

HGST LIBRARY HANDBOOK

Welcome!

Dear HGST Faculty and Students,

We are glad you are here! Please know that the staff of the HGST Library exists for one main purpose: to assist you in locating and obtaining materials and services that you need in order to maximize your learning and teaching experience and accomplish your research goals.

The library is always open and staffed whenever classes are in session, including evenings and Saturdays. We are happy to assist you either in person, by phone, or email. If we don't know the answer to your query, we will direct you to someone who does. We also welcome any suggestions regarding both resources and ways that the library can serve you better.

We hope that your experience at HGST will be fulfilling, challenging, and enjoyable. Again, we are here to help!

Sincerely,

The HGST Library Staff

HGST Library Mission

The goal of the Houston Graduate School of Theology Library is to select, maintain, and provide to our students, faculty, and staff access to both print and non-print information resources, course reserves, a computer lab, study space, reference assistance, bibliographic instruction, and other services which support both the mission and course offerings of HGST.

Library Hours and Contact Information

The HGST Library is open and staffed at all times during which on-site courses are scheduled, including Saturdays. Library personnel are always available to assist with locating and checking out materials as well as to provide help with library printing, copying, and computer use.

Library Hours During regular academic terms:

Monday – Thursday:	8:30 a.m. – 9 p.m.
Friday:	8:30 a.m. – 3 p.m.
Saturday: Closed;	8:30 a.m. – 4 p.m. if classes are scheduled
Sunday: Closed	

NOTE: Hours may vary during holidays and breaks between school terms. Before planning a visit, please confirm our hours by calling ahead or emailing us.

Contact Information:

Library Circulation Desk: (713) 942-9505 x109

Library webpage: <http://www.hgst.edu/offices/Library/>

Library email: library@hgst.edu

Types of Materials in the HGST Library

Print Resources

General Circulating Materials

The HGST Library has over 25,000 print books in the general circulating collection that are available for checkout to currently enrolled HGST students for a checkout period of two weeks. Students may retain a maximum of 6 items checked out on their accounts. Books are renewable for additional two week increments provided no other patron has requested the item. Students receive an automatic email reminder up to 3 days prior to a book's due date, in which case a student may respond to the email requesting a renewal of the item. Faculty may check out an unlimited number of circulating items as well as their own course reserve materials. Items checked out to faculty are due at the end of each term unless requested by another patron. Overdue fines are \$.10 per day per item.

Reserve Books

Books or other materials that professors have selected for Reserves are located behind the library circulation desk. Every academic term the library places on reserve one copy of all "required" texts listed in course syllabi. "Recommended" texts are not usually placed on reserve. Because of anticipated high demand by students, these items are restricted to in-library use only. They may not leave the library. Please request these materials at the library circulation desk.

Reference Books

The library's reference collection contains major reference resources relevant to seminary studies, including dictionaries, encyclopedias, and other materials. They are available for in-library use only; however, students may photocopy a few pages as needed.

Biblical Language Reference

This area includes major reference materials utilized in the study of Greek and Hebrew language and exegesis. Included in this area are Greek and Hebrew lexicons, word studies, and dictionaries as well as the *Theological Dictionary of the Old Testament* and the *Theological Dictionary of the New Testament*. These items are for in-library use only; however, students may photocopy select pages as needed.

Print Journals

The library retains a small collection of print journals, primarily consisting of a few select journals which are not available full-text on the ATLA Religion Database.

Quaker Collection

In recognition of the Quaker heritage of our seminary, the library retains a small special collection of Quaker-related books, many of which were part of a gift to the library from our school's founder, Dr. Delbert P. Vaughn. These items are available for checkout.

HGST Master's Theses and DMin Projects

The library keeps a master copy of all HGST Master's theses and DMin projects that have been produced by graduates since 1983. These materials cannot be checked out. Photocopy of the entire document is prohibited.

Rare and Fragile Books

The library houses a special, non-circulating collection of rare and fragile books, many of which were a gift to the school from our founder, Dr. Delbert Vaughn and his wife. The collection includes materials in subject areas such as Protestant church history, Quaker history, theology, biblical studies, and English literature. These items do not circulate but they may be used in the library under special conditions.

