community in which people are valued for the breadth of their perspectives and are encouraged in their intellectual pursuits.

The school's instructional programs are designed to challenge students not only to acquire knowledge, but also to develop the skills of critical analysis, careful reasoning, creativity and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives.

Thereby, they come to appreciate the contingency of all knowledge and to realize that education is a life-long process.

CGSOT's special character emerges from its relatively small size and its commitment to effective teaching, high standards of scholarship, ongoing professional development, and to its policy of promoting high academic standards in the faculty, staff, administration and student population.

II. LIBRARY MISSION:

The mission of the CGSOT Library is to support the students, faculty and staff by fostering an environment that provides relevant physical library resources, databases and research assistance in person and virtually. The goal of the library is to facilitate maximum learning potential of the students and to promote educational learning tools for the staff. CGSOT's commitment to upholding diversity, student privacy, accessibility, non-discrimination, and intellectual freedom.

III. LIBRARY OBJECTIVES

The CGSOT Library supports of the overall success of the School by providing services and materials that meet the lifelong learning needs of the students and staff. Specially, the library resources will support the School's educational programs, instruction, research and mission by:

- Providing quality library services such as library presentations and a library tour in orientations, visits from the librarian to classrooms to show students how to best search the catalog and databases, and drop in and appointment research assistance.
- Providing a welcoming and comfortable environment which the students may read, study or have group meetings
- Providing high quality materials, both physically and digitally to support the curriculum of the School. The librarian will order the new text books in each class for the semester to be used on campus by students and there will also be a monthly budget that allocates towards new materials that are requested by students or which are newer or fill a collection gap.
- Engaging in efforts in creating connections with other Universities and Public Libraries to ensure that students, faculty, and staff have access to information in multiple locations.

IV. LIBRARY SERVICES

The CGSOT library houses a representative collection of books, periodicals and journals in the disciplines relevant to the school's course offerings and programs. With the growth of the School, the library's collections are continually being updated

and expanded to meet the needs of new programs and curricula. CGSOT students also have access to the school's online library system on Populi, which can be accessed anywhere and at anytime by students with internet connection. Students are able to use Populi database to search the availability of physical library resources at the CGSOT library.

V. CIRCULATION POLICIES AND GUIDELINES

LIBRARY USE

Use of the library is available to students, faculty and staff members. Family members of faculty and staff, friends of the Library, graduates, and the limited community patrons may also check out materials.

- **STUDENTS:**

A current CGSOT ID card with a valid barcode is required to borrow materials. A student ID card can be obtained from Office of Admissions and Records. Students are not allowed to check out material when school is not in session, but they are welcome to use the library whenever it is open.

- **FACULTY AND STAFF:**

All faculty and staff must have current ID with valid barcodes to check out materials.

- **FRIENDS OF THE LIBRARY:**

Anyone can become a Friends of the Library (FOL) member by paying a membership fee. This entitles Family and Professional members to borrowing privileges.

LIBRARY HOURS

Monday..... 9:00 AM – 8:00 PM
Tuesday..... 9:00 AM – 8:00 PM
Wednesday..... 9:00 AM – 6:00 PM
Thursday..... 9:00 AM – 8:00 PM
Friday..... 9:00 AM – 6:00 PM
Saturday..... Closed
Sunday..... Closed
For Special Hours..... Ask the Librarian
(Any changes in the hours will be posted)

CONTACT INFORMATION

Librarian: Su Chung Chay
Phone: 714-636-1722 ext. 112
Email: library@cgsot.edu

BORROWER'S PRIVILEGES

STUDENTS AND STAFF:

Each patron may borrow a maximum of 10 items, including not more than 3 items in same subject. If the item is not placed on hold, then it may be renewed 3 more weeks.

FACULTY:

Faculty may borrow up to 100 items usually on a semester basis. These items must be returned at the end of each semester, but upon request by returning full time faculty members, materials may be renewed for the following semester. All items borrowed by adjunct faculty must be returned at the end of current semester.

FRIENDS OF THE LIBRARY:

Friends of the Library may borrow a maximum of 3 books for 3 week period. If these items are not placed on hold, they may be renewed.

CIRCULATION RULES

1. Reference materials and Reserved books may not be checked out.
2. All circulating materials including videos may be checked out for a three week period and renewed for one more three week period. Materials may be renewed by phone or by email to library@cgsot.edu.
3. Renewals can be made online or by phone. You may not renew an item if the item is excessively overdue, on hold for another patron, or if you have unpaid fines or charges.
4. Patrons should return items to the library designated place RETURNS.
5. DO NOT TAKE any materials from the library without checking them out. If a patron takes materials from the library without checking out, appropriate disciplinary action will be taken and fines incurred to the patron.

