

Collection Development Strategy

**Jessie Ball duPont Library
School of Theology Library
William H. Ralston Music Listening Library
William R. Laurie University Archives and Special Collections**

**Library and Information Technology Service
The University of the South**

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Introduction

The overarching purpose of this document is to provide strategic direction and guidance for the activities related to assembling, providing access, and maintaining information resources in four main areas: the “general collection,” which focuses especially on supporting the College of Arts and Sciences and School of Letters, but serves all users; the School of Theology Library; the William H. Ralston Music Listening Library; and the William R. Laurie University Archives and Special Collections. Together, these robust collections serve the teaching and research needs of all University faculty, staff, and students, as well as the enrichment of the surrounding community.

In most cases, each section of this policy will address each of the four areas just mentioned; however, in some cases, standard language will apply to all. In addition, it is important to note that, at the time of writing, we consider what follows to be mostly current practice, but also aspirational in a few areas. As a result, it is our belief that this policy will serve us well for the next several years.

Guiding Principles

The following principles guide the development and management of all of our collections.

Support Teaching and Research

First and foremost, our collections are intended to support the broad array of teaching and research activities that occur at the University of the South. In other words, collections are developed for use rather than for the sake of collecting. Therefore, the materials that we acquire align with the curriculum and the evolving research needs of our students, faculty, and staff. We accomplish this by taking a user-centered approach to collecting that responds to the demonstrated needs and preferences of our students, faculty, and staff. In addition, as the LITS Mission Statement notes, we are “an essential partner contributing to the quality of life and experience in the community.”

Intellectual Freedom and Privacy

We uphold the principles of intellectual freedom by collecting materials that represent a broad spectrum of ideas and viewpoints. In addition, we protect the privacy of users and the confidentiality of their research interests and activities. Furthermore, we adhere to the American Library Association’s [Library Bill of Rights](#).

Diversity, Inclusion, and Accessibility

We seek to create a more equitable society by providing our patrons with access to resources that represent the fullness and diversity of the human experience. We also strive to ensure that materials are useful to all individuals and groups who use our resources and facilities by acquiring materials in formats that provide the broadest access possible, as well as by leveraging various technologies to enhance access, discovery, and the overall user experience.

Stewardship and Preservation

In recognition of finite space and financial resources, materials are carefully selected for our collections. We develop and maintain sustainable practices for the acquisition, maintenance, and deaccession of materials. We ensure the preservation of materials for future generations through best practices and, in some cases, through digital preservation strategies.

Collaborative Collection Development

In order to enrich and expand access to resources for our patrons in significant ways, we develop and maintain partnerships with libraries, archives, and other cultural heritage organizations. Leveraging consortia, interlibrary loan services, and other

resource-sharing networks complement our collections budgets and increase access to the amount and type of materials available to Sewanee's faculty, staff, and students.

Open Access and Sustainable Scholarship

We support the principle of open access and strive to make open resources available to our users. Where possible, we will acquire open resources over fee-based resources. In addition, we will collaborate with faculty to help them in their open access publishing endeavors.

Unique and Local Collections

Because of their exceptional cultural, historical, and sometimes financial value, collections that are distinct or unique to Sewanee (and in many cases are locally-focused), are given priority for acquisition, preservation, and long-term access when they fall within the parameters of our collecting scope. These tend to be the materials that are irreplaceable and for which the responsibility for ensuring future access rests solely with us. These unique materials add value to both institutional and collaborative collections.

Assessment and Continuous Improvement

We implement routine assessments to evaluate the effectiveness of the collections and our collecting practices, and we make data-informed improvements as needed. We also invest in professional development to ensure that library and archives staff stay informed about best practices and emerging trends in our fields.

Scope and Purpose of Collections

To provide context for what is to follow, this section briefly describes the general focus of our primary collecting areas and the needs they are intended to address.

General Collection

The purpose of the general collection is to support the instruction, research, scholarship, and personal enrichment needs of the entire campus. The general collection also serves as a resource to our community to support personal reading interests and lifelong learning.

The general collection supports rigorous undergraduate-level instruction, study, and research in all academic disciplines taught in the College of Arts and Sciences. It also serves the needs of the graduate students in the School of Letters. We acquire print and electronic resources for the campus community and make use of shared consortial collections, fast access through interlibrary loan, open access materials, and user-driven selection programs to extend the breadth of our collection. This includes: books, journals, magazines, newspapers, databases, music recordings, scores, videos, and digitized primary sources. The proportion of materials, as well as the balance between physical and electronic formats, varies according to the needs of each discipline.

In line with the library's core value of inclusivity, we make an effort to provide underrepresented and marginalized perspectives, voices, and viewpoints.

The majority of the general collection is in English, with some materials collected in Spanish, German, French, Italian, Russian, Chinese, Japanese, Korean, and other languages, to support current programs and research.

In order to support the wider Sewanee community, we also provide current popular fiction, nonfiction, and recreational books, as well as film and music in various formats.

School of Theology Library

The School of Theology Library exists primarily to support the teaching, research, and writing needs of the School of Theology community and beyond. This purpose is informed by and aligns with the stated mission of the School of Theology, which is "to educate women and men to serve the broad whole of the Episcopal Church in ordained and lay vocations."

In building and maintaining collections, we embrace the spirit of collaboration as envisioned in the University's Ordinances, which calls for the oversight of the School of

Theology Library collections to be the responsibility of key LITS staff and the dean and faculty of the School of Theology. As an embedded graduate school within the larger University, we also partner with our College colleagues who teach especially in the Departments of Religious Studies, Medieval Studies, Classics, Philosophy, History, and Environmental Sciences.

