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LIBRARY POLICIES

I. LIBRARY MISSION

The purpose of the LTS Library is to support the Seminary's goal in preparing faithful leaders for the church of Jesus Christ. In doing so, the Library expeditiously acquires, organizes, and provides access to materials needed for the curriculum and programs of study. It meets the information needs of faculty, students, and staff in their academic activities such as research and teaching, as well as, their spiritual growth. The LTS Library extends borrowing privileges to its alumni/ae and the Lexington area community and its clergy, scholars and faculty.

II. COLLECTION DEVELOPMENT POLICIES

A. COLLECTION DEVELOPMENT RESPONSIBILITIES

The librarian is the steward of the collection and has the primary and ultimate responsibility for building and maintaining the collection. Decision making is shared with other Library staff and with faculty.

Faculty members bear a responsibility to assist in developing the collection in their respective areas. By collaborating with the librarian, the collection can be vital and useful, meeting the present and future needs of the curriculum.

A Collection Advisory Group (CAG) will be appointed by the Dean and will be charged with the responsibility of advising the librarian on costly resources and their acquisitions. In a situation where the librarian, or a faculty, wishes that the library purchases a relevant yet formidably expensive database, the librarian will summon the appropriate members of the group, subject coverage-wise, or the whole group if necessary, to meet, discuss, and provide sufficient grounds on which the resource will be used, hence, a concrete justification for the investment. CAG will continue to be involved in the future (re)evaluation of such resources for the sake of subscription maintenance and cancellation. Student suggestions for purchases are also welcome. Judgments will be made based on collection development policy, availability of the work requested, and budget constraints.

B. COLLECTION DEVELOPMENT DISTRIBUTION OF FUNDS

The distribution of funds for the acquisition of electronic and print books and periodicals is the responsibility of the librarian. It is not feasible in a library or budget of this size to allocate funds for each department. Materials recommended by the LTS faculty are given priority consideration. It is also important that the distribution of funds cover those areas for which no specific faculty member claims responsibility. In addition, any purchase request that may seem excessively expensive, in the judgment of the librarian, will be referred to the CAG to justify purchasing or not.

C. COLLECTION DEVELOPMENT SPECIFICS

All materials must be relevant to the Seminary's purposes in content and reading level. English language materials will be preferred over foreign languages except for:

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- Source documents in ecclesiastical history and biblical studies.
- Some specialized research materials not in translation or needed for comparison or thorough research.
- Basic reference encyclopedias, bibliographies, and dictionaries.

Out-of-print materials are purchased as long as a need exists and the budget permits.

Inter-Library Loan will be used to provide materials to our faculty and students when an item is out of print or not within the scope of our collection policy and not available as a free resource online. If it is in print, the Library will generally consider purchasing it.

Multiple copies normally are not purchased. Second copies of some titles will be processed based on anticipated extensive use.

Given budget constraints, it is necessary to prioritize resources on the purchasing list of the library. First on the list are required texts for each course. Second are recommended texts, third are reference materials for area studies. Fourth are primary resources in each area of research. Fifth are secondary materials, both monograph and serials in support of research in each area of studies. Sixth are appropriate special collections and archival materials, the latter are usually donated, however, an exception for purchase could arise.

As a rule, in servicing an online curriculum, the library primarily acquires materials in electronic format and purchases print only when necessary. Electronic format in full text is preferred over indexes, though in certain circumstances in a digital collection, the later may take priority.

D. COLLECTION DEVELOPMENT LEVEL & RANGE OF COVERAGE IN COLLECTING

Level 1: Special reference works in subject areas, monographs as required in specific courses, books and serials of merit which should be in any theological Library.

Level 2: Limited number of general reference works useful for theological study.

Level 3: Original texts, studies.

Language: E = English
S = Selective foreign language

E. COLLECTION DEVELOPMENT LEVEL & RANGE OF COVERAGE BY SUBJECT

LC Lettering	Subject Area	Subdivision	Collecting Level	Language
A-Z	Reference		1, 2	E, S
B-BE, BJ	Philosophy		1	E, S
BF	Psychology		1	E
BL-BX	Religion			

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BL, BQT 1-1599, BT 1-1500		Systematics	1, 3	E, S
BQ, BQT, BR, BX		Church History	1, 3	E, S
BS		Scripture	1, 3	E, S
BQT 3700-5549; BQVI-589; BV4200		Liturgy of Communication	1, 3	E, S
BQT 1703-3699; BQV 4000-6000		Pastoral Studies	1, 3	E, S
C	Collective Biography		1	E
D	World History		1	E
E-F	American History		1	E
G	Anthropology		1	E
H	Social Sciences		1	E
J	Political Sciences		1	E
K	Law		1	E
L	Education		1	E
M	Music		1	E
N	Fine Arts		1, 2	E
P	Language & Literature		1, 3	E, S
Z	Bibliography, Libraries		1	E

F. COLLECTION DEVELOPMENT PROCEDURES

1. Books

Religion title lists of ebooks from Ebsco and other ebook academic distributors are reviewed regularly for potential ebooks purchase.