Digital/Electronic Resources

ATLA Religion Database with ATLA Serials (Journal articles)

ATLA Religion Database with ATLA Serials is the leading resource for locating journal articles relevant to the study of religion. Many of the articles are full-text, but those that are not can be requested through interlibrary loan (ILL) from your local public library branch. *The username and password for this resource can be obtained from any HGST Library staff member.*

JSTOR (Journal articles)

JSTOR is a full-text resource available to *Houston Public Library* card holders. This password-protected database contains full-text articles from leading academic religion and humanities journals. Because this database is a journal archive, it contains every issue dating from Volume I, Issue I for each listed journal. There is, however, a "moving wall" of availability which limits access to the most recent (usually 3-5 years previous to the current date) content. *You will need an up-to-date Houston Public Library card in order to access this resource.*

Psychology and Behavioral Sciences (Journal articles)

The EBSCO database Psychology and Behavioral Sciences contains many full-text articles relevant to the study of psychology and counseling. *You will need an up-to-date public library card to access this resource.*

EBSCO Religion EBooks (Ebooks)

This password-protected, specially chosen set of over one-thousand recently published scholarly religion ebooks is available exclusively to HGST faculty and students. These titles also show up on the results page of the HGST Library catalog page when a typical search for HGST Library books is conducted. *Please request the username and password from library staff.*

Other Services

Wireless Service

Public wireless service is available throughout the building, including the library. Please ask a library staff member for the public wireless password.

Personalized Research Guidance

If you would like individualized, professional research assistance, please contact the librarian, Jan Kennard (jkennard@hgst.edu).

Computer Lab

The computer lab is located in the library. Access is enabled by logging in using a preset username/password. Internet access and Microsoft Office tools are available on each computer. Students are advised to purchase a flash drive since student documents cannot be saved on the lab computers.

Printing, Photocopying, and Scanning

A reloadable copy/print card is issued to all enrolled students. In order to print documents from the computer lab, students must first log in to a lab computer using their pre-set username/password in order to access and then send a print job to the copy machine. Students are not enabled to send print jobs to the library copy machine from their laptops. To make copies, hold the copy/print card near the small black card reader unit on the left side of the copy machine. Scanning to email is free and is enabled at the copy machine using the copy/print card.

U.S. Copyright Law

HGST students are expected to purchase or otherwise obtain a copy of each required textbook. A copy of the required textbook for each HGST course is placed on reserve in the Library every semester; however, reserve books may not be removed from the Library nor may they be photocopied in their entirety. Except in cases where a book is out of copyright (published prior to 1923) or is not available at a reasonable cost, photocopying an entire book is forbidden under U.S.

Copyright Law. Following is the actual text that the U.S. Copyright Office suggests posting in libraries and that is posted in the HGST library.

"The copyright law of the United States (Title 17, United States 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 purposes 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 judgment, fulfillment of the order would involve violation of copyright law."

Audiovisual Equipment

Computer projectors and speakers are available for classroom presentations and on-campus use only. Please contact a library staff member to reserve this equipment.

Study Areas

The library has several convenient study areas. In the forward end of the library are tables that can seat 4-5 people. In the rear of the library are quiet spaces containing study carrels and convenient plugs for laptops. There is a group study room which is also available for private or small group study when a class is not meeting there. Please contact a library staff member if you wish to use the group study room.

Low-Vision Reader

The library has a low-vision reader which is available for student use. Please contact a library staff member if you wish to use this reader either in the library or in a classroom.

“Free” Book Shelf

The library regularly receives donations which are not needed. In addition, the library conducts a regular “weeding” process whereby unused duplicate copies and time-sensitive materials are deleted from our library collection. These items are then available free to members of our HGST community. The “Free” shelf is located in the group study room adjacent to the Circulation desk.