The scope of our collections is to offer access to primary and secondary materials in both print and digital formats, covering the spectrum of Anglican and Episcopal Theology, Biblical Studies, History of the Christian Church, Ethics and the Environment, Church Music, Pastoral Theology, and Liturgical Studies. The majority of our collections are housed on the third floor of the Jessie Ball duPont Library.

A smaller teaching collection, the Diocese of Texas Reading Room collection, is housed in Hamilton Hall, the primary academic building for the School of Theology. The Diocese of Texas Reading Room provides access to the following resources: Theology course reserves; a sample of theological journals, including our own *Anglican Theological Review* and *Sewanee Theological Review*; basic theological reference resources including dictionaries, encyclopedias, and biblical commentaries; the Loeb Classical Library; our liturgical preaching collection; a Spanish theology collection; and School of Theology faculty publications. The crown jewel of the Diocese of Texas Reading Room is the seven-volume copy Heritage Edition of *The St. John's Bible*.

Theology Special Collections reside in the William R. Laurie University Archives and Special Collections facility. This collection consists of about 8,000 volumes of rare materials, including rare Bibles, hymnals, and Books of Common Prayer. A subset of these resources constitute a teaching liturgical collection of about 800 Bibles, Books of Common Prayer and hymnals, which is conveniently housed on the 3rd floor of the Library to serve the research needs of our graduate students and faculty.

The special collections materials are supplemented by historical monographs and journals associated with the Episcopal Church and its roots within the global Anglican movement. Historically, we served as a repository for records pertaining to the Diocese of Tennessee. After the diocese reorganized into three distinct dioceses, we no longer actively served in that capacity; however, we still hold the materials deposited here prior to the reorganization.

Ralston Listening Library

The William H. Ralston Music Listening Library was established to preserve and expand upon the recorded music collection of the Rev. Dr. William H. Ralston. This special

collection seeks to provide comprehensive access to the representative recordings of the standard repertoire of Western art music, as well as compositions of contextual importance to the study of that corpus.

The collection is housed in a setting designed to provide audio playback access at state-of-the-art quality, via either loudspeaker (The Carlson Listening Room) or headphone (The Crawford Listening Room). While the Ralston Library primarily supports the curricular and research needs of the University's academic and musical performance programs, most of its resources are open to all duPont Library patrons.

University Archives and Special Collections

The William R. Laurie University Archives and Special Collections (hereafter referred to as the Archives) collects, preserves, and provides the broadest possible access to archival materials documenting the history of the University, the Sewanee vicinity, and the original Episcopal Diocese of Tennessee. Additionally, the Archives houses rare and unique book collections.

The materials are classified into five distinct repositories: University Archives, Special Collections, Book Collections, Museum Collections, and the Episcopal Church Diocese of Tennessee Records prior to its reorganization in the 1980's.

As the University Archives, we are the official repository for the University's institutional records and publications. Our Special Collections contain manuscripts, images, maps, and other primary source materials documenting the history of Sewanee and local communities, and the South Cumberland Plateau Region in general. Our Book Collections include collections related to curricula, libraries from early professors and administrators, faculty authors, local authors and topics, and rare books. The Museum Collections contain three-dimensional objects usually related to the University or the region, or items donated by early University families. We hold the Episcopal Diocese of Tennessee Records which document the entire state before the division into multiple dioceses in the early 1980s.

The Archives works to ensure both current and future generations have these resources available to them. We advance the mission of duPont Library and the University of the South by serving as a liberal arts laboratory. Engaging the past with our archival materials and rare books helps foster contemporary critical thinking and inquiry, knowledge creation, creative expression, and lifelong learning. We serve the University and the local community and are open to the general public for research.

Collecting Priorities

General Collection

The following considerations represent essential priority components of the library's selection of new materials:

- The highest priority is given to resources (monographs, ebooks, databases, journals, newspapers, streaming media) aligned with the curriculum and research at the appropriate level for the undergraduate and the graduate programs. We purchase required and suggested materials for all classes to be available on course reserves.
- Medium priority is assigned for the acquisition of faculty and alumni publications for the College of Arts & Sciences, the School of Theology, and the School of Letters.
- Lower priority is given to purchase current popular books and videos that meet the community's cultural and recreational needs. We focus on literary award winners, local authors, bestsellers, and popular series.

The following descriptions outline collecting priorities and selection criteria based on format types and certain discrete collections:

Monograph Collection

A combination of print books and ebooks are purchased primarily to cover the subject areas taught in the College of Arts and Sciences. A majority of the books that are purchased originate with faculty requests. When possible, we purchase both print and ebook versions of all course reserve materials and faculty publications.

Journal and Newspaper Collections

Journal subscriptions primarily cover the subject areas taught in the College of Arts & Sciences. We maintain a very small browsing collection of local, national, and international newspapers in print. We select electronic subscriptions or pay-per-view options over print when possible to increase access, ease of searching, and usability, as well as to save space. We may make exceptions to this policy when:

- the cost for the online version is prohibitive;
- the title is not offered in electronic format; or
- the online version is not a true representation of the print.

Reference Collection

This collection includes information sources such as encyclopedias, almanacs, atlases, and dictionaries. We select electronic reference materials over print when possible to increase access, ease of searching, and usability, as well as to save space. We may make exceptions to this policy when:

- the cost for the online version is prohibitive; or
- the title is not offered in electronic format.

Stoney History of Medicine Collection

Dr. William S. Stoney, Jr., a 1950 graduate of the College, has given an endowment to purchase materials on the history of medicine so that prospective future medical doctors may begin their education in the medical field by learning about the past. The collection includes Dr. Stoney's personal book collection as well as books purchased from the fund and access to a database of full-text articles about the history of medicine.