RETURNING MATERIAL

All materials must be returned to the CGSOT Library. Items are not considered returned until they reach their correct destination.

OVERDUE MATERIALS:

CGSOT Library charges fines on overdue material. Notices of overdue materials are communicated to patrons. Patrons are responsible for returning materials on time without being notified. Fines are \$0.25 cents per item per day. Patrons having fines above \$10.00, or overdue items, may not check out any other materials until this matter is resolved. All materials must be turned in, and all library fines must be paid before a student receives a transcript or a diploma.

LOST MATERIALS:

The students, faculty, and staff must pay for lost materials. As soon as borrowers realize that a library item has been lost, they should contact the library and notify the circulation desk. The overdue fine will then be stopped. After a month, if the item cannot be found, it will be considered LOST and you will be charged the replacement cost plus a \$10.00 processing fee.

OVERNIGHT LOANS

Materials checked out overnight must be returned the next day the library is open with the exception that overnight materials borrowed on Friday are due on the following Monday.

HOLDS

Materials may be put on "hold" for 3 days. The library staff will fill out the necessary form. If these items are not checked out within this time, then they may be loaned to other students or be put back on the shelves.

RESERVE MATERIALS

Instructors may place items on RESERVE by filling out the appropriate form. Usually, RESERVE materials must be used in the library; however, the instructor placing the materials on reserve may authorize overnight circulation. At the end of the semester, faculty will be asked if they wish to retain or withdraw materials held on RESERVE.

INTERLIBRARY LOANS

If the item is not available at CGSOT Library, Garden Grove Regional Library which is in same complex will help ILL service.

CATALOG

The material in CGSOT Library are catalogued in computer and can be accessed at the library computer workstations. The library catalog can also be accessed on the web at www.cgsot.edu.

LIBRARY WEBSITE AND ONLINE CATALOG

The CGSOT Library web page can be accessed at the school website www.cgsot.edu. Students will be able to access the database to search for availability of books at the CGSOT Library by logging into (<https://cgsot.populiweb.com/library/catalog/index.php>).

COPYRIGHT POLICIES AND GUIDELINES

Copyright is a constitutionally conceived property right which is designed to promote the creation and dissemination of original works of authorship. That purpose is implemented by giving a copyright owner certain exclusive rights with respect to the owner's work, subject to certain limitations, in the mutual interest of the author, the owner, and the public. These rights include exclusive rights of reproduction, preparation of derivative works, distribution, and performance.

The staff at CGSOT Library strongly believes that these rights are vital in maintaining a free flow of ideas in our society. For this reason, the library wishes to encourage the appropriate use of such material within the spirit and the letter of the United States Copyright Law and recent Legislative Acts.

VI. GENERAL POLICIES AND GUIDELINES

PATRONAGE

The CGSOT Library serves students, faculty, staff, graduates, and community patrons. Students, faculty, staff, and graduates are not charged a fee to use the library. Community patrons may use any library resources in house for no charge, but are charged an annual fee of \$20.00 to check out materials.

GENERAL LIBRARY POLICIES

1. No food or drink except bottled water in the library.
2. Patrons are expected to be as quiet as possible to maintain an atmosphere conducive to study.
3. Cell phones should be turned off or placed on vibrate. Cell phone conversations should take place outside of the building.
4. The library telephone is a business line and is not available for patron use.
5. Only library staff is permitted in the library office.
6. DO NOT SHELVE BOOKS. The library staff will shelve books and count them for statistical purposes.
7. Any patron exhibiting improper behavior, including during computer usage, will be asked to leave the library.
8. The library director reserves the right to refuse use of the library to any patron who does not follow library policies.

SCHOOL POLICY ON LIBRARY MATERIAL

1. The School is required to protect the assets that are under its control and to ensure their availability to meet the School's objectives.
2. Library materials are assets that are under the School's control.
3. Library materials are assets that could be wrongfully used, lost or stolen.
4. Library materials are purchased so that they may be used by library patrons in their learning, teaching and research activities that are part of the School's mission.
5. Library patrons are responsible for the materials that they borrow.
6. Loss of library materials borrowed by library patrons makes them unavailable for use by other library patrons. To continue to make them available may require that they be replaced. The nature of some of these items may make them extraordinarily expensive to replace.
7. A reasonable means for providing for replacement of borrowed materials lost by library patrons is to charge them for the costs associated with replacing those materials.
8. Charges to recover the costs of replacing library materials are a widely used practice in libraries.

