

Brandel Library Selection and Reconsideration Policy

Archives Policy

The F.M. Johnson Archives and Special Collections has written Collection Development Policies for each archival collection that guide selection and reconsideration within the archives. You may contact the Archivist for more information.

Library Mission

The Brandel Library empowers the North Park University community for informed contributions to life's essential conversations for God's glory and neighbor's good. We envision that all North Park University graduates will credit Brandel Library as a key to their success.

Support for Intellectual Freedom

Intellectual freedom is the right to read freely, seek information freely, and speak freely as guaranteed by the First Amendment of the United States Constitution. The Brandel Library of North Park University adheres to the principles of intellectual freedom as outlined in the American Library Association's Library Bill of Rights, the Association of College & Research Libraries' "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights" and "Standards for Libraries in Higher Education." Our library advocates for and protects the intellectual freedom of all library users.

Objectives

The Brandel Library selects and manages resources to support and enrich the educational functions of North Park University. Resources must serve the curriculum's breadth, the course-related research needs and interests of individual students, and to a limited extent, the community's cultural and recreational interests.

The guiding principles are as follows:

1. The library curates a collection of relevant and significant books, journals, media and databases to meet the broad needs of general education courses and the subject-specific needs of majors, programs, and degrees offered at North Park University. The library's theology collection also supports the pedagogical and research needs of North Park Theological Seminary.
2. As funds allow the library has discretion to buy materials that support the larger cultural and recreational interest of the North Park University community, with special attention to materials that enrich the three university distinctives, Christian, City-centered, and Intercultural.
3. The library purchases course materials on a case-by-case basis with an intentional prioritization of course materials for undergraduate courses.
4. Acknowledging that the library cannot hold every resource needed by students, we will collect resources most frequently in demand and provide access to other resources through our consortia memberships.

Responsibility for Selection

The Director of the Library is responsible for coordinating all library collection activities and is accountable for enforcing collection management policies. The Director empowers librarians to collaboratively select materials for purchase using the criteria defined below. The library strongly encourages purchase suggestions from all North Park faculty, staff, and students because the creation and maintenance of a relevant academic library collection is a partnership effort.

Librarians cannot create relevant collections without clear communication regarding curriculum, course content, learning outcomes, and assignments.

Selection Criteria

The following criteria serve to guide the selection process:

- Contribution that the subject matter makes in supporting the curricular mission and distinctives of North Park University.
- Reflective of the level at which its discipline is offered at North Park.
- The format is appropriate for intended use(rs).
- Relevance to learning outcomes.
- Potential usefulness to the intended users.
- Relation to the existing collection; e.g., continue a collection of historic strength or fill in an historic gap in the collection.
- Anticipated future usefulness.
- Scarcity of other materials on the subject.
- Appearance of the item in important bibliographies, indexes, or reference tools.
- Lack of availability of materials elsewhere in the Chicago area.
- Favorable reviews by scholars in the discipline.
- Favorable recommendations by an NPU faculty member.
- Contribution the resource makes to the breadth of representative viewpoints on controversial issues.
- Value commensurate with cost and/or need.
- Anticipated frequency of use.

- Availability through open access electronic sources.

Databases and Other Electronic Sources

In addition to the general selection considerations listed above, the library also considers the following additional criteria for electronic resources.

- Usability of the interface
- Standards-compliance and ease of administration
- Reputation of provider
- Long-term cost-effectiveness and favorable licensing agreement provisions

Acquisitions Procedures

Librarians identify and submit purchase requests for print and electronic books through the Integrated Library System. The Collections Librarian reviews all purchase requests and processes them accordingly. The Director of the Library is responsible for overseeing departmental spending and ensuring the integrity of our budget under the leadership of the Dean of Library and Academic Technology.

The Electronic Resources Librarian curates the library's subscriptions and licenses to online resources (such as databases) in partnership with subject liaisons under the oversight of the Library Director.

Selecting Controversial Materials

As an academic library, the library is responsible for providing resources that represent a wide range of differing points of view. The inclusion of a resource in our collection does not mean that the library advocates nor endorses the ideas expressed in that resource. As such, material will not

be excluded from consideration because of frankness of language, controversial approach, nor due to the political, moral, religious, sexual, social, economic, and/or scientific views expressed by the author. Furthermore, the library's collection spans several decades and includes books that illustrate how thinking changes over time. Language or methodology in an older work may not align with current academic approaches to their subjects and this alone is not a reason for their deselection.

Gifts and Donations

The library occasionally accepts donated material that aligns with the general scope of the library's collection and warrants the investment of labor costs and time. Donations are accepted on the condition that the library is free to keep or discard any donated material at its discretion. The library cannot appraise the value of donations for tax purposes. Monetary gifts are welcome and are added to the operating budget. If the donor stipulates their allocation, the stipulation must still support the library's mission and collection policies.

Deselection

The library's collection is regularly reviewed to ensure its relevance and effectiveness. Materials may be deselected, or "weeded", from the collection based on several considerations, including:

1. Duplication
2. Obsolescence
3. Poor Physical Condition
4. Relevance to current course/degree offerings
5. Frequency of Use

In keeping with consortial regulations, the Brandel Library will retain all items for which we are the last holder in the State of Illinois.

Reconsideration Procedure

North Park University students, faculty, and staff may request the reconsideration of library material by completing and submitting the Request for Reconsideration of Library Resources form.

The form is available electronically on the library's website and in-print at the Circulation Desk.

Individuals may request that the library either; (1) remove an item because it is inappropriate to the scope and mission of our collection, or (2) add an item to balance the collection by providing an alternative perspective. The Library Director will acknowledge receipt of the request via email. The material in question will remain in circulation for the duration of the reconsideration process.

The request will be considered by a panel of three librarians:

1. The Library Director
2. A librarian from the Reference and Instruction Department
3. A librarian from the Collections Department

The panel will make a formal recommendation – by majority vote – on the request within 30 business days.

In the absence of extraordinary circumstances, the Library Director will consider the recommendation and make a final decision. The Director will notify the requestor, the Dean of Library and Academic Technology, and the library staff of that decision and any related actions via email.

In the event of extraordinary circumstances, which include the request for reconsideration being made by a North Park board member, or VP level administrator, the Library Director will share the panel's recommendation and their decision with the Dean of Library and Academic Technology. The Dean of Library and Academic Technology will either affirm the decision made by the Library Director or issue their own decision. The Dean of Library and Academic Technology will then notify the requestor and library staff of that decision and any related actions via email.

Guidelines for Reconsideration Panel Librarians

Librarians serving on the Reconsideration Panel are asked to evaluate the material based on its objective adherence to our selection criteria and mission – regardless of their personal beliefs on the subject matter. Panelists should review reconsideration committee best practice guidelines as provided by the American Library Association prior to meeting to ensure their objectivity and readiness for the task of deliberation.