Fooshee Collection

The Fooshee Collection was first established by Malcolm Fooshee in honor of his wife and daughter. It provides a popular reading collection consisting of current best sellers and current topics of interest. Fiction and non-fiction titles are selected from awards lists, bestsellers, and several other popular reading lists. We select titles that reflect diverse authors, perspectives, and viewpoints.

Ann Swanson Jackson Children's Literature Collection

The Jackson Children's Collection is named in honor of Ann Swanson Jackson, a resident of Sewanee and a collector of children's literature. The collection was designed to support the academic curriculum in the areas of teacher education, art, history, literature, anthropology, psychology, and other areas of study. The collection is also used for enjoyment by the children in the Sewanee community. The collection is limited in size and is intended to reflect what is considered the best in historical and current children's literature. The current practice is to acquire award-winning children's books (specifically the Newberry, Caldecott, and Coretta Scott King award winners), as well as selected multicultural children's books.

Government Information Collection

In 1873, the United States Senate designated duPont Library to be a selective depository of United States government information, making it one of the earliest Federal Depository Libraries in the state of Tennessee. A vast majority of the historical documents are now available online. Our print collection is currently going through a de-selection process, but we will continue to collect and retain print materials in these subject areas:

- agriculture;
- forestry;
- geology;
- environment;
- census data;
- foreign affairs and international relations; and
- trade.

Film, Audiobook, and Music CD Collections

Our collection of media (DVDs, Blu-ray discs, and CDs) is largely a legacy collection because newer titles are less likely to be issued on disc, and streaming is a preferred delivery means. We continue to acquire physical copies when available if they are requested by faculty to support the curriculum or are popular titles. This practice has helped guarantee access to titles because sometimes they may be removed from streaming collections without notice.

Music Scores

This collection supports classroom teaching, studio instruction, and research by providing students with appropriate materials for the study and performance of notated music in the Western tradition.

Microform Collection

Historically, libraries have collected materials in microform in order to save space and to better preserve certain titles. In our collection, these materials include newspapers like *The Tennessean* or *Chattanooga Times Free Press*, and government documents, including older census records. As we are able to access or acquire these materials online, we will reduce this collection since it is cumbersome to find and use.

Institutional Repository

Sewanee's DSpace digital repository includes electronic text, images, audio, and video materials. Our primary focus is on creating, collecting, and providing access to local digital collections in support of research and instruction at the College. In addition, we have a strong focus on collecting the scholarly contributions of the Sewanee community.

Electronic Resources

Electronic resources refer to those materials or services that require a computer or mobile device for access, including, but not limited to:

- electronic books;
- electronic journals;
- bibliographic or full-text databases;

- numerical, graphical, and textual files;
- streaming audio and video; and
- internet resources.

The proportion of materials, as well as the balance between physical and electronic formats, varies according to the needs of each discipline. The library considers access and ownership equally acceptable collection models and makes the decision to subscribe or purchase on a case-by-case basis. Considerations include, but are not limited to:

- subscription cost versus perpetual access;
- subject matter; and
- the long-term scholarly value of the material.

Electronic resources will be evaluated based upon the following criteria: cost, uniqueness of the content, user-friendly interface, accessibility, usability, search functionality, and potential usefulness to the greatest number of our students and faculty.

Remote access is essential, including access from off campus. Access and authentication should be compatible with the University's single sign-on method for library resources, which is currently OpenAthens. Authentication with a single username and password for a given resource is the least desirable method, and is only acceptable if the resource is intended to support a small number of users. Site-licensed resources that require users to create individual accounts, such as Hoopla or the *New York Times*, are acceptable. Unlimited concurrent users is preferred. User limits will be considered in order to contain costs if the number of concurrent users is sufficient for the program supported by the resource.

Service implications, technical support, and licensing requirements must be given careful consideration prior to the commitment to acquire a resource and may determine the ultimate feasibility of acquiring a new electronic resource.

Considerations for ebook purchases include:

- licenses for unlimited or multiple simultaneous users;
- preference for resources with no restrictions to printing, copying, or downloading and availability for interlibrary loan;
- Evidence Based Acquisitions (EBA) and Demand Driven Acquisitions (DDA) offer access to large numbers of titles while only paying for titles used; and
- provision of irrevocable perpetual access.

Duplication of existing print holdings with electronic versions will be considered on a case-by-case basis depending on the context and relevance of the title in question. Print duplicates of existing ebooks or print titles are not usually purchased except for course reserves.

School of Theology Library

The School of Theology Library serves as a cornerstone of theological education and scholarly research within the Seminary community. Our mission centers on building and maintaining collections that support rigorous academic study, pastoral formation, and spiritual development. Through careful curation of resources across multiple formats and traditions, we strive to create a comprehensive theological library that serves both current needs and preserves our rich religious heritage for future generations.

High Priority Collections

The School of Theology Library maintains its strongest commitment to acquiring materials that directly support the Seminary's curriculum, teaching, and research needs. The collections encompass the full spectrum of theological disciplines, including Biblical Studies, Church History, Christian Hymnody and Hymnography, Theology and Theological Philosophy, Theological and Environmental Ethics, Pastoral Theology, Liturgical Studies, Homiletics, Missiology, Biblical Languages (Greek, Hebrew, and Latin), and Religious Studies. Within these areas, we place particular emphasis on theological works related to the Episcopal Church and the Anglican Communion. Materials about the Episcopal Church in the United States and Canada, referred to as Episcopaliana, receive our highest priority, as do publications concerning the broader Anglican Communion (Anglicana), which includes the Church of England, UK, and all national churches participating in the Lambeth Conference under the Archbishop of Canterbury's leadership.