Please Keep in Mind

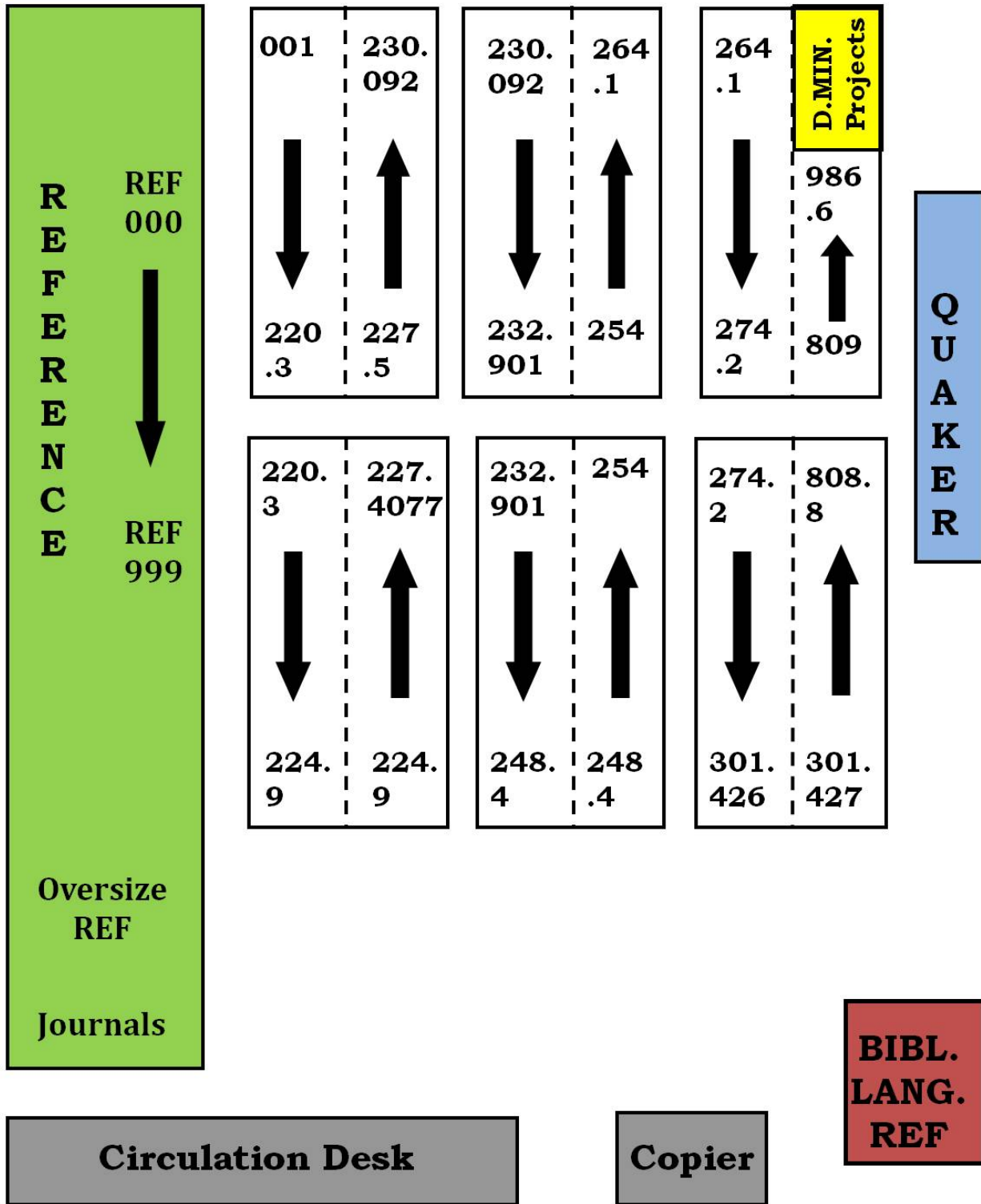
Cell Phones

Please set your cell phone on “silent” when you are in the library. If you must receive a call, please be considerate and exit the library to the hallway or another public space.

Food and Drinks

Except for water in sealable containers, food and drinks are prohibited in the library.

HGST Library Floor Plan



Dewey Decimal Classification

- 000 - Computer Science, Information, and General Works
- 000 Computer science, knowledge & systems
- 010 Bibliographies
- 020 Library & information sciences
- 030 Encyclopedias & books of facts
- 040 [Unassigned]
- 050 Magazines, journals & serials
- 060 Associations, organizations & museums
- 070 News media, journalism & publishing
- 080 Quotations
- 090 Manuscripts & rare books
- 100 - Philosophy and Psychology
- 100 Philosophy
- 110 Metaphysics
- 120 Epistemology
- 130 Parapsychology & occultism
- 140 Philosophical schools of thought
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval & eastern philosophy
- 190 Modern western philosophy
- 200 - Religion
- 200 Religion
- 210 Philosophy & theory of religion
- 220 The Bible
- 230 Christianity & Christian theology
- 240 Christian practice & observance
- 250 Christian pastoral practice & religious orders
- 260 Christian organization, social work & worship
- 270 History of Christianity
- 280 Christian denominations
- 290 Other religions
- 300 - Social Sciences
- 300 Social sciences, sociology & anthropology
- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & social services
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore
- 400 - Language
- 400 Language
- 410 Linguistics
- 420 English & Old English languages
- 430 German & related languages
- 440 French & related languages
- 450 Italian, Romanian & related languages
- 460 Spanish & Portuguese languages
- 470 Latin & Italic languages
- 480 Classical & modern Greek languages
- 490 Other languages
- 500 - Science
- 500 Science
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth sciences & geology
- 560 Fossils & prehistoric life
- 570 Life sciences; biology
- 580 Plants (Botany)
- 590 Animals (Zoology)
- 600 - Technology
- 600 Technology
- 610 Medicine & health
- 620 Engineering
- 630 Agriculture
- 640 Home & family management
- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Building & construction
- 700 - Arts and Recreation
- 700 Arts
- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment
- 800 - Literature
- 800 Literature, rhetoric & criticism
- 810 American literature in English
- 820 English & Old English literatures
- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures
- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures
- 900 - History and Geography
- 900 History
- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world (to ca. 499)
- 940 History of Europe
- 950 History of Asia
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

Other Area Libraries

Public Libraries

Public libraries are a very helpful resource available to all students. If you don't already have a valid public library card, one is easy to obtain. Just bring proof of your current resident address to your nearest public library branch.