GIFT BOOK POLICY

The CGSOT Library accepts donations of books and other materials that support the research and teaching mission of the School. Especially welcome are items that will have significant importance to the library's collections based on their subject matter and content. Due to the high cost of processing donations, the Library reserves the right to decline gift offers at its sole discretion.

In general, the Library considers the following to be not acceptable as gifts:

- Gifts to which the donor has attached conditions or restrictions, such as retention, housing, classification, and use.
- Materials which duplicate existing library resources
- Periodicals
- Subscriptions
- Mass media paperbacks
- Photocopied materials or copies of original audio/video productions
- Damaged and/or brittle materials
- Materials that may be affected by mildew or mold
- Materials heavily marked by pen or pencil
- Materials discarded by other libraries

WEEDING POLICY

Weeding is the removal of materials from the library collection that are no longer needed or viable and is a standard practice in managing a library's collection. Weeding is important in keeping a collection vibrant, relevant, and useable. It assists in preventing stacks from becoming overcrowded. It makes remaining materials more visible and accessible.

The Library may, at its sole discretion, remove and withdraw monographs and any other materials (e.g., non-book print items, manuscript materials, electronic resources, magnetic media, photographs, and motion picture film).

Each subject specialist shall review, evaluate and weed his/her collection areas on a regular basis, using the following guidelines:

1. Frequency of use: Circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
2. Curriculum needs in the subject specialist's area(s).
3. Currency of information contained in an item. The importance of this factor will vary with the discipline.
4. Existence of multiple copies of the same title and edition, especially of low use items: These may be weeded. However, the recognized importance of a work, edition, and author may encourage a decision for retaining.
5. Superseded works, especially ones with little historical importance, may be weeded.
6. Physical condition of an item or set: Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the subject specialist.
7. Materials available in other formats in the library or online may be weeded, especially when they are low use and not rare.
8. Items with regional or special interest to our collections and users should not be weeded unless they are held in multiple copies.
9. Materials which are withdrawn from the collection may be sold, donated, distributed, recycled, or discarded, at the Library's sole discretion.

FOOD AND DRINK POLICY

- No food/drink (except bottled water) should be consumed or brought into any reading rooms.
- If patrons come to reading rooms with food/drink, they should either consume outside of the library or discard before entering.
- Patrons may deposit their food/drink on side table or counter top near entrances at their own risk (may be discarded by staff).

THEFT AND MUTILATION OF LIBRARY MATERIALS

The following behaviors constitute violations of School policy and may be subject to federal, state, and local laws:

1. Removing, or attempting to remove, library materials without following proper check out procedure, or without official library authorization.
2. Mutilating library materials by marking, underlining, removing pages or portions of pages, cutting pages, removing binding, removing electronic theft devices, or in any other way damaging or defacing library materials.
3. Accessing or altering any computer system, network computer program, or data without prior authorization from a Library or Systems official.
4. Damaging or destroying any computer system, network computer program, or data.
5. Being in unauthorized areas of the Library, remaining in the Library after closing, or when requested to leave during emergency situations or drills.
6. Causing a disturbance or engaging in any behavior that interferes with Library activities or operations. Proscribed behavior includes, but is not limited to, verbal abuse, threats of violence, sexual harassment, and lewdness in act or word.

Any person who commits or attempts to commit any of the offenses listed above, or any other behaviors illegal under the laws of the state or federal government, is subject to sanctions, including:

1. Being asked to leave Library premises
2. Being reported to police or security authorities
3. Legal prosecution
4. Suspension from the School
5. Being reported to the Student Judiciary

COMPUTER AND OTHER EQUIPMENT

The library houses computers primarily for research. Research needs will take priority over word processing and non-research activities. All saved documents must be transferred to an external flash drive since documents will be deleted from the hard drive every night. Patrons must supply their own flash drives. Printers are available with the computer and black and white printing is free for the use of academic purposes. First 5 pages are free and any additional pages for 10 cents each.