As noted above, the University Archives previously served as the official repository for the Diocese of Tennessee prior to its geographical reorganization in 1983 (Diocese of West Tennessee) and 1985 (Diocese of East Tennessee). We are committed to holding those records indefinitely. Finally, we maintain comprehensive collections of our faculty's scholarly works, with three copies of each publication: one for the University Archives, one for circulation, and one for the Diocese of Texas Reading Room.

Medium Priority Collections

Recognizing that proper theological formation requires exposure to diverse perspectives, we actively collect materials representing various Christian traditions and theological viewpoints. This includes scholarly works from Orthodox and Catholic

traditions, Protestant and Neo-protestant movements, and broader religious studies perspectives, including secular and atheistic approaches to religious inquiry. Our goal is to provide a balanced and representative sample of scholarship from these sometimes complementary, sometimes contrasting traditions. This diversity enables our students and faculty to engage with the full spectrum of theological thought and religious expression.

Lower Priority Collections

As resources permit, we selectively acquire special collections materials, including rare books and manuscripts that enhance our existing holdings and support specific research interests of our faculty and students. We welcome donations that complement our archival and liturgical collections, which currently exceed 10,000 items.

In terms of contemporary scholarship, we maintain a limited but focused collection of works addressing new religious movements (NRM), particularly those that inform contextual ministry preparation. In addition, we selectively acquire materials in languages other than English, with particular attention to Spanish-language resources that support Episcopal Church outreach programs, and German and French materials that enhance our Biblical and Historical Studies collections.

Format Preferences

While we value our heritage as people of the book, and while having a bias toward the printed codex, we also recognize that digital formats often offer the broadest and most immediate access to information. Thus, we aim to seek the best balance of high-quality resources and accessibility. Due to financial implications, it is in exceedingly rare instances, such as with some Anglican and Episopal resources, that we acquire dual-format materials, thus combining the permanence of print with the accessibility of electronic resources. For course reserves, we seek materials that allow simultaneous access by multiple users. When selecting databases, we prioritize those offering perpetual access rights to ensure long-term availability of resources.

Ralston Listening Library

Highest collection priority is given to recordings considered significant in the performance history of works in the standard repertoire of Western art music. In relevant cases (e.g., operas and ballets), full performances are preferred to selections.

Art music outside of the Western tradition is collected at the discretion of Ralston Library staff, typically in support of the curricular needs of the University.

Well-documented recordings of the British and American vernacular traditions (i.e., folk and “popular” music) are also collected. International vernacular music is collected at the discretion of Ralston Library staff, usually in support of the curricular needs of the University. Vernacular music is only collected on LP. Jazz is collected on LP only, selectively according to historical and critical success or in support of the curricular needs of the University.

Recorded materials of any genre that support the curricular needs of the University will be collected or borrowed, as appropriate, at the request of and in consultation with members of the faculty. The preferred formats guidelines should be followed, as possible, when fulfilling such requests.

The collection priority of recorded materials is further refined by format. If a recording was made for analog reproduction and released on 33 $\frac{1}{3}$ RPM longplay record (“LP”), priority is given to mint or near-mint copies of that recording. 45 and 78 RPM records are not collected.

Compact discs (“CDs”) are collected at the discretion of staff, but generally only landmark digital recordings of art music are collected on CD. CDs of recordings already held on LP are incorporated into the collection only if part of a series or special release. Super Audio CDs (“SACDs”) are not collected.

Hi-resolution streaming services that reproduce sound at CD-quality (44.1 kHz/16 bit) or better are maintained to supplement gaps in the physical format collection.

Recordings on formats not listed above are not collected.

University Archives and Special Collections

For each of the five major collecting areas, a sense of the priority and scope of collections is provided just below, along with some indication of areas for future growth. In general, the highest priority for collecting across the Archives is unique, archival materials.

University Archives

Official University materials documenting the institution’s decisions, policies, programs, events, and general history is of the highest priority and is comprehensive in scope. However, this area needs to be paired with a records management program for proper administration and parameters.

University Archives holdings are strong in vice-chancellor materials through the end of the 20th century and primary University publications. Our holdings of mid-level administrative records are more irregular.

In general, University materials from the mid-20th century forward tend to be less extensive than earlier years and need to be strengthened. Our main subject area for growth includes the overall student experience. We are particularly lacking materials documenting students of color, LGBTQ students, and other under-represented students.

Special Collections

The other collecting area of highest priority is local archival materials. Our collecting in this area focuses on Sewanee; local communities, especially between Sewanee and Monteagle; top-of-the-mountain events; natural locations, etc. These materials help provide local context, document the place, illustrate community history, and document University-regional relationships. Other subjects of archival special collections may be considered when they support University curriculum or are the product of University programming.

Current strengths in Special Collections include University faculty and families of the University's upper-administration through the mid-20th century. We also have an extensive collection of materials related to the University's administration of Tennessee Williams' literary rights.

Areas for growth include non-University affiliated families or those outside of faculty and upper-administration positions; local people, families, and communities; people and communities of color across all date ranges. We are lacking materials from the mid-20th century forward in all areas.

Book Collections

Book collections is an area of low priority. Our current collecting focus is on Sewanee, along with local publications and regional topics.

Areas of strength include personal and family book collections of early University faculty and upper-administration; Southern Literature; Agrarian and Fugitive Writers; and Tennessee Williams.

Our growth in books will focus on local publications and regional information; rare books related to curriculum; and publications related to administration of Tennessee Williams' literary rights. Books with annotations and other marks of use may be prioritized or considered exceptions.

Museum Collections

Museum collections is an area of low priority. Care, handling, storage, and use must be considered when collecting museum items. Our collecting attention will focus on research and display potentials, as well as items that are well-documented and in good condition.

