

ST. VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY LIBRARY COLLECTION DEVELOPMENT POLICY

(Reviewed and Updated by Library Committee November, 2002)

SVS Library Vision

The library collection ranges in time from the 16th to the 21st century. It contains some manuscripts, but most of the collection consists of printed books and in the 20th century, other non-print media. It is a collection concentrating on the Eastern Orthodox Church, its theology, and history; but also has a general collection of books on Christian churches and the other major religions of the world. The collection is divided according to the categories of philosophy, scripture, dogmatics, religious education, church history, ethnic studies, sociology, music, art, ethics and reference materials. These divisions correspond to the traditional fields of theological study that developed during the Middle Ages in Western Europe. These divisions were adopted in Imperial Russia under the czars of the seventeenth and eighteenth centuries during the attempts to modernize the Orthodox Church in Russia. Since the SVS library uses the Library of Congress Cataloging and Classification Systems, these collection divisions will be maintained.

The library must serve the student body of the seminary, providing support for course work as well as the resource base for thesis work. At the same time, the library must serve the research needs of the SVS faculty as they continue studies in their chosen fields. As the seminary now has an international reputation, many outside patrons are requesting use of library materials and their needs must also be met. While the primary purpose of the SVS Library is academic, by virtue of its unique collection of materials on the Orthodox Church, it is also a research and special collections library. The library must not only collect materials needed by the patrons, but must anticipate the needs of patrons in twenty, thirty or fifty years from now.

COLLECTION DEVELOPMENT POLICY

Collection Development Responsibilities

To make most efficient use of the knowledge of the library staff, faculty and library committee members, all will be involved in the development of the library collection. The library committee will set the broad collection priorities, faculty will make recommendations to the library and the library staff will work within the priorities. Conflicts will be resolved by the library committee.

Subjects

The *Guidelines for Collection Development* published by the American Library Association list three subject levels of collection development in libraries:

Collection Level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field.

Research Level. A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

Study Level. A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity.

These three levels define the SVS subject collection. In the *College Library Information Packets* published by the Association of College and Research Libraries or the American Library Association, a subject guidelines listing was used to indicate the depth of the collection.

These two methods of collection definition will be combined to form a subject listing for the SVS collection following the order of the Library of Congress Classification system. The class number will be listed first, followed by the subject to be included in the SVS Library, and one of the three levels of collection, research, or study will be listed. After reviewing the current SVS holdings in the various subject areas, the degree programs and the class curriculum, the following list was developed. The level decisions - study, research and collection - were based on past use of library materials, the degree programs, and the depth of the various curricula. * indicates collection level for materials in that area that are on the Orthodox Eastern Church.

SUBJECTS POLICY - SVS LIBRARY

General Works - A

AE	Encyclopedias	Study
AG	Dictionaries	Study
AI	Indexes	Study
AN	Newspapers	Study

AY	Yearbooks, Almanacs	Study
<i>Philosophy, Psychology, Religion - B</i>		
B	Philosophy (General)	
BC	Logic	
BD	Speculative Philosophy	
	10-41 General works	
	95-135 Metaphysics	
	143-236 Epistemology	
	240-241 Methodology	
	300-450 Ontology	
	493-708 Cosmology	
BF	Psychology	
	660-698 Personality	Study
	712-724 Developmental Psychology	Study
	721-723 Child psychology	Study
BJ	Ethics	Research
BL	Religions. Mythology. Rationalism	
	175-290 Natural theology	
	300-325 Mythology (General)	
	425-490 Religious doctrines	Research
	500-547 Eschatology	Study
	550-619 Worship	Study*
	660-2670 History and principles of particular religions	Study*
	2700-2790 Rationalism	
BM	Judaism	Study
BP	Islam	Study
BQ	Buddhism	Study
BR	Christianity (General)	
	45-85 Collections	Research*
	140-1600 Church History	Research*
	1690-1725 Biography	Research*
BS	The Bible	Research
BT	Doctrinal Theology	Research*

BV	Practical Theology	
	5-525 Worship	Research*
	590-1650 Ecclesiastical theology	Study*
	2000-3705 Missions	Research
	3750-3799 Evangelism	Study
	4000-4470 Pastoral theology	Research*
	4485-5099 Practical religion	Research
BX	Denominations and sects	
	1-9 Church unity. Ecumenical Movement	Collection
	100-189 Eastern churches Oriental churches	Collection
	200-754 Orthodox Eastern Church	Collection
	800-4795 Roman Catholic Church	Study
	4800-9999 Protestantism	Study

