Collection Management Policy

Nazarene Theological College Library

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1   Introduction

1.1   Purpose

This Collection Management Policy (CMP) is intended to clarify the Nazarene Theological College (NTC) Library's collection management objectives, to assign responsibility for the ongoing management of the collection, and to provide guidelines for the selection and withdrawal of materials. While the guidelines are used primarily by library staff, this policy will also be useful for faculty members, administration, and other interested bodies as they seek to better understand the role and future of the NTC Library. This CMP seeks to inform the scope, content, focus and underlying rationale of the library holdings.

1.2   Library Objectives

- NTC is committed to deepening faith, expanding knowledge, and inspiring people towards Christlike action.
- The NTC Library seeks to support NTC's vision through the ongoing development of its collections by providing access to high-quality materials that assist the theological educational and research endeavours of the institution and its primary community (see 1.3).
- The library will adhere to fair dealing guidelines as outlined in the Australian Copyright Act 1968 and its exceptions. This fair dealing includes any use or copying of materials for the purposes of research or study.
- The library upholds the principle of free and equitable access to information, as outlined by the Australian Library and Information Association's "free access to information statement."

1.3   Community profile

The library's primary community are the students and faculty of the Nazarene Theological College, Australia and New Zealand. The library's secondary communities include students of member institutions (MI) affiliated with the Sydney College of Divinity (SCD), members of the Church of the Nazarene and other denominations in the Wesleyan tradition, students from independent colleges and universities involved in higher education, and people interested in academic and Christian resources.

2   Collection overview

The library aims to provide quality theological and academic resources to meet the needs of its primary community. Scholarly materials are available for academic use, organised using the Library of Congress Classification (LCC) system and Library of Congress Subject Headings (LCSH). The majority of works in the collection are written in English, with some resources in Biblical languages.

(Another SCD MI has resources housed in the Thornlands campus library building. These resources, which are predominantly written in the Korean language, are managed and curated by their MI's personnel within their allotted shelving space. These materials and their management fall outside of this CMP.)

2.1   Areas of focus

The Library's areas of focus are for aiding NTC's current teaching and research activities, including access to resources for:
- Current subjects
- Student research, particularly relating to coursework and assessments
- Faculty research

The library aims to maintain a balance between the differing needs of its primary community, including the curricular requirements of students, and the research needs of faculty members for both the

subjects they teach and their broader research endeavours. Patron-driven or demand-driven acquisitions (DDA) are used to ensure the evolving needs of the primary community are met. Efforts are made to ensure equitable input from NTC's faculty, adjuncts, and postgraduate students when suggesting new materials. Approximately 10% of the library's acquisition budget is allocated specifically for faculty research resources. Any unused portion of this budget is not carried over into the next financial year. While title suggestions are valued, the Responsible Person is responsible for acquisition decisions.

The library maintains a slight bias towards resources from within the Wesleyan Holiness tradition due to the specific needs of the primary community. However, resources from a diverse range of perspectives—including Reformed, Evangelical, Protestant, Orthodox, and Roman Catholic—are also acquired to ensure a balanced collection. Additionally, the library seeks to further develop its Wesley collection, which includes materials on John and Charles Wesley, early Methodism and the Wesleyan tradition.

Library acquisitions outside the primary areas of focus will be minimal and dependent on budgetary constraints. However, library patrons can still access specialised materials beyond these focus areas through the library's resource-sharing services (see 3.2).

2.2   Responsible Person

The person responsible for library operations and decisions regarding the collection, including selection, deselection, withdrawal, organisation, relocation, digitisation, and donations, is the Library Manager. The Library Manager is subject to oversight by NTC's Academic Dean and NTC's Academic Committee.

3   Selection

3.1   Selection methodology/guidelines

The library aims to include all required texts for each course and some of the suggested readings listed in each Course Unit Booklet (CUB) to ensure that resources for current subjects are up to date.

For books, electronic books (eBooks) take priority over print where funds and usage needs allow. The library prioritises perpetual access to eBooks through EBSCO over online database subscriptions. Patron-driven or demand-driven acquisitions (DDA) may be utilised to address specific eBook needs. The library prioritises the acquisition of online resources to ensure equitable patron access to resources. For books required for class reading, preference is given to unlimited or multiple user access licenses for eBooks, where the budget permits. For journals, electronic formats are preferred over print to maximise accessibility for users, where the budget allows. However, as some journals do not have electronic options available, print versions are sometimes the only option.

Regarding the number of materials, the library typically acquires no more than one physical copy per title due to budget and physical space constraints. For texts that are required for subjects or those in high demand, multiple user eBook licenses will be purchased as necessary.

