

KENRICK-GLENNON SEMINARY

CHARLES SOUVAY LIBRARY

MISSION STATEMENT

1. The primary purpose of the library of Kenrick-Glennon Seminary is to maintain and develop the collection of materials and facilities to provide the library services necessary for the research and teaching of the faculty and for the research and learning of the students engaged in the Master of Divinity, Master of Arts in Theology, and Bachelor of Arts in Philosophy programs conducted by Kenrick-Glennon Seminary.
2. As an archdiocesan resource, the Charles Souvay Library is available within prescribed limits to priests, deacons, religious, and lay persons, as well as faculty and students of other theological schools in the area.
3. The location of the library within the confines of the Kenrick-Glennon Seminary building makes its facilities, collection, and services uniquely accessible to seminary faculty and students. Such accessibility is balanced by the institution's concern for the preservation of the library collection and facility and for providing standard library staff services to residential and non-residential Kenrick-Glennon community members.
4. The Charles Souvay Library cooperates with other libraries in the area to share resources through the Mobius Consortium and the Saint Louis Theological Library Association.

Revised by the Library Committee, March 6, 2007

Approved by the Faculty May 14, 2007

COLLECTION DEVELOPMENT POLICY

Kenrick-Glennon Seminary

Charles Souvay Library

St. Louis, Missouri

Introduction

__The purpose of this Collection Development Policy is to guide the Library Director and to inform the Kenrick-Glennon Community about the principles upon which materials for the library collection are selected and maintained.

Because Kenrick-Glennon Seminary is a dynamic institution, the following Collection Development Policy should be regarded as currently in the best interests of the Seminary and also as one which is responsive to institutional change.

Philosophy

The philosophy of the library reflects and supports the missions and objectives of the Kenrick School of Theology and Cardinal Glennon College programs.

Collection Development goals

The primary goals of the Library in collection maintenance and development are:

- 1) To acquire and make available those information resources which are needed to support the instructional programs of the Seminary.
- 2) To acquire and make available those materials needed for research by faculty and administrators which will be frequently used and are of long-term value to the Seminary Community.
- 3) To collect and preserve all important materials related to the history and development of Kenrick School of Theology.

Materials Selection and Collection Maintenance

A. Selection.

Selection of library materials is based primarily on faculty recommendations in partnership with the Library Director. While the faculty is responsible for development of the academic programs, it is the responsibility of the Library Director to see that the information needs of the Seminary are met equitably within the framework of the budget.

The Collection Development Policy covers print and non-print media. The general guidelines encompass all aspects of collection building: authority, quality, duplication, withdrawal, replacement and gifts.

Since the Library currently belongs to a local consortium of theological libraries, the collection development policy is not viewed in isolation, but rather as that of one library within a community of libraries rich in theological and theologically related materials.

B. Authority.

Ultimate responsibility for the selection of materials rests with the Head Librarian who seeks the advisement of the Library Committee.

C. Quality.

Current and commonly accepted criteria for intellectual content and format are applied.

1. The importance of the subject matter to the collection.
2. Timeliness or permanence of the material.
3. Authoritativeness.
4. Accuracy of information.
5. The technical excellence, durability and readability of the format.
6. The author's reputation and significance as a writer
7. Inclusion of the title in recognized bibliographies.
8. Price.
9. Availability of materials on the subject.

D. General Policies.

1. Materials Exceeding \$ 500.00*.

All requests for monographic volumes exceeding \$500.00 require the approval of the Library Committee.

2. Periodical Subscriptions and Standing Orders.

Requests for all periodical subscriptions and standing orders for monographic materials require the approval of the Library Committee before placing out for order.

3. Duplication and Replacement.

The Library purchases duplicate copies of materials in case of need for instructional purposes.

4. Gift Books.

Gift books consistent with this policy are accepted from seminarians, former students and priests working in the Archdiocese of St. Louis, or others at the discretion of the Library Director

The library is free to dispose of them if they are out of the scope of the library's collection or if they are not needed by the library. All gifts should be acknowledged in writing and a copy kept for the Librarian's file.

Statistics should be kept on the number of volumes (pieces) donated and the number of volumes (pieces) included in the collection for each individual donation. Cumulated annual statistics on donations should be included in the Library's Annual Report.

Unneeded gift material will be disposed of by sale, exchange, donation or discard.

E. Definitions of Levels of Collection Intensity

Five collecting levels are defined by the American Library Association's Guidelines for Collection Development.^{*} The codes below repeat those definitions and will be used to identify both the extent of existing collections in a given subject (collection density) and the extent of current collection activity (collection intensity).

a) Comprehensive 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), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

b) Research level. A collection which includes the major 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 a very extensive collection of journals and major indexing and abstracting services in the field.

c) Study level. A collection which is adequate to support undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for a limited or generalized purpose, of less research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.¹

d) Basic Information. A limited collection serves to introduce and define a subject.

e) Minimal level. A subject area which is out of scope for the Library's collection, and in which few selections are made beyond very basic reference tools.