VII. CLASSIFICATION SYSTEM

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

All materials in the library are catalogued by the Library of Congress Classification system, which separates materials into 20 classes. *Each Class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics by numerical notation.*

- A General Works
- B B Philosophy, Psychology, Religion
 - BJ Ethics
 - BM Judaism
 - BR Christianity
 - BS Bible

BT Christianity, Doctrinal theology
BV Christianity, Practical theology
BX Christianity, Christian denominations
C Auxiliary Science of History
D History: General and Old World
E-F History: Western Hemisphere
G Geology
H. Social Science
J Political Science
K Law
L Education
M Music
N Fine Arts
P Language and Literature
Q Science
R Medicine
S Agriculture
T Technology
U Military Science
V Naval Science
Z Bibliography

BARCODE NUMBER

CGSOT Library uses its own barcode number to identify each book copy for circulation. The barcode uses the Code 128 format. Each book has a unique barcode number and will be used for checking out resources.

RESERVES

Location: Reference area

These are materials professors have reserved for their classes which are to be used in the library only or for limited time checkout.

INFORMATION RACK

Location: computer terminal area

The information rack contains library pathfinders, handbooks, and other information that will assist patrons with library resources. All handouts on the Information Rack are free and patrons are encouraged to select and keep any helpful materials.

VIII. ONLINE RESOURCES

All students, faculty, and staff have access to online libraries at two institutions- KOSIN UNIVERSITY and BAEKSEOK UNIVERSITY through EVANGELIA UNIVERSITY. These sources provide extensive access to digital content appropriate for CGSOT University constituents. The librarian has developed a bibliography of reliable research websites including sites to Reformed theology. See Memorandum of Understanding between EVANGELIA UNIVERSITY and CGSOT for RESOURCE SHARING established on March 30th, 2017. The EVANGELIA UNIVERSITY Library Website is <http://lib03.sa3000.com/EIU>. The KOSIN Library Website is <http://library.kosin.ac.kr>. The BAEKSEOK University Library Website is <http://lib.bu.ac.kr>.

The CGSOT library has an office agreement with Grace Mission University for RESOURCE SHARING established on May 30, 2018. All students, faculty, and staff have access to online libraries for DBpia e-database, Korean Studies Information System Service (KISS) e-database, EBSCOhost e-database through Grace Mission University. These sources provide extensive access to digital content appropriate for CGSOT University constituents.

The CGSOT library will issue an account with login ID and password to the registered students, faculty, and staff for accessing DBpia e-database, Korean Studies Information System Services (KISS) e-database, EBSCOhost e-database of Grace Mission University (GMU) via internet connection to GMU Library. The students and faculty. The registered students and faculty will be able to download PDF files from DBpia, KISS, and EBSCOhost. The GMU Library Website is <http://library.gmuedu.org>. The GMU e-book database Website is <http://www.gmuedu.org/ebooks.html>. The DBpia Website is <http://www.dbpia.co.kr>. The KISS Library Database Website is <http://kiss.kstudy.com> and <http://search.koreanstudies.net>.

The registered students, faculty, and staff will have access to on-line resources available at BIOLA University. The BIOLA University Library Website is <http://www.biola.edu/library/tools/catalog>.

The CGSOT library will issue an account with login ID and password to the registered students, faculty, and staff. The registered students, faculty, and staff will have access to the CGSOT library catalogue, the CGSOT e-books database, EBSCO, and the Online Theology Library through their CGSOT library account. The registered students, faculty, and staff will be able to download PDF files from all available on-line resources. The CGSOT Library Website is <https://www.cgsot.edu/library>.

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Library Committee exists with Librarian, Academic Dean, IT Director, and Library Assistant, and is incorporated as a part of regular staff/faculty meetings. With the small size of the faculty, input for collection development and an enhancement of other library services are received from faculty members at the staff meetings or faculty meetings.

Free Online Resources (religion related)

TEXTS & ARTICLES

- Christian Classics Ethereal Library- includes:
- Ante-Nicene Fathers, Nicene and Post-Nicene Fathers: <http://www.ccel.org/fathers2/>
- Works by many authors: <http://www.ccel.org/index/author-all.html>
- Early Christian Writings: <http://www.earlychristianwritings.com>
- Religion-online: [full text books & chapters] <http://www.religion-online.org/>
- Find Articles.com: [includes Christian Century, Commonweal, National Catholic Reporter, Ecumenical Review] <http://www.findarticles.com>

ENCYCLOPEDIAS

- The encyclopedia of World History: <http://www.bartleby.com/67/>
- World Wide Encyclopedia of Christianity: <http://www.ccel.org/php/wwec.php>
- The Ecole Initiative: Hypertext encyclopedia of Early Church History: <http://www2.evansville.edu/ecoleweb>
- Encyclopedia Mythica: [mythology] <http://www.pantheon.org/>
- Internet Encyclopedia of Philosophy: <http://www.iep.utm.edu/>