Auxiliary Sciences of History -- C

CB	History of civilization and culture	
CC	Archaeology (General)	Study
	200-260 Bells. Campanology	Study
	300-350 Crosses	Study
	900-960 Tombs	Study
CD	Diplomatics. Archives. Seals	Study
	emphasis on Byzantium and Slavic studies	
CD	Technical chronology. Calendar	Study
CN	Epigraphy. Inscriptions	Study
CT	Biography	Study
	210-3160 National Biography	

History and Topography (except American) — D

D	History (General)	Study
	51-95 Ancient History	Study
	111-203 Medieval History	Study
	204-849 Modern History	Study
	501-680 WWI	Study
	731-838 WWH	Study
	901-1075 Europe (General)	Study

DB	Austria, Czechoslovakia. Hungary	Study
DE	The Mediterranean region. Greco-Roman world	Study
DF	Greece	Study
DK	Russia including Russia in Asia 1-272 Russia (General) 401-441 Poland 445-465 Finland	Study Study Study
DR	Eastern Europe. Balkan Peninsula. Turkey	Study
DS	Asia	Study

America — E

E	America (General) and United States (General) 11-143 America (General) 51-99 Indians of North America Emphasis on Alaska 151-180 United States (General) 151-185 General history and description Immigration	Study Study Study Study* Study Study*
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United States (Local) and America except U.S. —F

F	1-975 United States (Local) 1001-1140 British North America. Canada	Study Study
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Geography, Anthropology, Recreation — G

G	Geography (General) 149-570 Voyages and travel, Emphasis on Russia, New World, Alaska	Study Study
GR	Folklore 440-950 Folklore relating to special subjects	Study Study
GT	Manners and customs (General) 500-2370 Dress. Costume. Fashion	Study Study

Social Sciences – H

H	Social Sciences (General)	Study
HA	Statistics Sociology (General and theoretical) 251-291 Social psychology	Study Study
HQ	Social groups The family. Marriage 12-449 Sexual life 503-1064 The family. Marriage 1101-2030 Woman. Feminism	Study Study Study Study Study
HS	Societies: Secret, benevolent Emphasis on Masons	Study Study
HT	Communities. Classes. Races 601-1445 Social classes	Study Study
HV	Social pathology. Social and public welfare 5001-5720 Alcoholism Drug habits. Drug abuse	Study Study* Study*
HX	Socialism. Communism. Anarchism	Study

Political Science - J

JK	United States Emphasis on ethnic groups, religion	Study
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Law - K

KA	Immigration	Study
KC-KZ	Canon Law Emphasis on Rome, Byzantium, Russia, Eastern Europe	Research*
KF	Abortion	Study

Education – L

L	Education (General)	Study
LB	Theory and practice of education	
	1025-1050 Teaching (Principles and practice)	Study
	1101-1139 Child study	Study
	1140 Preschool education	Study
	1705-2286 Education and training of teachers	Study
	2300-2430 Higher education	Study
LC	Special aspects of education	
	8-63 Forms of education	Study
	65-245 Social aspects of education	Study
	251-951 Moral and religious education	Study
	1001-1091 Types of education	Study
	1390-5158 Educ. of special classes of persons	Study

Music — M

M	Music	
	1495-2199 Vocal Music	Study*
ML	Literature of Music	
	111-158 Bibliography	Study*
	159-3795 History and criticism	Study*
	Emphasis on Russia and Eastern Europe	
	3545-3776 National music	Study*
	Emphasis on Russia and Eastern Europe	
MT	Music instruction and study	
	40-67 Composition	Study
	820-949 Singing and voice culture	Study

Fine Arts - N

N	Visual Arts (General)	Study
	5300-7418 History of Art	Study*
	Emphasis on Byzantium, Russia and Eastern Europe	
	7790-8199 Religious art	Collection
NA	Architecture	
	190-1613 History. Historical monuments	Study*
	Emphasis on Byzantium, Russia	

	and Eastern Europe 4100-8480 Special classes of buildings Emphasis on Byzantium, Russia and Eastern Europe	Study*
ND	Painting 1290-1460 Special Subjects Emphasis on Biblical, Byzantium, Russia, and Eastern Europe	Study*
NK	Decorative arts. Applied arts. 3600-9955 Other arts and art industries Emphasis on Byzantium, Russia and Eastern Europe	Study
NX	Arts in general 654-694 Religious arts	Study