T-shirts related to University events and programs are the strongest area in this collection.

Areas for growth are items documenting the University and student experience; Sewanee or locally related items; and under-represented communities in the area, St. Mark's Community in particular.

Episcopal Church Diocese of Tennessee Records

Episcopal Church Diocese of Tennessee materials is a low priority. We only collect materials created before the Diocese of Tennessee divisions in the 1980s.

As an archive, we generally accept materials within the collecting scope outlined in this document, regardless of format. However, some formats require special storage and stewardship for their ongoing preservation and use. Decisions about atypical formats need to consider the long-term preservation and storage needs and our ability to be good stewards.

We typically do not accept reproductions of materials held by other institutions or in private hands, except when they are integral to an archival collection. Where items originally existed in a non-digital format, we prefer to acquire items in their original format, accepting the digital format only as a supplement, or if the original no longer exists.

Collaborative Collection Development

Collaborative collection development is an essential strategy that nearly all libraries employ to meet the diverse and interdisciplinary needs of their students, faculty, and staff. Recognizing the challenges posed by limited budgets, rising subscription costs, and the vast scope of scholarly output, we are committed to fostering partnerships that enhance access to scholarly resources and strengthen the collective capacity of academic libraries, archives, and other cultural institutions. Emphasis will be placed on developing and sustaining resource-sharing agreements, including interlibrary loan services and shared e-resource licenses.

Goals of Collaboration

We believe that collaborative collection development activities will help us

- leverage partner institutions' strengths to address gaps in our collections, thereby significantly expanding access to resources so that all members of the University community have the materials they need for teaching, learning, and research;
- foster and further strategic partnerships with consortia, libraries, archives, museums and other cultural institutions to maximize resource availability and minimize duplication of effort;
- be responsive to emerging trends and technologies that improve resource sharing, preservation, and discovery;
- pursue cost-effective and environmentally responsible collection strategies through shared acquisitions and preservation efforts; and
- explore new models of collaboration, such as cooperative open access publishing initiatives and partnerships for developing AI-driven discovery tools.

Current and Future Collaborative Efforts

Consortial Purchasing Agreements

The Library and Archives will actively participate in consortial purchasing agreements to leverage collective bargaining power and reduce costs for electronic resources and databases. Joint access initiatives will be prioritized for high-cost, specialized resources that exceed the Library's individual budgetary capacity. Examples of consortia include the Appalachian College Association, Tennessee Electronic Library, TENN-SHARE, and LYRASIS.

Interlibrary Loan

The Library provides a robust Interlibrary Loan service, notable for being part of the OCLC Express Program in which chosen institutions are recognized as "exemplary

suppliers” and among the top 10% of libraries worldwide offering the fastest fulfillment time for both patrons and borrowing institutions. We will continue to enhance interlibrary loan and document delivery services by integrating new technologies and joining global resource-sharing networks as needed. Efforts to improve discoverability of external collections through shared catalogs and platforms will also be explored.

Collaborative Digital Collections

Partnerships with cultural institutions, libraries, museums, and archives will facilitate the creation and sharing of digital collections relevant to University research and teaching priorities. The Digital Library of Appalachia is one example in which Sewanee has been a participant. Our DSpace instance also served as the consortial repository for the Sustainability in the South project with the Associated Colleges of the South.

Furthermore, we will support the development of open-access repositories and shared digital preservation initiatives to ensure long-term access to scholarly content. We already openly share a considerable portion of our own digitized content.

Shared Print and Storage Initiatives

The Library will engage in shared print programs to manage the retention and preservation of rarely-held materials while ensuring continued access for future research. One especially notable example of this is our participation in the Eastern Academic Scholars Trust (EAST). EAST is a distributed model shared print program in which member libraries, including ours, commit to retain portions of their collections and share those titles with other members. Our participation is described in more detail below.

While not presently utilized, offsite shared storage arrangements could allow us to optimize physical space for user-centric services and high-use collections. A challenge for us is the lack of geographically close partners.

Collaborative Acquisition and Access Arrangements

Vanderbilt University

We have had a longstanding reciprocal borrowing agreement with Vanderbilt’s Libraries. We send Vanderbilt’s Heard Library a spreadsheet of our student and faculty patrons each semester to allow them to check out materials. Their users are also welcome to use our resources if needed.

Appalachian College Association

The Appalachian College Association is a non-profit consortium of 33 private, four-year liberal arts institutions located in the Appalachian region. The ACA has a strong library network with a long history of collaborative ventures. The reciprocal borrowing agreement with the ACA has been in effect for more than ten years. We also continue to lend and borrow many materials with the libraries in this consortium through interlibrary loan.

Additionally, through resources acquired with our annual dues to the ACA, as well as through opt-in arrangements negotiated by the ACA, this consortium actively provides group purchasing and subscription options for ebooks, databases, and other online resources. Obviously, this allows us to stretch our funding even further.

Eastern Academic Scholars' Trust (EAST)

As described on the EAST website, this is a “collaborative effort of a large group of academic and research libraries to document, protect, and provide long-term access to their print collections. EAST directly addresses the growing need for academic and research libraries to ensure that print books and journals of scholarly value are not inadvertently discarded as libraries undertake necessary weeding and deselection programs to free up space for other library services. By ensuring that scholarly content across the libraries is retained locally on behalf of all EAST members, faculty, students, and scholars can have confidence that they will have access to these resources and that unique and valuable scholarly content is protected in support of teaching, learning, research and scholarship.”

We joined EAST in 2018 and have committed to retain over 90,000 monographs and 230 serial titles. In addition to the retention of print materials, one of the major principles of this group is to advocate for fast and free interlibrary lending and borrowing. As a result, we have created a special lending group in Tipasa and prioritize those requests from other EAST libraries.