DICTIONARIES AND GLOSSARIES

- Postmodern Bible Dictionary: <http://www.bible.gen.nz/dictionary.htm>
- Dictionary of Theology: <http://www.carm.org/dictionary.htm>
- Biographical Dictionary: <http://www.s9.com/biography>

TOOLS FOR STUDY OF THE BIBLE

- All in One Biblical Resources Search: <http://www.birmingham.ac.uk/index.aspx>
- The New Testament Gateway: <http://ntgateway.com/>
- World Wide Study Bible: <http://www.ccel.org/wwsb>
- Resource Pages for Biblical Studies: <http://www.torreys.org/bible/>
- Bible Research: Reference Materials for Students of Scripture: <http://www.bible-researcher.com/index.html>
- The Unbound Bible: <http://unbound.biola.edu>
- Liddell-Scott-Jones Greek Lexicon, etc. from Perseus Project: <http://www.perseus.tufts.edu/lexica.htm>
- Lexicons-Brown, Driver, Briggs, Gesenius for OT, Thayer's for NT-from bible.crosswalk.com: <http://bible.crosswalk.com/lexicons/>

TOOLS FOR SERMON PREPARATION

- Revised Common Lectionary site at Vanderbilt: <http://divinity.library.vanderbilt.edu/lectionary>
- Episcopal Lectionary: <http://www.satucket.com/lectionary>

OTHER USEFUL SITES

- World Fact Book: Countries of the World: <http://www.theodora.com/wfb>
- The Cyber Hymnal: <http://www.cyberhymnal.org/>
- Yale Divinity Library Research Guide for Christianity: <http://www.library.yale.edu/div.xtiangde.htm>
- Religious Studies Web Guide: <http://www.acs.ucalgary.ca/~lipton>
- Librarian's Index to the internet: <http://lii.org/search/file/religion>

VII. FACULTY POLICIES

COLLECTION DEVELOPMENT

The Library annual acquisition budget is allocated approximately \$10,000. Our goal is to acquire materials that support the teaching and research goals of CGSOT University faculty, staff, and students.

To Order Books and Periodicals:

We encourage you to participate in building the Library's collection by requesting new purchases. Faculty book orders are honored whenever possible. Book purchases are charged to an allocated book fund. You can place a book order request through on line or in forms. Please submit with recommended review sources if possible. Faculty is responsible for recommendation in the purchase of textbooks and reference books.

Please see the Collection Development Policy for more information.

FACULTY SERVICES

Reference Services are a valuable resource for faculty members needing to discover or acquaint with collection of reference materials. You are encouraged to call upon the reference department for:

- Class assignments
- Demonstrations of reference resources
- Locating specific factual information
- Assistance in using the Library online catalog
- Help in submitting interlibrary loan requests
- Instruction in the use of computer databases
- Suggestions for locating resources external to CGSOT

LIBRARY INSTRUCTION

General library instruction sessions are offered as needed. Sessions may cover general library services, online resources, and include a tour of the Library. Individualized instruction in the use of the library's catalog and database is available to the students and faculty upon request.

SUBJECT RESEARCH GUIDES

Library staff have prepared subject research guides to assist the faculty in aiding students with their research needs. These guides include information such as:

- Call number ranges for subject materials
- Search tips for the online catalog
- Useful directories, indexes, almanacs and dictionaries
- Encyclopedias and other reference sources

- List of databases

CIRCULATION

Loaned items and Loan Period:

Faculty and staff may borrow items for up to three months. The material limit is 100. All items are subject to recall after two weeks (one week during the summer), and borrowers may incur fines for failure to respond to recalls. Current issues of periodicals are generally non-circulating. However, they may be borrowed by special arrangement with the Librarian.

Renewals

You may renew items via phone or by online using the RENEW ITEMS link on the Library's website. Each item can be renewed twice four weeks each.

Recalls

Items may be recalled either two weeks after checkout or if an item is needed for the class reserves. All borrowers, including faculty, must return recalled materials promptly.

Library Privileges for Family

Your immediate family may apply for Library privileges. Card issued will permit unlimited access to the Library use including a four week loan period and a five item borrowing limit. Permission for more items may be negotiated upon request. Fines and charges for lost books are ultimately the responsibility of the EU employee.