Catalogs of leading American publishing houses and university presses are regularly checked for significant titles in electronic and print format.

Standing orders for significant monograph series and sets are placed with U.S. and foreign publishers.

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Catalogs from foreign publishers are monitored for appropriate theological and biblical titles.

Review journals are regularly checked.

Scholarly journals containing book reviews are studied.

Bibliographies are collected on topics or on authors and the collection is evaluated against these.

Ebooks are generally ordered through Ebsco while print books are mostly acquired through Amazon or any reasonable online vendor such as bookfinders.com.

2. Serials

New subscriptions and renewals of electronic and print periodicals are handled by library staff directly with publishers.

Subscriptions are added or canceled in light of overall Library objectives and in consultation with faculty.

Periodic reviews of subscriptions are conducted. Faculty opinion will be solicited.

3. Gift Policy

Gift books or journals are added only when it has been determined that they enhance the collection. They will not be accepted with restrictions. Gift materials that do not fit into the collection will be disposed of through sale with antiquarian or online book dealers, given to local or international book projects, or exchanged with other libraries. At the present time, the Seminary is not accepting any book gifts.

4. Special Collections & Archives

Rare book collections, all books published before 1870, will be placed under special storage and security conditions.

Items deemed rare by reason of price, uniqueness, or scarcity will be housed in the Special/Archives book collection.

Items that are fragile and cannot hold up to indiscriminate circulation are wrapped in acid-free paper, removed from circulation and placed in Storage.

Occasional purchases will be made when they enhance existing strengths in this collection.

The Library attempts to purchase all titles related to the Campbell-Stone Movement.

The Library attempts to collect all titles authored by faculty of this Seminary, past and

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present. These also are placed in the Archives collection, as well as, in the circulating collection.

5. Deaccessioning

The systematic removal of materials of limited usefulness, unnecessary duplications, obsolete items, online availability, and worn out materials is essential to maintaining the quality of the collection.

The process of deaccessioning will not be done lightly. Faculty opinion will also be sought. The final decision rests with the librarian.

(a) The decision to deaccession is based on such factors as:

- online availability
- value to the collection
- physical condition
- number of copies in the collection
- coverage of the subject by other materials
- age or obsolescence
- use
- availability in nearby libraries

(b) Deaccessioned materials may be:

- given to faculty
- sold
- sent to another Library
- sent to book projects
- recycled

6. Binding

Binding decisions are based on individual items; however, journals and news print are not currently being bound. The librarians continue to explore the availability of such items in electronic format. Paperbacks of poor physical quality will not be bound, although they may receive a plastic cover. Current policy is to bind student theses although electronic format preservation is being explored.

III. CIRCULATION & RESERVE POLICIES & PROCEDURES

The borrowing of Library books is both a privilege and a responsibility. In order to make Library materials available to the greatest number of people, certain guidelines are necessary to regulate circulation of those materials.

A. WHAT CIRCULATES AND HOW

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The LTS Library has some of its materials stored at the Kentucky Underground Storage, Inc., (KUSI), and some onsite. Not all library holdings circulate. Only books, video, and audio tapes can be charged out of the LTS Library. Reference items, periodicals, and archival materials do not circulate, except that faculty may check out periodicals and reference materials at a limited time, no longer than five days at a time. There is also a fee for borrowing materials stored at KUSI (refer to section III.F.4 below, on storage retrieval fees).

Items on permanent course reserve can only be charged out for two hours when a course is in session, otherwise, permanent reserve materials circulate in the same manner as items in the stacks. They will be recalled in the event that the course for which they are on reserve for is starting and the items are still charged out, for fees on late recalled items refer to section III.F.1 below, on late fees.

There is a retrieval and restore fee for borrowing materials stored at KUSI, see section III.F.4 below, on storage retrieval fees.

Out of town students and faculty are expected to place holds on print items in the catalog for library staff to priority mail them to their home. Upon request, library staff can also scan print materials within the parameters of copyright laws and email them to students and faculty. Paid electronic resources are available remotely to students and faculty through their login to the library catalog; other patrons can only access these materials from the library only.

B. RESERVE POLICIES & PROCEDURES

All required texts are put on “permanent reserve” at the Library and may circulate as regular stack books when the corresponding course is not in session. However, when a course is in session, its required texts are put on “current reserve” for the duration where only faculty and students can check them out for two hours at a time. They may be checked out overnight after 4:00 PM and one hour before closing during Intensives. Overnight materials are due back before 10:00 AM when the library is operating on its regular hours; however, during Intensives, overnight materials are due back before 8AM. There is a fine on the late return of books and media in section III. F. 1 below.

Faculty may request that other Library books and articles, as well as personal copies, be placed on reserve in the Library. The library staff need sufficient lead time to process these items into reserve, and urge faculty to use the reserve system only for those items that students definitely will use. Reserve materials are linked to online catalog and are retrievable by searching the instructor’s name or the course section number (e.g., LM, LF, etc.).

C. WHO CAN HAVE BORROWING PRIVILEGES

The Library is owned by Lexington Theological Seminary, a private, non-profit institution, and it exists primarily to meet the needs of this seminary. However, anyone is welcome to use the Library even when they do not enjoy circulation privileges. Where access to e-resources is limited by the library’s license agreement, priority for use is given first of all to LTS borrowers, and only then to affiliated borrowers.