Oberlin Group

As described on the Oberlin Group website, the primary purpose for the Oberlin Group is to provide a forum for member directors and staff to discuss issues of common concern, to share accomplishments and information on best practices in library operations and services, and to help members anticipate and adapt to the challenges of college library administration and liberal arts education. The Oberlin Group focuses on library and scholarly publishing issues and related services that support our liberal arts missions. Cooperative interlibrary lending agreements, consortia contracts with vendors, and support for open access initiatives are all areas of recent activities.

Tenn-Share

Tenn-Share is a nonprofit membership organization for libraries that serves as Tennessee's only purchasing consortium for all library types. With over 600 academic, school, public and special library members, Tenn-Share negotiates discounts for critical library resources, operates the state's interlibrary loan courier service, holds events and professional development opportunities for librarians, and generally works to help Tennessee libraries fulfill their missions. We subscribe to several databases through Tenn-Share to receive favorable pricing.

Center for Research Libraries

Since 1949, membership in the Center for Research Libraries (CRL) has empowered academic and research libraries to advance collection building beyond the capacity of any single institution. CRL member libraries work together to identify, preserve, and acquire critical resources for advanced research and teaching. The CRL Main Library also provides long-term checkouts and expedited shipping of loans to member libraries, digitizing services of materials such as microfilm, and search services to track down more rare materials such as international dissertations. Some items must be requested via our interlibrary loan service.

Tennessee Electronic Library

The Tennessee Electronic Library (TEL) is a significant suite of resources provided to all persons in the state of Tennessee through the Tennessee State Library and Archives. According to the TEL site, it currently offers access to over 400,000 electronic resources, including magazines, scholarly journals, podcasts, videos, e-books, test preparation materials, federal census records, Tennessee primary source materials, and more. Thanks to TEL, we are able to provide several resources free of charge to our users, which frees funding for us to direct to other resources. For example, business resources, career preparation, social science resources, and general scholarly databases are among the resources that mesh well with our curriculum and activities.

Gifts

Library Collections

We welcome the donation of books and other materials in support of the University of the South's academic programs. Due to the costs associated with processing, preserving, and housing resources, we are unable to accept gifts that fall outside the scope of our collection policy. When a donation of materials is made, it becomes the property of the University, which will determine how to make best use of the materials both now and in the future. Gifts are added to our collections according to the same selection criteria as purchased materials. With these considerations in mind, the following policies govern the acceptance of gift books and collections by the Library.

The Library reserves the right to refuse acceptance or to dispose of any accepted materials which, in the judgment of qualified members of the staff, would not be appropriate additions to our collections.

We reserve the right to refuse any gifts on which the owner has placed unusual restrictions, such as requiring that a collection of books be kept apart from the Library's General Collection and housed in a special area or otherwise out of their normal classification sequence. Collections of rare books, some autographed first editions, and other similar items may be placed in Special Collections.

We will not appraise gifts of single titles or of entire collections. Among other things, doing so presents a conflict of interest. If donors desire appraisals, library staff will assist them in locating appraisers and/or will acquaint them with Web sites that provide reliable guidance to the value of books. The cost of an appraisal by a third party will normally be borne by the donor, and the acceptance of a gift that has been appraised by a third and disinterested party does not in any way imply an endorsement of the accuracy of the appraisal by the University. If a donor desires an appraisal, it must be completed prior to the material being donated to the University.

For tax purposes, the donor must provide for themselves and the Library a printed list of donated materials. See IRS Instructions for Form 8283, Publication 561: Determining the Value of Donated Property and Tax Topic 506: Contributions for more information on IRS requirements. In most cases, we will not provide printed lists of donations.

If the gift is of substantial monetary value (valued at \$5000 or more), we will request that the donor execute a universal gift form, which is a legally-recognized document effectively transferring title of the item(s) in question from the donor to the University.

For the donation of personal or professional libraries, library staff must be allowed to preview the gift before it is brought to the library.

Gifts of non-print items are accepted, although there is greater scrutiny of the condition of the material than with print items. All audio and video materials are previewed for evaluation of condition. We accept films on DVD and Blu-ray and unabridged audiobooks on CD. We do not accept LP sound recordings for the circulating collection unless we can ascertain that a compact-disc version does not exist. Potential donors with LP or CD collections that may fall within the scope of the William H. Ralston Music Listening Library and Archive will be referred to the Ralston Library staff. More about this is covered just below.

The library does not accept the following categories of materials:

- duplicates, and in most cases, earlier editions of materials already owned;
- lab manuals, workbooks;
- outdated materials;
- materials in poor condition (highlighted, ink damaged, mold damaged);
- academic journals and general interest magazines;
- single pieces of sheet music;
- cassette tapes;
- VHS tapes;
- software, and software manuals;
- preprints, offprints, photocopies;
- vanity press books (unless the author is of particular interest);
- books previously owned by the Library, but discarded;
- collections of journal articles;
- popular pamphlets, promotional materials; and
- yearbooks from other schools.

Ownership and disposition

Upon receipt of a gift, the University of the South becomes the owner of the material and reserves the right to determine its retention, location, cataloging treatment, digitization, and other considerations related to its use, maintenance, or removal. Gifts that are not added to the collection may be sent to a vendor such as Sustainable Shelves for sale, or responsibly recycled.

Acknowledgement of gifts

Sewanee's Advancement Office will provide a letter of acknowledgement for all gifts accepted by the Library. Letters of acknowledgement will generally list the number of volumes for tax purposes, not the specific titles donated.