RESERVES

Library materials that are required supplementary readings or books used as textbooks should be identified as RESERVE MATERIALS. If an instructor wishes to place material on RESERVE in the library for a particular course, this request must be made known to the library two weeks before the start of each semester. The reserve privileges are limited to in-library usage or 2-hour, 24-hour, 48-hour or one week only by students. Instructors may place any material relevant to the support of their course on RESERVE. If personal items are loaned to the library for RESERVE usage, a list must be given to the librarian of personal items submitted for personal reserve check-out. If the library does not have a selected book in its present collection to be placed on RESERVE, the library will make arrangements as best as possible to add this work to the current library library resources.

LIBRARY COMMITTEE

The CGSOT Library Committee is composed of the following representatives:

Dean of Academic Affairs

Dean of Student Services

IT Director

2 Library staff

2 faculty members

The committee is scheduled to meet twice a year but recommended to meet as often as needed.

The committee is consisted of the library staff and student body and faculty members.

Library Committee Objectives:

1. To provide better library services
2. To equip the library with better resources
3. To meet the needs of students and faculty
4. To inform the needs of the CGSOT Library to Admin.

Library Committee Responsibilities:

1. To implement the committee's objectives
2. To test effectiveness of existing policies.
3. To support and provide the help to the curriculum.

QUALITY CONTROL AND EVALUATION

The faculty annually evaluates the current library resources to ensure that library resources reflect quality scholarship and relevancy to the curricular programs of the school. In the summer, faculty will take a day, review library resources according to subject matter specialization, and will recommend additions or deletions to current library resources. Various part-time or adjunct faculty will participate in evaluating library resources in areas of which current full-time faculty have little or no expertise. (see Appendix)

VIII. COLLECTION DEVELOPMENT POLICY

INTRODUCTION

This collection development policy statement has been prepared to document the philosophy of the CGSOT Library as it relates to the principles and ideals of the CGSOT and to articulate the goals and objectives of the library with regard to collection development. The intent is to convey general principles of collection development, rather than to provide a detailed analysis of collecting levels by discipline or call number range. These are the operating guidelines used by the CGSOT Library in its acquisition and maintenance of library materials. It is critical that we shape the Library's collections in ways consistent with the mission and goals of the University and the Library. This must be done as effectively as possible considering the limitations of the material budget and other funds that might be available. The following are the general policies which guide the process of developing the Library's collections. The Library will continue to develop and modify this statement to meet the changing needs and demands.

LIBRARY GOALS

The goal of the CGSOT Library is to support and enrich the educational program of CGSOT by providing library resources, services and facilities to meet the learning, teaching, research and personal development needs of our students, faculty and staff.

The primary ROLE and SCOPE of the Library is to support the instructional, research, creative and service endeavors of the faculty, students and staff of the University. The Library recognizes its unique position as a major resource facility within the community and region, and shall, within the scope of its primary mission; endeavor to serve the needs of all citizens of the area.

The Library staff will acquire, organize, and make accessible a well-balanced spectrum of information in both print and non-print formats, provide instruction in the use of library resources, and offer an environment conducive to academic study to enable students to be successful in their academic pursuits.

The secondary goal of the Library is to serve the faculty, the staff, alumni, and their family as they pursue goals of personal enrichment, research, and service.

To meet this goal the Library provides for the dissemination of knowledge and information through the purchase of appropriate materials, interlibrary loan, and other information retrieval and delivery systems and services. By the efficient and effective management and organization of the Library and Library collections, access and assistance will be provided to all patrons in locating and using these materials and services.

OBJECTIVES

1. **RESOURCES:** To develop a strong collection of print, nonprint, and electronic materials appropriate to the curriculum and mission of the CGSOT.
2. **SERVICES:** To assist and encourage students and others in the effective use of local resources, in the pursuit of information, and in the development of library and information literacy skills necessary to intellectual independence and life-long learning.
3. **OPERATION:** To maintain systems and procedures to provide the most effective acquisition, organization, use and circulation of library materials.
4. **FACILITY:** To provide an environment conducive to study, reflection, research and the use of information technologies through a physical facility which supports efficient service, proper housing of materials and equipment, collection security and personal safety.

The library seeks to provide materials which facilitate and enrich the learning and cultural experiences of all students. We also strive to meet the needs of faculty and staff in their areas of teaching and research. This is accomplished by providing an up-to-date collection of monographs, serials, reference materials, CD-ROM products, computer software, internet products, audiovisual materials and other instructional, cultural materials deemed appropriate to the Library mission.

The Library's collection practices must remain flexible enough to provide support for new curricula or individual courses, changes in existing curricula, changes in research trends, changes in technology and formats of presentation. The Library is represented on the University Curriculum Committee and on other University bodies to stay current with new curricula and educational developments in an attempt to plan for new demands placed upon the Library's resources and services.