Open access (OA) and public domain (PD) resources, as well as shared resource agreements, influence the selection and deselection processes by providing supplementary access to materials beyond the library's immediate holdings. Print resources that are available online through OA/PD will not be added to the library unless they hold particular importance in their area. Those print resources already in a collection will not necessarily be removed due to OA/PD. Relevant OA/PD electronic resources will be catalogued or acquired as time permits.

The library is committed to fostering a diverse, equitable, and inclusive collection. This is balanced by the disinclination for self-published or non-peer-reviewed works, unless these are deemed to provide significant scholarly value. In alignment with decolonising principles, the library seeks to incorporate resources written by/expressing underrepresented theological, historical, cultural, geographical, and gender perspectives. Input from faculty and from students is actively sought to ensure a representative collection that meets the needs of the community. This process ensures that all voices are considered, making the collection development process more robust and inclusive (link to the 'suggest a resource to purchase' form).

The library also holds PhD dissertations, master's theses, and research papers from NTC students and faculty, if provided. For these, there is no priority for print or electronic format; items will be accepted in whichever format is available.

The library does not actively seek to acquire antiquarian materials. However, it maintains an existing rare collection, which will be preserved and made accessible as appropriate. NTC's library is not a legal deposit library and therefore is not required to collect government publications, music, maps, pictures, or indigenous knowledge. Nevertheless, some of these materials may be acquired if they meet the needs of the library's patrons.

3.1.1 Donations, gifts, and exchanges

Relevant donated items are a valuable addition to the collection. Individual donors are informed of the conditions of inclusion at the time of making the donation. Unsolicited gifts or donations are assessed for inclusion in the collection using the same selection criteria as purchased materials. The acceptance or rejection of donations is at the discretion of the Responsible Person identified above. Donations that do not meet these criteria will be discarded in accordance with the deselection guidelines. Only donors who provide contact details and specifically request the return of unwanted material will have those items made available for their collection. In all other cases, unwanted material will be discarded in line with the deselection guidelines (see 4.1).

The cost of intake, cataloguing, upkeep, and preservation of donated materials is also considered when deciding on the acceptance of donations. All materials, once donated, become the property of the NTC library and may be managed as the Responsible Person see fit. The Responsible Person may choose to include in the collection, discard, sell, donate them to other organisations, or digitise resources as deemed appropriate for each individual item.

No donations with conditions or loan agreements will be accepted unless specifically approved by the Responsible Person, the Academic Dean, the Principal, and the Business Manager.

Monetary donations are welcomed and should be facilitated through the Finance Manager. Donations specifically intended for the library should be designated as such to ensure they are allocated appropriately.

3.2 Resource sharing

Access to external resources – beyond physical items, eBooks, and actively subscribed online theological libraries and databases – impacts the library's selection priorities and methodology to a limited extent. Interlibrary loans (ILL) are available through partnerships with other SCD MIs' libraries and ANZTLA member libraries, though most of these resources are limited to physical items due to copyright restrictions on sharing electronic materials.

Additionally, the library may benefit from subscriptions to online databases provided through the SCD, expanding the availability of digital academic content. The Responsible Person represents NTC's interests as a member of the SCD Library Committee.

3.3   Other considerations

Considerations are needed for each collection in the NTC Library due to their varying scopes and foci. When a resource could be housed in two (or more) collections, placement decisions will follow established principles, use cases, and selection criteria. The three Special Collections – the Archives for the Church of the Nazarene, Australia, the Wesley Collection, and the Rare Collection – are housed in the MacPherson Special Collections room.

The New Zealand (Auckland) Collections (see 3.3.8 and 3.3.9) are housed in Auckland at the national office for the Church of the Nazarene, New Zealand. All other print collections, including those in the MacPherson Special Collections room, are housed in the John D. Fulton library building in Thornlands, QLD.

3.3.1   Archives for the Church of the Nazarene, Australia

This collection holds handbooks, plaques, photos in a range of print and digital formats, and other historical realia/memorabilia related to the Church of the Nazarene, Australia. It also includes documents pertaining to the history of Nazarene Theological College. Deselection criteria regarding frequency of use, duplicate copies, and relevance to the curriculum do not apply to this collection. Preservation of this collection will utilise the Wesleyan Holiness Digital Library (WHDL) as appropriate.

3.3.2   Wesley Collection

The Wesley Collection contains materials written about or by John Wesley and Charles Wesley, as well as resources related to the Wesleyan and Methodist tradition. These resources include textbooks, monographs, letters, journals, among others. For this collection, a combination of print and electronic, or solely print resources take priority over solely digital formats, including content-specific periodical subscriptions.

3.3.3   Rare Collection

The Rare Collection comprises items of significant historic or monetary value, especially those that are not easily replaceable or accessible elsewhere. While most items in this collection will not be in the public domain/openly accessible, there are some exceptions.

3.3.4   Reference Collection

The Reference Collection incorporates items such as commentaries, concordances, encyclopaedias, dictionaries, introductory textbooks, and liturgical handbooks. Seminal, landmark, and recent materials are prioritised for this collection. Withdrawals due to age of publication, infrequency of use, or relevance often result in items being moved to another collection as appropriate.