Procedure for donors

For donations of more than 25 volumes, donors should send a printed inventory of the titles including authors, publication dates, and ISBN information to allow for a review of the materials and to make arrangements for delivery. The inventory should be sent via email to acquisitions@sewanee.edu. Once agreed upon, books should be brought to the library in boxes. Donors' names and addresses must be included on the gift donation card, even if no acknowledgement is desired.

School of Theology Library

Donations to the School of Theology Library follow the general University Library guidelines, with the provision that duplicates may be accepted for the Diocese of Texas Reading Room, in the case of valuable teaching materials, or for our Liturgy Room collections, which include rare books used for teaching. The approval process will involve the School of Theology Librarian, who will consult with the School of Theology faculty as needed.

Ralston Listening Library

Gifted recordings are usually limited to mint, near-mint, or very good condition LPs and CDs that complement this collection policy. Gifts are incorporated into the collection with inferior duplicates and damaged recordings withheld. Due to space constraints, we usually cannot accept donations that must be kept separate from the main collection. Please contact the Director for more information at ralstonlistening@sewanee.edu.

University Archives and Special Collections

To aid in the development of our collections, the Archives may solicit gifts of materials from individuals and organizations. University alumni, employees, and members of the Sewanee community may help in identifying potential donors or materials, but gift acquisitions are ultimately at the discretion of the Archives' director.

Because accepting materials into our collections constitutes an indefinite commitment, the Archives takes this collecting responsibility seriously. Before donations are accepted, we carefully assess factors such as condition, fit with collections strategy, gift terms, and anticipated processing, conservation, and storage costs. There is no set formula. Decisions reflect institutional objectives and priorities, which may differ from a donor's objectives in building the collection under consideration. We are unable to accept gifts that fall outside of our collecting areas.

Donors of archival materials must hold legal title in order to transfer ownership to the Archives. Only in exceptional situations will the Archives accept material into their collections as a “deposit” or “loan.” We will not knowingly acquire items that have been stolen or illegally exported.

When a donation of materials is accepted into the collection, it becomes the property of the University, which will determine how to make best use of the materials both now and in the future. Any temporary limitation on use, either to protect your own privacy or legal rights or those of third parties, must be approved by the Archives’ director at the time of the gift.

Archives staff cannot provide financial appraisals, tax or other legal advice. Any financial appraisals or valuations for taxes are the responsibility of the donors. Items or collections left to the Archives via unexpected bequeaths are subject to our regular assessments and collection development policies.

Gifts are appraised by Archives staff for suitability and collection fit. Age is not in itself a determining factor for acceptance into the collection. Condition is of major importance. We avoid acquiring materials in poor physical condition unless their rarity or intrinsic importance offsets the physical defects.

Materials which we generally do not accept:

- widely-available publications;
- materials with permanent or very lengthy restrictions or embargoes;
- materials with display or usage conditions;
- trophies, plaques, and other three-dimensional objects with low research value;
- collections where a large portion of related materials are already held by another institution;
- book collections that are not solicited, accompanied by an inventory or other description or documentation of the collection;
- Bibles; and
- publications lacking pages, portions of text, illustrations, or are in other ways significantly incomplete, unless their rarity or intrinsic importance offsets the defects.

Deselection / Deaccessioning

General Collection

The Library collection will be reviewed on a consistent basis for suitability, currency, usage, diversity, and subject area gaps. Deselection of materials maximizes the usefulness of the Library collection by providing the space for new materials through the removal of outdated materials or items in poor condition.

Subscriptions of electronic resources represent an ongoing financial commitment that increases annually with inflation. The Library will regularly evaluate each resource based on its scholarly value, cost, usage, content overlap, relevance to the curriculum, and the need for accreditation.

Reviews of the collection will be conducted by the Collections Management staff in collaboration with other library staff and in consultation with the faculty. Material deselected may include superseded editions, duplicate copies no longer needed, alternative formats, out-of-date works, and items in poor condition. There are categories of resources that we would not consider for de-selection including but not limited to works by Sewanee authors, titles committed to EAST, and inclusion in a set.

School of Theology Library

Our deselection process is grounded in a thoughtful evaluation of the physical condition, content relevance, and historical significance of resources. Materials may be considered for withdrawal if they are damaged beyond repair, superseded by newer editions, or demonstrate minimal usage over an extended period of time. However, we are deeply committed to preserving the rich intellectual heritage of theological scholarship, particularly materials related to the Episcopal Church and the Anglican Communion.

Before initiating any deselection project, we conduct consultations with faculty members to ensure we do not inadvertently remove materials of critical research value. We maintain a strict preservation protocol that protects works by major theologians and items crucial to understanding the development of Christian thought. When materials are ultimately withdrawn, we prioritize responsible disposition, offering them to other theological libraries, especially those in developing regions, or to appropriate archives and special collections. This approach ensures that even deselected materials continue to serve the broader academic and theological community, reflecting our commitment to scholarly stewardship and global knowledge preservation.

Ralston Listening Library

Due to the Carlson Listening Room's goal of providing audiophile-level playback, recordings that are damaged enough to affect sound quality or to damage equipment are removed from the collection.

To conserve space, duplication of a recording on any physical format is avoided, with priority going to the better copy of a particular recording. If a particular recording is in the collection in both LP and CD formats, the LP copy usually receives collection priority.

University Archives and Special Collections

Deaccessioning, in conjunction with reappraisal, allows the Archives to strengthen the integrity and cohesion of its collections and better serve its constituents by considering researcher needs and our Collection Policy. The Society of American Archivists acknowledges deaccessioning as part of good collection management practices. Through reappraisal work we may identify materials—ranging from single items to entire collections—appropriate for deaccessioning. Materials for potential deaccessioning include duplicates; those with damage beyond repair, a condition that is too poor for use, or are hazardous to people or other collections; deemed out of scope; records with little research value or marginal use; or materials reappraised in consideration of updates to the collection development policy.