COLLECTION RESPONSIBILITY

The Library has the primary role in building its collection, with the Librarian ultimately responsible for collection development. Librarian, faculty, staff, students and patrons all share in the collection development process through various means. The Collection Development Librarian (if any) or the Librarian is responsible for the coordination of all collection development and selection activities. Librarian constantly reviews the collection and publishing output in order to recommend additions to the collection. Faculty makes recommendations of purchase according to their interest and expertise. Students, staff and patrons recommend on the basis of their interests. The Librarian and faculty are responsible for the selection of reference tools on the basis of their needs and interests.

CGSOT Library is responsible for purchasing books and serials for the Library's collections, maintaining the bibliographic records describing these items in the online catalog through POPULI System, and deselecting and preservation of the collections. This includes selection, ordering and receipt of all gifts and monographic purchases and for new serial title considerations, renewals, claiming, binding and cancellation of all subscriptions, in all forms. The Librarian is responsible for coordinating of the initiating ordering and receiving to cataloging.

COLLECTION DEVELOPMENT COMMITTEE

Within the Library, a Collection Development Committee exists to assist the Librarian in making the following types of decisions:

- Expensive items
- All serial purchases
- Serial cancellations
- Electronic resources
- Deselection (Weeding)

The Committee is chaired by the Librarian. There are also several members on this committee. They are:

- Librarian
- 2 faculty members
- 1 students
- 1 library staff member

INTELLECTUAL FREEDOM STATEMENT

The CGSOT Library supports the American Library Association's LIBRARY BILL OF RIGHTS statement. We support the free exchange of all ideas and opinions to support academic freedom at CGSOT. Collection management and selection decisions will be made independently of interest group pressure or coercion of any sort. The Library's collections will be made available to all patrons of the community served. If the issue of vandalism should occur, we may reserve the right to protect materials by placing them on reserve. However, no one will be denied access to these materials.

No materials will be censored by the Library faculty or staff. The Library will endeavor, within the limits of available resources, to present all sides or positions of an issue within the collection. If any individual or group issues a complaint of censorship against the Library or the University, that person or group will be referred to this policy and the ALA document mentioned above. If necessary, the Library will reply verbally or in writing to the person or group making the complaint.

LIBRARY BILL OF RIGHTS

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

SELECTION RESPONSIBILITY

Ultimate responsibility for selection of library materials rests with the Librarian as employed by the university president under the authority of the Board of Trustees of CGSOT. The Library builds collections in close partnership with the teaching faculty. Members of academic departments and programs select a majority of the books that specifically support their own programs.

The Librarian and other full time staff are responsible for working toward achieving a balanced collection, and selecting in particular those resources which are general in nature, which augment the browsing collection, and which provide reference materials, all of which meet the objectives of the library. Other members of the library staff and patrons (students, alumnae, administrators, staff) are encouraged to recommend titles for consideration.

FORMATS COLLECTED

Materials are selected in a wide range of formats—hardbound and paperbound print, a variety of electronic formats, audio-visual, multi-media. Newer formats will appear over time, and some will become obsolete. The Library foresees, however a lasting and highly significant place in our collection for printed material and preservation microfilm.

When multiple formats are available, the Library avoids duplication in most cases. Decisions on choice of format are based on many factors, among them suitability of the format to content, ease of use, need for simultaneous access, good design, preservation, storage and price. With regard to digital electronic resources, the Library's preferred means of acquisition is purchase or licensing of web-based products with archiving handled at the remote site.

A new and important aspect of library collection development is the creation of tools to refer users to high quality sources of information on the internet. When appropriate "hot links" are made from a bibliographic record in our web-based catalog to the electronic edition of a work, the links are organized on the library's website, and are updated on a continuing basis. All resources which are intentionally selected or acquired by the library, regardless of the medium, must follow the collection guidelines and criteria set forth in the following selections.

GENERAL GUIDELINES FOR SELECTION

- For books, hardcover volumes are always preferred; however, paperback editions are purchased if that is the only format available or when the useful life of the content is expected to be fairly short.
- Books in electronic format are considered when available. Thus far these fall mainly in the area of reference sources or compilation of historic texts.
- Electronic licensing of periodical subscriptions is actively pursued when feasible.
- Textbooks are not routinely purchased or provided for use in the classroom. They are purchased very selectively when they have inherent value to the collection as a reference work or authoritative source.
- Multiple copies of titles generally are not purchased except where justified by unusually high demand and/or special use.
- Vanity press books, workbooks and lab manuals are not purchased by the library.
- Foreign language materials which support the curriculum are added to the collection on the recommendation of faculty. This includes not only material on language and literature, but also works in other disciplines which support a specific course in all majors.