Language and Literature - P

PA	Classical languages and literatures 227-1179 Greek philology and language 3051-5660 Greek literature	Study Study Study
PC	Romance languages 601-872 Rumanian language and literature	Study Study
PG	Slavic. Baltic. Albanian 1-582 Slavic languages and literatures 615-716 Church Slavic 801-1164 Bulgarian. Macedonian 1201-1695 Serbo-Croatian 1801-1962 Slovenian 2001-3980 Russian. White Russian. Ukr. 4001-5546 Czech. Slovak. 5631-7446 Polish. Serbian.	Study Study Study Study Study Study Study Study Study
PH	Fino-Ugrian, Basque languages and literatures 101-405 Finnish	Study Study
PJ	Oriental languages and literature 1001-2199 Egyptian. Coptic	Study Study
PK	9001-9201 Caucasian. Georgian	Study

PZ	Fiction and juvenile literature Some Biblical, historical novels, Emphasis on Byzantium, Russia and Eastern Europe	Study
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Science — Q

QA	Mathematical logic 273-274 Probabilities 297-299 Numerical analysis	Study Study Study
QH	301-705 General biology Study Emphasis on Evolution	Study

Medicine - R

R	Medicine (General) 35-847 Medical education Research Emphasis on Bioethics	Study Study
RC	Internal medicine 321-576 Neurology and psychiatry 952-962 Geriatrics	Study Study Study
RJ	Pediatrics Emphasis on families, illness, sex, growth	Study

Military Science — U

U	Military science (general) Emphasis on Chaplains, ethics of war	Study
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Bibliography and Library Science — Z

Z	Books in general 662-1000 libraries library science 1001-8999 Bibliography 1201-4980 National Bibliography Research Emphasis on Byzantium, Russian and Eastern Europe 5051-7999 Subject bibliographies	Study Study Study Study Study
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Languages

By definition, all subjects in the SVS Library that are developed to the collection level will be collected in all languages. This is particularly true in the areas of Orthodox theology, Orthodox scriptural interpretation, and Orthodox Church history. As a general rule, SVS will collect in the original language of publication and the English translation. If publication is simultaneous, we will acquire only in English.

It is no longer true that the average student attending the seminary has command of a foreign language. Therefore, English has become the primary language of the collection. Where the Orthodox Church is prominent in the culture or where strong Orthodox communities exist, these languages will be collected in study level subject areas to provide materials for foreign students.

The SVS library is also a research library and must continue to maintain appropriate materials for scholarship in all languages. Faculty and professional staff with language skills recommend books for acquisition.

Serials

Serials will be selected in accordance with the subject and language collection development policies.

All Orthodox publications in North America will be collected, and as many Orthodox publications in Europe and the Middle East as is possible.

Current serial subscriptions will be maintained in the SVS Library, whether in paper or microfilm, from subscription service (EBSCO), in exchange or gratis.

The library will maintain a subscription to the ATLAS on-line full-text database of journal articles.

At the request of a faculty member and with consultation of the librarian, a periodical will be kept in paper and in microform. Otherwise, holdings that are updated yearly with microfilm copies will be deaccessioned.

New serial subscriptions will be added at the request of a faculty member or the librarian as the budget allows. The serial must have been published for at least one year and had a good, consistent record for meeting issue deadlines.

Donations will be used to fill in gaps in the collection, but gaps will also be filled by purchase and exchange, particularly by participation in the ATLA/ase exchange program.

Library exchanges will be coordinated with the librarian and the editor of the *St. Vladimir's Theological Quarterly*.

Non-Print Media

Non-print Media (microfilm, microfiche, sound recordings, records, cassettes, reel-to-reel tapes, filmstrips, and videocassettes) will be selected in accordance with the subject and language collection development policies.

If material is available on microform, the hard copy will be collected only if the subject matter is at the collection level of the subject policy.

Microforms will not be sought for materials already in the collection in hard copy. The exception to the rule is the acquisition of microfilm copies of periodicals.

Rare books and out-of-print materials will be collected extensively in microform. To preserve material by Orthodox authors, or on the Orthodox Church, limited materials will be microformed in accordance with budgetary constraints.

At the request of a faculty member and with consultation of the librarian, a periodical will be kept in paper and in microform. Otherwise, holdings that are updated yearly with microfilm copies will be deaccessioned.

