

1. Indian Bible College Learning Resource Center

2. **COLLECTION DEVELOPMENT POLICY**

Revised January 23, 2024 by LRC Director

I. Introduction

The purpose of this collection development policy is to describe the collection development plan of the Indian Bible College Learning Resource Center and create the necessary standards for selecting, developing, and maintaining the collection. The goal of this policy's guidelines is to ensure the collection development activities are congruent with Indian Bible College's educational mission, planning, and programs of study.

II. Indian Bible College Mission Statement

Indian Bible College exists to disciple and educate indigenous Native Christians for lifetimes of biblical ministry and spiritual leadership to their people and the world.

III. Learning Resource Center Mission Statement

The Indian Bible College Learning Resource Center is committed to teaching and promoting information literacy while providing quality library resources and services that support IBC's curriculum and institutional core values to meet the academic and research needs of the college community.

IV. Library Objectives

- To develop collections of materials that support, enrich and satisfy the curricular, research and spiritual needs of Indian Bible College.
- To maintain a balanced collection that will be responsive to the demands of curriculum and actual usage.
- To encourage use of the library and its facilities by the students and faculty of Indian Bible College.
- To investigate the changing educational needs of the college community and to provide access to information, programs and services to meet these needs.
- To provide information literacy teaching through instruction, tutoring, or reference and research services by a variety of means.

V. Purposes and Goals of Collection Management

The purpose of collection management is to provide the Learning Resource Center with guidelines for a collection that adheres to the mission and institutional values of Indian Bible College, while meeting staff and student needs within budget and space. This policy guides the Learning Resource Center in material selection and deselection (weeding), as well as the organization, storage, maintenance, preservation and replacement of items in the collection.

The goal of collection management is to ensure that the plan for the Learning Resource Center is relevant to the organization and clearly guides development and management decisions.

VI. Responsibility for Collection Development

The Learning Resource Center (LRC) accepts recommendations for library materials; however, the ultimate responsibility for the overall quality and balance of the collection rests with the Academic Dean, President, LRC Director and Indian Bible College faculty staff. The LRC Director is responsible for taking an active role in initiating purchases and helping ensure both the quality and scope of the collection. Reviews, bibliographies, user requests, course syllabi, and reserve book lists will be considered. Materials are acquired through annual budget allocations and donations.

Faculty recommendations are encouraged and solicited; especially as new courses are developed. New faculty members are encouraged to submit bibliographies and recommendations in order to build the collection in their areas of research and expertise. The LRC Director and the Academic Dean have primary responsibility for the reference collection, however faculty may be consulted regarding reference acquisitions.

VII. Intellectual Freedom and Censorship

Indian Bible College strives to create an environment with a biblical foundation for students, while at the same time challenging them to think through ideas that may confront their biblical worldview. In making selections, the Learning Resource Center attempts to include material representing differing points of view on controversial issues. As long as subjects fit into the general collection guidelines of the LRC, they will be considered without censorship or prejudice when determining the collection's balance.

VIII. Cooperative Agreements and Additional Resources

1. Indian Bible College is an active member of the Theological Library Cooperative of Arizona (TLCA), which “exists to facilitate fellowship, education, and prayer for its members and to provide additional library services for the students, faculty, administrators, and staff of its full members” (TLCA Organizational Agreement, p. 1, 2017).

The following can be found in the TLCA Reciprocal Lending Agreement (2014) and is available upon request by the LRC Director:

1. *Indian Bible College students and staff have access to “accessible resources” to the institutions that are represented in the cooperative of the TLCA.*
 - a) *Accessible resources are defined as:*
 - *physical resources residing in the greater Phoenix Metro area;*
 - *electronic resources accessible on the providing institution’s campus;*
 - *resources physically delivered or emailed upon request; or*
 - *resources purchased with funds contributed by full members that otherwise cannot provide accessible resources.*

2. Flagstaff City-Coconino County Public Library

The Flagstaff City-Coconino County Public Library has print collections and digital resources and databases that are available to anyone with a valid library card who resides in Coconino County.

There is no charge for the library card. A picture ID such as a Driver's License or Student ID and proof of one's local address is required to register for a card which is done in person at either the Main Library or the East Flagstaff Community Library. With a library card and PIN number, digital resources and databases can be accessed remotely. As a registered library cardholder, patrons can also request materials that the library does not own through the public library Interlibrary Loan.

The Indian Bible College business office is able to provide students with a letter stating their residency in Flagstaff as they are living on-campus. This resource may not be available for distance learning students as the Flagstaff City-Coconino County Public Library serves patrons in Coconino County and those living in the vicinity of Flagstaff.

3. Northern Arizona University Cline Library

The Northern Arizona University Cline Library has print and audio/visual collections to check out and digital resources and databases that are available for in-library use.

NAU Cline Library check-out privileges are provided to Indian Bible College students. A government issued ID or IBC student ID is required at the check-out desk. See the Cline Library borrowing policy [here](#).