¹ American Library Association. Resources and Technical Services Division. Resources Section. Collection Development Committee. "Guidelines for the formulation of Collection development policies." Library Resources and Technical Services, 21:42-3, Winter, 1977.

F. Other Considerations in Collection Development Intensity

1. Languages

Material is collected primarily in the English Language. Materials collected in foreign languages are either official documents of the Catholic Church or titles recommended specifically by the faculty.

2. Format of Material: Electronic and digital.

This material possesses advantages in the storage and use of some materials, such as newspapers and lesser used periodicals or older monographs. Any modern library will acquire materials on all relevant subjects in whatever format they are available. Non-print materials can develop perceptions, present ideas, and relay other messages and information that are not as readily or effectively transmitted through print media.

Periodicals, bibliographies, indexes and monographs are considered for purchase in these formats for the following reasons:

- a. Space considerations, especially of periodical back-files.
- b. Preservation of rare, fragile, deteriorated or deteriorating materials.
- c. Filling gaps in a periodical file.

The policies and criteria for selection of non-print material is generally the same as for the printed book. Additional considerations include:

- d. The kind, cost (including maintenance), and quality of equipment required to use the media.
- e. Staff supervision required for use of the media.
- f. Specialized knowledge of both content and format required for sound judgment in selection and organization.
- g. The practical problems associated with control, space requirements and storage conditions.

G. Collection Levels by Dewey Class

Class	Subject	Collection Level Code	Qualifying Comments
000-009	Knowledge, information communication	C	
010-019	Bibliographies	C	In the theology disciplines
020-029	Libraries	D	
030-040	General encyclopedic works	C	
050-099	Periodical indexes, publishing	C	
100-149	Philosophy	C	
150-159	Psychology	D	Except C in works concerning pastoral ministry
160-199	Logic, ethics, history of philosophy	C	Especially biomed, ethics, professional ethics
200-219	Religion (general theological)	C	
220-229	Bible	C	
230-239	Dogmatic theology	C	
240-241	Moral Theology	C	
242-249	Devotional literature religious arts, practice of religion in personal life, mystic theology	C	

Class	Subject	Collection Level Code	Qualifying Comments
250-259	Pastoral ministry & ecclesiastical theology	C	
260-261	The Christian church, social & ecclesiastical theology	C	
262-263	Councils & synods, papal magisterium documents commentaries	A C	
264-265	Liturgy	A	Official liturgy rites from all ecclesiastical commentaries
266-269	Missions, evangelization, religious education	C	
270-289	History of religion	C	
290-299	Non-Christian religion, comparative religion	C	
300-319	Social sciences (general)	D	Except C for sociology and anthropology
320-329	Political science	E	
330-339	Economics	E	
340-349	Law	E	
348	Canon Law	C	
350-359	Public administration	E	
360-369	Social pathology, social Services	D	

Class	Subject	Collection Level Code	Qualifying Comments
370-379	Education	D	Except C as related to Catholic education
377	Schools and religion	C	
380-389	Commerce, communication transportation	E	
390-399	Customs & folklore	E	Except C as related to Christianity
400-499	Linguistics	E	
500-599	Pure sciences	E	
600-699	Applied sciences	E	
700-700	The arts & recreation Iconography	C	
704	Iconography	C	
726	Church architecture	C	
729	Enamels	E	Except C as related to church liturgy & church history
730	Sculpture	D	
740s	Tapestries, mosaics, frescos	D	
750	Paintings	D	
755	Religious paintings	D	
783	Sacred Music	C	Except A official hymnals of all denominations

Class	Subject	Collection Level Code	Qualifying Comments
800-899	Literature	D	
900-909	General history world history	C	
910-919	Geography, travel	D	
920-929	Biography	D	Except C for religious biography
930-999	History by locality	D	Except C for Biblical and ecclesiastical history

H. Periodicals

The selection of periodicals is based on the same criteria as that for books. Most of the new titles selected are requested by the faculty to support course offerings. Other major considerations in selection is whether or not a periodical is indexed and its availability in other area libraries.

I. Special Collections: Rare Books

Materials exhibiting the following characteristics are designed as "Rare Books" and are housed in a special locked, climate-controlled area of the library:

1. Books of value because of early imprint date:
 - a. All books printed before 1600
 - b. All English books printed before 1800
 - c. American books published before 1865
 - d. American books of special local interest before about 1900
 - e. Books published in St. Louis before about 1915

2. Synods and other ecclesiastical meetings:
 - a. Diocesan U.S. synods before about 1930
 - b. One copy of all St. Louis synods
 - c. Foreign synods since about 1915

3. Books (and/or materials) whose irreplaceability or uniqueness makes them rare:
 - a. Limited editions (250 copies or less).