3.3.5   EBSCO eBooks

The selection of EBSCO eBooks is guided by budget constraints and consideration of electronic availability through other means, including access via subscribed online databases or open access/public domain (OA/PD) resources, with less emphasis on the availability of print versions.

3.3.6   Journal Collection

The Journals Collection encompasses print serials, periodicals, and related materials. This collection features a mix of titles currently subscribed to and those without active subscriptions.

3.3.7   Storage Boxes

The Storage Boxes contain print books published before 1960, many of which are now in the public domain or are openly accessible online. Given the books' infrequent use and age or outdated nature of these materials, they are stored in archive boxes due to space constraints.

3.3.8   New Zealand (Auckland) Collection

This subsection outlines the default collection for NTC's library in Auckland, New Zealand (NZ). The NZ collections share a library management system with the rest of NTC's holdings, but due to differing locations, contexts and priorities, there may be variations in collection focus. The Auckland library may require more duplicates or copies of the same book for NTC's non-accredited Christian Ministry Training Certificate (a validated Course of Study for ordination in the Church of the Nazarene). Additionally, there is a need for resources in multiple languages (including Samoan) to better serve the local community. This collection includes required texts for classes and intensives taught in New Zealand.

3.3.9   New Zealand (Auckland) Reference Collection

The methodology for considerations for the New Zealand (Auckland) Reference Collection mirrors that of the Reference Collection (see 3.3.4), with awareness of the fact that duplicate resources between Reference Collection and NZ Reference Collection serve different primary communities. Withdrawals from the NZ Reference Collection due to publication age, infrequency of use, or relevance often result in items being moved to the New Zealand (Auckland) Collection.

3.3.10 Kenmore Collection

The Kenmore Collection houses materials from another college's library, which are gradually being incorporated into the permanent collections of the library. This collection is not intended to grow and each resource in it will eventually be absorbed into another collection or withdrawn. This collection is classified using the Union/Pettee classification system.

3.3.11 Music Collection

The Music Collection is being phased out, with no new materials being added. Existing items will be absorbed by other collections or withdrawn from the library. Recent acquisitions of music, sheet music, and worship materials are intake into the General Collection. This collection includes hymn books, church worship songs, and some classical pieces of music. This collection is largely uncatalogued.

4   Collection Maintenance

4.1   Deselection guidelines

This section outlines the criteria that will guide the selection of materials or determine their withdrawal from the collections. Duplicate print works may be deselected if they are deemed less relevant for use due to publication date, infrequency of use, the availability of more recent scholarship, or if a newer/revised edition is held by the library. There will be no deselection of duplicates for electronic resources, nor for items in the Special Collections (the Archives for the Church of the Nazarene, Australia, the Wesley Collection, and Rare Collection have their own selection and deselection guidelines outlined above, see 3.1.1-3.1.3).

Deselection may occur for materials that lack relevance to NTC's mission, academic programme, or research scope, as well as for items within the special collections that do not meet the established criteria for inclusion in those collections.

Additionally, materials may be deselected due to their condition (through usual wear or damage), loss, becoming obsolete with access to newer revisions/editions, or shelving space constraints. Deselected

library resources can be sold, donated to other libraries, or disposed of at the discretion of the Responsible Person.

A comprehensive assessment for inventory, stocktake, rightsizing and weeding/withdrawal will occur every 5 years as time, budget, and personnel allow.

4.2   Preservation

Print resources will be preserved through various methods such as covering, taping, and repair, alongside maintaining climate controls. The MacPherson Special Collections room is lockable, and is designated for housing the Wesley Collection, the Archives for the Church of the Nazarene, Australia, and the Rare Collection to ensure their preservation, longevity, and protection.

4.2.1   Digitisation

The digitisation of resources—particularly those within the Archives for the Church of the Nazarene, Australia—is an essential part of preservation, and is crucial for increased accessibility of materials. Digitisation will only occur as copyright permits. Currently, digitisation efforts are limited due to time and personnel constraints. Future plans may include digitisation of archival materials and dissertations/theses to be hosted within an institutional repository with WHDL, as this policy is revised.

4.3   Lost items

The library will not always seek to replace lost, damaged, or missing items. Replacements will require re-assessment by selection criteria, including demand for a specific title, number of copies already held, adequacy of coverage of subject by other items, cost and availability of replacement copy, and relevance to library goals and community.

5   Reviewing this policy

The CMP is to be reviewed when necessary, or in September 2029. Unless otherwise stated, this version of the policy will remain active beyond the review date. Revisions to this CMP will be carried out by the Responsible Person and submitted for approval by the NTC Academic Committee.

Instated: 25th November, 2024.
Revision history: None.