Deaccessioning applies to materials accessioned into the Archives collections. It does not apply to appraisal decisions made prior to the transfer of materials to the Archives, to materials identified as non-archival by staff in the regular course of accessioning or processing, nor to University records scheduled for destruction according to our records retention schedule.

Materials considered for deaccession are carefully reviewed and, as appropriate, deaccessioned in compliance with any donor agreements or legal restrictions, professional best practices, and professional standards such as the Society of American Archivists' Code of Ethics for Archivists, the Society of American Archivists' Guidelines for Reappraisal and Deaccessioning, the Association of College and Research Libraries Code of Ethics for Special Collections Librarians, and the Rare Books and Manuscripts Section's Code of Ethics. There are typically four options for deaccessioning: transfer to another repository, return to the donor, sale, or destruction.

Approved sales of deaccessioned materials must be for fair market value. Current employees of the Archives may not purchase deaccessioned items directly from the

Archives. We do not monetize our collections by deaccessioning materials in order to raise funds. All profits from the sale of deaccessioned materials must be used only to purchase new collection materials or for the direct care of the current collections.

Final deaccessioning determinations are approved by the Archives Director and the Associate Provost for Library and Information Technology Services.

Assessment and Evaluation

General Collection

Selection and assessment of library materials is the responsibility of the library staff, with input from faculty and students. The Collections Management staff, specifically, is responsible for developing and managing collection policies, budgetary allocations, continuing resource subscriptions, and collection maintenance. Faculty and students are welcome to make purchase suggestions by contacting library staff via email at acquisitions@sewanee.edu. Selection decisions reflect a balance between data-driven findings from usage patterns, professional judgment, curricular needs, and limited budgets for acquiring and managing resources. We also recognize that libraries as institutions are not neutral and that collections and subject coverage are shaped by the identities of our selectors, our communities, and the vendors with whom we work.

The Library's General Collection is reviewed on an ongoing basis to ensure that the collection is meeting the current curricular, learning, teaching, and research needs of faculty and students. The review and assessment of the collection is conducted through several inputs:

- data concerning the use of collections;
- direct faculty and student input; and
- quantitative survey data.

We regularly consult usage data and circulation information to examine the degree of use of many of the resources we offer. We routinely evaluate electronic resources based on usage statistics as well as the content included (i.e., full text vs. citation or abstract only).

We participate in departmental and University reviews of library resources and make recommendations for the funding needed to support materials for new programs and accreditation reviews. In particular, we monitor new course proposals that come through the Curriculum and Academic Policy Committee and evaluate current holdings for future support in these areas. New resources are often acquired for these courses. Additionally, staff from LITS meet with each academic department over a roughly 3 year cycle to discuss resources in their academic areas and to determine if some are outdated and if new titles should be added.

The Measuring Information Service Outcomes (MISO) Survey, which we administer every two years, provides us with clear information about faculty and student perspectives on their use, the importance of and satisfaction with library collections. The

MISO Survey also gives us insights into preferences for material formats that inform our purchasing choices.

Together, these activities provide a fairly comprehensive review of collections over time.

School of Theology Library

The School of Theology Library conducts comprehensive and ongoing collection assessments to ensure our holdings remain relevant, current, and strategically aligned with our institutional mission and academic programs. Our assessment process is quite similar to that described above for the General Collection, and involves a multifaceted approach that integrates quantitative data analysis, qualitative evaluation, and strategic consultation. We analyze online access statistics for electronic journals and ebooks while simultaneously reviewing circulation statistics for print materials. This evaluation process follows an annual calendar, allowing us to examine our collection's alignment with the evolving academic and research needs of our patrons.

In parallel with our statistical analysis, we conduct a qualitative assessment of our collection's physical condition and content relevance. We review the currency of information, paying close attention to emerging research trends and the changing landscape of theological scholarship. Our digital resource evaluation is particularly rigorous, with ongoing and on-demand assessments of resources like ProQuest dissertations and ebook collections. We continuously align our collection usage with institutional research requirements and the constraints of our finite library resources. Throughout this process, we maintain active consultation with faculty members, ensuring that our collection development strategy remains closely aligned with the library's strategic plan and accreditation requirements.

Ralston Listening Library

The Ralston Library staff review the collection on an ongoing basis for both quality and condition. Access to critically-acclaimed recordings should be monitored to ensure availability via either high-resolution streaming or physical format. Faculty from the Music Department and Summer Music Festival, as well as the University Choirmaster and the School of Theology's Professor of Church Music, are consulted to ensure that their curricular and research needs are being met by current collection availability and access.

University Archives and Special Collections

Ongoing assessment and evaluation (reappraisal) is an essential component of the Archives' collecting strategy. The reappraisal process allows the Archives to evaluate its collections within the framework of their approved Collection Policy.

While assessment and evaluation is the first step towards possible deaccessioning, reappraisal itself does not always lead to deaccessioning. Reappraisal may also help prioritize collections for processing or additional physical care. Likewise, reappraisal work is useful in assessing collection strengths and refining future collecting priorities. Archivists use professional judgment and established practices to address case-by-case reappraisal details.

When conducting a reappraisal of materials, the archivists will consider many elements including:

- fit with the current collection policy;
- whether the records are unique or archival;
- if there is a known provenance;
- use by researchers or, if it not currently open for research, is there potential for research use;
- if the materials are on deposit or loan;
- any extensive restrictions for use or access;
- the condition of the materials; and
- if the materials are more fully represented at another repository and if the research community would be better served if these materials were at that institution.