- b. Autographed copies: Churchmen, St. Louisans, Other notable persons
- c. First editions of bibliographical or textual significance
- d. Cuneiform Tablets obtained by Rev. Charles Jean, CM, at the Vincentian Mother House in Paris

4. Books of esthetic impact (fine printing, hand drawn illustrations, special or other art work, unusual and/or special bindings).

5. All catechisms before Vatican II

There is no special emphasis placed on acquiring this type of material through purchase, but rather a reliance on acquisitions by gift and donation.

SPECIAL NOTES ON CERTAIN CATEGORIES OR RARE BOOKS:

Catholic Directory Collection

The Kenrick/Glennon Library has an almost complete set of Catholic Directories. The intention is to complete the set and add annual volumes as they are purchased.

6. Code Collection of Catholic Americana

A collection of 500 rare volumes on the history of Catholicism in America.

7. Pre-Vatican II Catechisms Collection

The collection is intended to include catechisms published before Vatican II in any language. It is expected that this collection will be especially rich in English and German language catechisms because of the early German Catholic influence in the St. Louis area.

8. Thomas Merton Collection

A collection of the writings of and works about Thomas Merton. It is intended that this collection be exhaustive. While the bulk of this collection is in circulation, 1st editions and rarer books are housed in special collections.

9. Martin B. Hellriegel Collection

A special research collection consisting of (1) personal library of Msgr. Hellriegel, and (2) supplementary collection of memorabilia, photographs, books, dissertations, oral histories, etc., about Msgr. Hellriegel and his influence on the Catholic liturgy.

VII. LIBRARY

- A. LOCATION/ARRANGEMENT
- B. LIBRARY HOURS
- C. COLLECTION
- D. USING LIBRARY MATERIALS
- E. INTER-LIBRARY LOAN SERVICE
- F. AUDIO-VISUAL MACHINES
- G. MATERIALS MISSING FROM SHELF
- H. RESERVE BOOKS
- I. PHOTOCOPYING
- J. OUTSIDE LIBRARY RESOURCES
- K. LIBRARY COMMITTEE

Each borrower is responsible for materials checked out in his name. Borrowers are cautioned against lending check-out library material to someone else.

Overdue reminders are sent within two weeks after the due date.* If materials are not returned after a month, the borrower will receive a bill for the cost of replacement plus a processing fee for each title since this material is lost for use by others.

*A fine of 10 cents per day is charged for each overdue book.

E. PATRON-INITIATED REQUEST AND INTER-LIBRARY LOAN SERVICE

Patrons should first check whether an item is available within the MOBIUS consortium by consulting the on-line catalogue before filling out an inter-library loan form. If an item is available from a MOBIUS library, a patron-initiated request may be made on-line. If an item is not available, an inter-library loan form (available at the circulation desk) can be completed.

F. AUDIO-VISUAL MACHINES

microfiche/microfilm reader is located near the Circulation Desk. The CD-Rom terminal is located in the hall outside the library offices.

G. MATERIALS MISSING FROM SHELF

Please ask the library staff for assistance if you cannot locate a periodical volume/issue or a title for which you have a call number.

H. RESERVE BOOKS

Materials placed on Reserve for a class may be checked out overnight three hours before final closing and returned within the first hour the next day the Library is open. Cooperation with this rule will provide equal opportunity for all class members to use this material.

I. PHOTOCOPYING

Photocopies of library materials can be made on the coin-operated machine near the Circulation Desk.

J. OUTSIDE LIBRARY RESOURCES

Kenrick students have access to the St. Louis University Pius XII Library, Eden-Webster Libraries, Concordia Seminary Library, Covenant Seminary Library as well as borrowing privileges of over 50 academic libraries which make up the MOBIUS consortium.

8/22/90

RARE BOOK ROOM

1. This is a "secure" area of the Library. It is to be locked at all times.
2. If a videotape, Merton Collection, Rare Book or Theses item is requested, a staff member is to take the item to the requestor. Tell the requestor that you will bring the item to him/her and should they persist in following, just tell them diplomatically but firmly that no one but staff is allowed there in order to protect the Rare Book Collection.
 - a. Videotapes can be selected by using the card catalog or the Videotape List kept in the plastic holder at the Circulation Desk.
 - b. Merton, Rare Book and Theses titles are usually requested by call number.
3. If someone wants to view a videotape in the Library, roll the Library's video player out of the Rare Book Room to either a Library Office or the Main Reading Room. When the person is finished viewing, the video player must be rolled back into the Rare Book Room. In a pinch, it can be put temporarily into a Library Office.
4. If a Merton Reference, Rare Book or Theses volume is handed to a person for use:
 - a. User must sign for book before you release item,
 - b. Item must be used in the Library, preferably in a Library Office.
 - c. User is to return item to the staff member who gave it to him/her. The staff member should reshelve the material where it belongs as soon as possible.
5. Occasionally a Seminary faculty member can be given permission to work in the Rare Book Room. This would occur only when the faculty member needs to do extensive research in the Rare Book Collection itself.