- Lost and Damaged materials are usually replaced with consideration given to their significance in the collection based on availability, previous use, number of other copies held, significance of the particular edition, and current validity of content, if pertinent.

SPECIFIC CRITERIA FOR SELECTION

These criteria apply to selection of materials for the general and reference collection:

- support and enrichment of the curriculum of the university,
- appropriate academic level, suitability of format to content,
- importance of the subject to the balance of the collection,
- authority, which includes reputation and significance of author, as well as reputation and standards of the publisher,
- accessibility to the title through indexes, databases and bibliographies, and to the work itself, if applicable,
- currency, if pertinent (as in reference works), expected usage,
- availability and price.

Aids for the librarians in the selection process are reviews, particularly those in Choice and Library Journal, and for the faculty, the journals of their respective fields, as well as Choice Review Cards.

Criteria for selection of books for the Browsing Collection are as follows, with the recognition that selections for this collection are not always of enduring value:

- high demand/potential use,
- significant current interest,
- local authors,
- acceptable literary quality, and
- durability of author.

Selection aids for this collection include Publisher's Weekly, newspaper reviews, best seller lists and recommendations by the staff and patrons.

AUDIOVISUAL MATERIALS

Audiovisual materials that support instructional programs are recommended by the faculty and may be purchased by the Library depending on budgetary constraints and estimated use.

OUT-OF-PRINT TILES

Titles currently in-print will be given priority over out-of-print titles. Out-of-print titles will be purchased if the title is deemed essential to the Library's collection and no in-print titles will fulfill that need.

PERIODICALS

Periodicals provide a wealth of current information much of which may never appear in any other form. The library currently subscribes no paper periodicals but through library resource sharing contract CGSOT students can use electronic resources thru Baeksuk and Biola University which include a wide variety of scholarly and popular titles chosen to meet the general and special interests of the students and faculty. These are only available electronically through the Library website.

Electronic full-text products in Newsbank greatly expand students' access to additional newspaper titles.

Whenever funding becomes available the Library will subscribe the Newsbank which covers 5 major national newspapers online.

DONATIONS

Donations of gift books, journals, etc. must fall within the same SELECTION GUIDELINES listed above to be added to the Library's collection. At this time, no unsolicited serial donations are accepted.

See GIFT POLICY.

WEEDING

It is recognized that the process of weeding or deselection is a continuous and ongoing process necessary to maintain a vital and up-to-date collection. The process of deselection is primarily the responsibility of the librarian, working in conjunction with the other staff and faculty.

DESELECTION (WEEDING) GUIDELINES

Basically, titles are weeded from the collection because they do not meet the SELECTION GUIDELINES listed above. In addition, titles are recommended for withdrawal for the following reasons;

- Missing or lost status in the circulation record,
- Out-of-date content that may be misleading,
- physical deterioration,
- superseded edition,
- no longer needed multiple copies,
- replacement by other format,
- extensive newer library resources in same subject area,
- lack of circulation or use.

RUSH ORDERS

Faculty sends over selections that they need "right away" or "by the start of the Fall semester," etc. These items might be ordered "rush", depending upon the Librarian's discretion. All considerations listed in the SELECTION GUIDELINES section apply, plus the time frame given by the requestor. The Librarian may order the item in the normal fashion or hold if funds are not available. Rush orders on serials are not accepted.

APPENDIX

LIBRARY RESOURCES EVALUATION FORM

Thank you for taking time to evaluate and make comments on the learning resources.
Your comments are important and help us make decisions on current and future resources.

Faculty Name:

Date:

	1 poor	2	3	4	5 excellent
General features of library resources:					
Relevance to the curriculum:					
Scope, comprehensiveness and quality of the content:					
Search functionality (easy to use, advanced or focused searching, wildcards, sorting):					
Convenience features, such as online help, printing, marking, saving and emailing information:					

Comments

--

Have you used similar resources? Which is preferable, and why?

--

How important to your teaching and research is this product likely to be?

- ☐ very important
- ☐ moderately important
- ☐ of some interest
- ☐ not crucial

Overall recommendation that CGSOT purchase this resource:

- ☐ highly recommended
- ☐ recommended
- ☐ not recommended