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1. LTS Borrower

- (a) Faculty, staff, students, and spouses
- (b) Officials
- (c) Alumni and spouses

2. Affiliated Borrower

- (a) UK faculty and students
- (b) TEAM-A faculty and students
- (c) BSK faculty and students
- (d) Disciples clergy and church members
- (e) DOC affiliated church clergy and members
- (f) Faculty at higher education institutions in the area
- (g) ATLA Reciprocal Borrowing Program members

3. Un-Affiliated clergy and laity in Lexington

4. Inter-Library Loan (ATLA, academic libraries, public libraries)

5. Others at the discretion of the librarians

D. LOAN POLICY

Depending on patron type, materials are circulated and renewed based on the table immediately above. Renewing of materials may be done twice, either at the desk, online, or by telephone. An item on permanent reserve can be checked out like a regular book or media unless the course is in session in which case the item can only be checked out by students and faculty for two hours. Any charged out material may be recalled if needed for a course reserve or if another patron puts a request hold on it. As a Library courtesy, overdue notices are generated and sent out by the system. Failure to receive a notice does not relieve the borrower of the responsibility of returning overdue materials.

Patron Category	Media Loan Period	Media Renewal	Media Number Borrowed	Book Loan Period	Book Renewal	Book Number Borrowed	Reference Loan Period	Periodical Loan Period	Reserves Loan Period
Faculty	28 Days	Yes	No Limit	1 Year	Yes	No Limit	5 Days Max	3 Days Max	2 Hrs.
Student	14 Days	Yes	No Limit	28 Days	Yes	No Limit	No	No	2 Hrs.
Staff	14 Days	Yes	3	28 Days	Yes	No Limit	No	No	No

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Affiliated Community, Visiting Prof. in the Area, Auditors, Alum., ATLA	14 Days	No	3	28 Days	Yes	10	No	No	No
Unaffiliated in Lexington	7 Days	No	1	28 Days	Yes	5	No	No	No
**Unaffiliated & Out of State	7 Days	No	1	28 Days	Yes	5	No	No	No

**Unaffiliated and out of state patrons are required a refundable deposit of \$75 and may check out up to five items at a time. Money will be refunded upon the return of books and library card. Ministers in the Lexington community and alums can check out ten items at a time but non-ministers and non-alums can check out only five items at a given time.

E. INTER-LIBRARY LOAN

The Library makes use of Inter-Library Loan only for this Seminary's students and faculty and will lend to other libraries under certain conditions and in compliance with the code for Inter-Library Loan of the College and Research Library Division of the American Libraries Association. All institutions and individuals who are not LTS faculty, student or staff who want to borrow LTS materials stored in KUSI will be required to pay a retrieval and restore fee, refer to section III.F.4 below on retrieval fees.

F. FEES AND FINES

1. Late Books

Fines for overdue books are \$.10 per day (that the library is open) per book, payable at the time the book is returned. If overdue books are returned at the book-drop box or at the desk without payment of fines, the charge is \$.25 per day per book. Fines for overdue media materials are \$.50 per day per item. Fines on overdue Reserves are \$.25 per hour for a book, and \$.50 per hour for a media item.

If books are recalled and not returned within 10 business days of the recall notice, \$1.00 per day is charged; media has a five business days recall period before a fine of \$1.50 per day accrues. The LTS Library wants to expeditiously serve its patrons hence the high fees on recalls.

2. Lost Books

The charge for a lost book still in print is the list price of the book plus a \$25.00 processing fee. The charge for out-of-print titles will be based upon the current average replacement cost plus the processing fee. Books not returned within 90 days of the due

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date are considered lost and borrowers will be billed for replacement cost and processing fee.

Please note that an unpaid fine, or the refusal to return a book can result in grades, registration, or even diplomas being withheld.

Failure to observe Library policies may result in loss of circulation privileges.

3. Copies and Scans

A photocopier/scanner is available. The charge is \$.06 per copy up to 100 copies then it is \$.03 per copy from 101 pages up. Double sided copy is \$.10 per page up to 100 copies then it is \$.03 per page from 101 copies and up. Scans are \$.05 per scan up to 100 scans then it is \$.03 per scan from 101 scans up. The Library assumes no responsibility of copies made that may be in violation of copyright laws.

4. Storage Retrieval/Restore and Shipping Fees

Borrowers who are not LTS faculty, students and staff are required to pay a minimum delivery fee of \$12.50 plus a \$2.05 retrieval/restore fee per book retrieved; a total of \$14.55 per book retrieval from KUSI. For journal articles, there will be a charge of \$2.05 for retrieval/restore of a journal, plus the cost of scanning the article which is \$.12 per page.

Non-seminary and unaffiliated institutions will be charged an additional \$14.55 fee for the restoring of the loaned materials back to KUSI, hence, a total of \$36.60 per loan instance. Materials onsite and from storage are mailed to borrowing institutions for the shipping cost of \$7.50 per package.