IX. Criteria for Materials Acquired

In order to collect materials which will support the current curricular needs of Indian Bible College, the Learning Resource Center chooses resources based on the following selection criteria:

- Attainment of educational objectives and support for courses offered
- Accurate and authoritative materials including author's scholarship and publisher's reputation
- Usage
- Appropriate in format and content to the mission and institutional values of Indian Bible College
- A balance of viewpoints, especially on controversial issues
- Content consistent with program emphasis in Native American studies, Missiology, and Biblical studies
- Value/ Cost/ Quality
- Physical space requirements

Multiple copies of titles may be purchased when requested by faculty for reserve usage, when a title is needed in both reference and general collections, or when the topic is deemed to be of high interest.

X. Format of Materials Acquired

Library resources consist of print and non-print instructional materials including books, periodicals, sound and visual recordings, and computer software and databases that support the curriculum and programs of the college which include basic theology, church history, commentaries, Christian living, and missions.

1. Books

2. The library acquires books, both circulating and reference. The library does not acquire fiction or children's materials. However, students and staff have free access to the nearby public library for those types of materials.

2. Textbooks

3. The library does acquire copies of textbooks, however students are expected to purchase these items for classroom use. Textbooks that will enhance the library collection and books for the reserve collection may be acquired.

3. Periodicals

4. The library subscribes to journals that pertain to evangelical views and missions. These materials are not bound and generally retained for 5 years. Exceptions are made for certain titles.

Subscriptions are reviewed annually to determine continuation of subscription and/or addition of new subscriptions. Criteria include availability through an electronic database or elsewhere and the reputation and scholarship of editors, editorial board, and publisher.

4. Audio-Visual Materials

The library acquires media including DVD's and Audio CD's that include sermons, instruction, and Christian views on various topics. As new technologies create new formats and make others obsolete, the library will purchase materials in a format for which we have the equipment for use.

5. Digital Databases

The library recognizes that the emergence of new information technologies is reshaping the way both classroom instruction and research take place. Therefore, in keeping with the library's service commitment and the changing environment of learning it will seek to provide resources and services in the newer electronic formats where these are deemed to be most appropriate. Materials in electronic formats will be acquired according to demonstrated or projected usage, importance of the material for the support of the curriculum, availability of equipment and space for the use of the material, availability of the material in other libraries, and availability of funds.

XI. Special Collections and Archives

Special Collections and archives include rare books, photographs, archival documents, maps, and a variety of materials documenting student, faculty, and staff life at Indian Bible College, as well as materials relevant to the surrounding communities.

1. Identification of Materials

Special collections and archives are identified by their age, subject, format, value or physical condition. Materials should be considered for special collections and archives when they meet at least two of the criteria. The LRC Director and the Academic Dean will evaluate materials for placement within special collections and archives.

XII. Acquisitions Procedures

The Learning Resource Center has ultimate responsibility for its materials budget. At the discretion of the Academic Dean and the LRC Director, annual allocations to subject areas or academic divisions/departments may be assigned. The Library maintains the flexibility necessary to meet both anticipated and unanticipated demands for resources and to be able to take advantage of the most cost-effective purchase strategies.

XIII. Deselection of Materials

Deselection is an essential part to managing a collection and is necessary to maintain a relevant collection that runs parallel to the mission and educational needs of Indian Bible College.

Deselection is the responsibility of the LRC Director and the Academic Dean who will assess the collection on an ongoing basis and analyze circulation data to determine if the materials reflect curricular needs. The amount of space and funding is considered, as well as relevancy, value and demand.

Materials will be evaluated based on the following:

- Date of publication
- Usage
- Duplicate copies
- Physical condition
- Uniqueness
- Extent of availability in other libraries (InterLibrary Loan)
- Availability of replacement

Based on an evaluation, a decision will be made for replacement, repair, or withdrawal. Replacement copies will be acquired based on the availability of funds.

XIV. Request for Reconsideration of Library Material

Indian Bible College respects the opinion of any member of the college community toward library materials and any comments, whether positive or negative, will be reviewed. Should any material in the library be challenged, there is a form available to express the complaint. The complaint will then be reviewed by the Learning Resource Director and Academic Dean, who will summarize its conclusions in writing to the individual making the complaint and to the IBC President, recommending the material either be retained or removed. The President will then review the recommendation and make the final decision. Items that contain inaccurate information should be removed.

The freedom to think and learn is important in an academic institutional environment which allows students to process and think through challenging subjects. Including controversial materials in the LRC collection allows students to be challenged in their thinking and to search for Truth. The LRC may have resources that do not align with the institutional goals and values of Indian Bible College however we believe that they contribute to meeting IBC's goals and overall mission. (See section VII on Intellectual Freedom and Censorship).

3. Request for Reconsideration of Library Material Form

Requestor _____ Date _____

Address _____

Phone _____ Email _____

Are you a current IBC student/faculty/staff? _____

Title of item in question _____

Author _____ Copyright date _____

Call number _____ Publisher _____

Type of material: Book ___ DVD ___ Audio ___

Have you read/viewed/heard the material in its entirety? If not, explain. _____

What do you believe are the main ideas of the material? _____

What do you think was the author/creators purpose in creating this work? _____

What are your concerns about this material? _____

What value/harm do you feel might be the result of reading/viewing/hearing this material? _____

Have you read any professional reviews of the item in question? _____ If so, please list names of reviewers and sources of reviews. _____

What is your recommendation regarding the material in question? _____

What currently available material with a similar purpose or theme would you recommend for purchase?