A microform reader/printer will be maintained by the library in efforts to encourage use of microforms.

Non-print media will circulate, but backup copies of sound recordings and videos should be maintained.

Gifts

The library will accept donations that meet the same physical and intellectual acquisitions criteria as new materials.

The library has the right to determine suitability for inclusion in the collection and to discard any gifts in poor physical condition (brittle paper, water or mildew damage, missing pages, etc.).

The library has the right to offer for sale those items that are duplicates or are not suitable for the collection. The monies from sales will go to the general fund of the seminary.

The library will not appraise materials for income tax purposes, but will direct donors to appraisers if they so desire.

The library will acknowledge in writing all donations received, thank the donors, and include computer-produced book plates in all books received.

The library will use serials donations to complete sets and to provide second copies of certain frequently used runs.

The library will continue to develop serials exchange programs with other institutions.

Serials and other materials that are not needed by the library, will be donated to several other Orthodox institutions, so that they may complete sets. The Orthodox Church in America headquarters in Syosset, St. Herman's Seminary in Kodiak, Alaska, Antiochian Village in Ligonier, Pennsylvania, and other institutions will receive materials appropriate to their collection. If these institutions do not need materials, the serials may be offered to the USBE (Universal Serials and Book Exchange) or the American Library Association's Duplicate Exchange Union. The library will be careful not to use large amounts of staff time in this endeavor.

Inter-Library Loan

The SVS Library will participate in inter-library loan with all other academic institutions in the United States. It is a valuable resource to supplement our acquisitions policies. The SVS Library will participate in the METRO ILL delivery service for the New York City area. There are now 22 other libraries in the New York Area Theological Library Association (NYATLA) and ILL is great benefit of this membership.

Weeding, Multiple Copies

Weeding will take place on a daily basis in processing of new materials and retrograde cataloging using the computer records and the card catalog.

Weeding will be done along the same subject guidelines as the acquisition of new materials using the Subjects Policy.
Weeding will take into consideration the Languages Policy.

Duplicate copies will be kept at the collection subject level. Duplicate copies at the study and research level will be determined by patron use and the use on the reserve shelf.

Up to five copies of all Orthodox materials will be kept with the vision of eventually splitting off a core library from the SVS Library. This core library will help to establish another Orthodox seminary in North America.

Hardback books will be kept in preference to paperbacks and duplicate books in poor physical condition will be discarded.

Duplicate copies from special collections (donations) will be weeded if they are in poor physical condition.

Duplicate hard copies that are also available in microform will be weeded according to the curriculum needs of the subject matter.

When shelf space becomes an acute problem, weeding to separate site storage may occur in lesser used subject areas.

Reference Collection Development Policy

Reference materials will be collected in print form and eventually will move to the addition of online sources. Materials will be included in the reference collection that are used frequently and need to be "ready reference." Currency of materials will be stressed. Responsibility for acquisition and weeding will rest with the librarian with consultation from the faculty.

Subject scope will follow that of the general collection development policy, with special emphasis on the following types of materials:

1. Dictionaries, Foreign-English and Foreign-Foreign
2. Encyclopedias, general and specialized
3. Atlases, general, biblical, historical
4. Indexes, general, specific, those containing material held by other libraries
5. Bibliographies, general, subject
6. Liturgical texts
7. Sacred Scriptures
8. Other standard non-religious reference tools (Thesauri, etc.) to meet the general needs of the patrons

The primary language of the reference collection will eventually be English (to support patron use), but no appropriate reference materials will be excluded because of language.

Weeding will be done as needed (title-by-title when possible), with some materials being retired to the stacks and others that are out of date discarded. Assessment of the reference collection strengths and weaknesses will be accomplished concurrent with weeding.

The librarian and other staff members will observe the use of the reference collection and make suggestions, additions and deletions when appropriate, to support patron use.

The gifts policy will be the same as that of the general collection development policy.

Materials will be maintained in good physical condition, rebinding materials where necessary.

Collection Development Policy Review/Revision

The St. Vladimir Seminary Library's professional staff will review the policy every five years and make suggested changes. The amended document will be distributed to all the Library Committee Members and will be an item on the regular meeting agenda. After discussion, the Library Committee will approve all changes to the policy. The policy will be amended and distributed to all faculty members. The policy will also be available in the library for anyone who wishes to read it. As the library grows organically, additions or subtractions can be made on an informal basis by the library staff, but these should eventually be brought before the Library Committee for discussion and approval.