Charles L. Souvay C.M. Memorial Library
Interlibrary Loan Request Form

Patron Information:

Name: _____ Today's Date: _____
Status: College Theology Faculty

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purpose in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Periodical Article Information: *Please check local libraries before making a request.*

Title of Journal: *Do Not Abbreviate;* _____

Volume: _____ Number: _____ Date: _____ Pages: _____ ISSN: _____

Author of Article: _____

Title of Article: _____

Book Information: *Please check local libraries before making a request.*

Title of Book: _____

Author/Editor of Book: _____

Publisher: _____ Date of Publication: _____

If only a chapter of the book is needed, please supply the following information. Pages: _____

Office Information:

- Insufficient Information given on request form.
- Item requested not available.
- Item received _____; Will hold for five days. If not retrieved, item will be returned to lending library.

March 6, 1990

KENRICK/GLENNON SEMINARY
LIBRARY COMMITTEE

LIBRARY COMMITTEE: ORGANIZATION AND FUNCTION

The committee is representative of the administration, the faculty, and the students whose function is to counsel with the Head Librarian on all matters relating to the effective service of the Library to the Kenrick/Glennon Community.

Appointment and Organization

The committee consists of two faculty members elected by the faculty, one college staff member, and one student member from each of the two student bodies with the Head Librarian acting as Chairperson. The two-year faculty membership terms are staggered to provide continuity.

The committee is to meet on a regular basis. The frequency of meetings should not be less than twice a semester but can be more frequent as necessity demands.

The secretary of the committee can be a staff person with the necessary secretarial skills who is not a member of the committee.

Functions

1. The chief function of the Library Committee is to support and counsel with the Head Librarian in the development of library policies, programs, and resources.
2. Members of the committee act as liaison between the Head Librarian and the administration, faculty and students in interpreting policy, in supporting requests for needed funds, staff, and equipment, and in encouraging cooperation from faculty in recommending specific library materials, equipment and services.
3. The committee advises on budget requests and major developments of library facilities and equipment.
4. The committee is concerned with long-range planning for the library collection staff and facilities as a whole, in their relation to present and future curriculum and to other libraries in the St. Louis area.

5. The committee approves the proposed purchase of new periodical subscriptions and standing orders for monographic series, and for monographic volumes costing over \$100.00.

(Above statement based on: Newhall, Jannette E., "The Library Committee in a Theological School". ATLA Newsletter 19 (Feb. 12, 1972), p. 13)

Statement recommended by the Library Committee 12/6/89 and by the Faculty 12/15/89. Approved by Administrative Council 1/15/90. Approved by the Executive Committee of the Board of Trustees 3/6/90.

Although the make-up of the Library Committee originally included one college staff member and one student member from the college, their participation became non-existent very early on. As of Fall, 1993, their participation was no longer required because of scheduling difficulties.

HISTORY OF LIBRARY COMMITTEE, 1965--

1. According to the records I have, a Library Committee was in existence in 1969. Mrs. Wiley remembers that when she was hired in 1965, the Librarian met with a committee of faculty on library matters.
2. As early as 1969, the Committee was involved in advising the Librarian on purchases of volumes over a certain price, in recommending the setting up of standing orders for serial publications and journals, and in recommending library policy, budget, and facility considerations.
3. "The Library Committee in a Theological School" was included in the Kenrick Seminary Library Guidebook, 1973-1974. Although the statement by Dr. Newhall was meant to be a guidance for individual schools, Kenrick does not seem to have made that formal step of a written policy statement.
4. In the 1972 Self-Study document, the Library Committee is mentioned in the Foreword listing of faculty committees. In the Library section (p. 83) the Committee's responsibility of approving titles costing \$25.00 and periodicals & serials orders is cited.
5. In the 1978 Self-Study, the Library Committee is mentioned (p.101) in the chapter on Leadership and Administration:
"c. Library Committee. The Library Committee has membership drawn from both faculty and student body, as well as from the professional library staff. Its role and function has not been clear and it does not seem to have adequate faculty representation."
6. In 1988, the Library Committee drafted the first Collection Development Policy.
7. In 1997, the first ex officio member, with specialization in technology, was added to the Library Committee.

Compiled By Jacquelin Page and
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