Interlibrary Loan. If you need any book or journal article that HGST does not own, you may request an interlibrary loan (ILL) from your local public library branch if you have a valid public library card. This is a free service. The library staff will search for a library that owns a copy of the book or journal article that you need and request a loan or copy of that item on your behalf. All books borrowed via ILL must be picked up and returned at your nearest branch library.

Journal Article Databases. Public libraries are part of the TexShare system and provide access to many scholarly journal article databases including those for religion and psychology (this does not include access to the ATLASerials database, which is only available through the HGST Library). If you have any questions about area library services, please visit the webpage of your nearest county library

- [Houston Public Library](#) has many resources such as online database access for journal articles and interlibrary loan. The HPL is the only area public library that provides access to JSTOR. Most services require use of a valid public library card. Other Houston area county public library districts (listed below) have similar services. [More info about obtaining your HPL MyLink card](#)

Other Area Public Libraries

- [Harris County Public Library](#)
- [Montgomery County Public Library](#)
- [Brazoria County Public Library](#)
- [Fort Bend County Public Library](#)

Private Libraries

- **Cardinal Beran Library at St. Mary's Seminary** (on-site use only)
<http://beran.stthom.edu>
- **Lanier Theological Library** (on-site use only)
www.laniertheologicallibrary.org
- **Library of the Presbytery of the New Covenant**
<http://www.pbyofnewcovenant.org/sections/home.html>
- **Fondren Library at Rice University** (see following instructions)
<https://library.rice.edu/>

Procedure for Obtaining Books from Fondren Library at Rice University

Current HGST students and faculty may borrow **up to 4 books from Fondren Library** at Rice University. Loans are for 28 days. To borrow materials you **must** follow the steps below:

1. Check the HGST Library catalog first to make sure that **HGST does not own the book**.
2. Search the Fondren Library online catalog at <http://library.rice.edu/#catalog> to locate the books you need.
3. Stop by the HGST Library circulation desk and fill out one "On-site Borrowing from Fondren Library, Rice University" form for each book you wish to borrow. Fillable forms are also available online at <http://www.hgst.edu/offices/library/>
Remember to have an HGST Library staff member approve and sign your form *before* going to Fondren Library.
4. **Bring 2 signed form(s) to Fondren Library for each book you require and retrieve the book(s). You must bring a photo ID (DL or HGST ID).**
5. You must return book(s) to Fondren.

Note: Fondren fines are \$1 per day per item.

HGST Library Webpage List of (mostly) Free Internet Resources

Click on the link below to access a listing of free web resources that can be very helpful for seminary students.

ATLASerials

[ATLA Religion Database with ATLASerials \(requires login\)](#)

BIBLE DICTIONARIES, ENCYCLOPEDIAS

[Baker's Evangelical Dictionary of Theology](#)

[Bible Names Dictionary](#)

[Holman Bible Dictionary](#)

[International Standard Bible Encyclopedia](#)

[The Catholic Encyclopedia](#)

BIBLE MAPS

[Bible Atlas](#)

[Bible Maps](#)

BIBLE STUDY TOOLS

[Biblos.com \(Bible Study Tools\)](#)

[Blue Letter Bible](#)

[Internet Resources for Students of Scripture](#)

[iTanakh \(Index of Internet resources for study of Hebrew Bible\)](#)

[Jewish Interpretation & the Bible](#)

[Mishnah, Talmud & Other Jewish Documents](#)

[NET Bible](#)

BIBLE/RELIGION IMAGES & ART

[All Color Icons](#)

[Art images inspired by the Bible](#)

[Art Index by Scripture \(New Testament\)](#)

[Art Index by Scripture \(Old Testament\)](#)

[ATLA/CDRI \(ATLA/ATS Repository of Digital Images\)](#)

[Bible Picture Gallery](#)

[Places in the Bible](#)

[Virtual Tour of the Vatican](#)

CHURCH MANAGEMENT/LEADERSHIP

[Insights into Religion: Resources for American Christianity \(ATS\)](#)

[Pulpit & Pew Research on Pastoral Leadership](#)

[XPastor \(free forum of information on leadership and management in the church\)](#)

COLLECTIONS OF ANCIENT TEXTS

[Apocrypha](#)

[Dead Sea Scrolls](#)

[Early Christian Writings](#)

[Hittite Study Resource](#)

[Internet Archive of Protestant Reformation Texts and Sources](#)

[Internet Sacred Text Archive](#)

[Josephus: Complete Works](#)

[New Testament Apocrypha](#)

[Patrologia-Graeca](#)

[Patrologia Latina](#)

[Perseus Collection-Greek and Roman Materials](#)

[Perseus Digital Library](#)

[Protestant Reformation Text Sources](#)

[Pseudepigrapha](#)

[Targumic Texts](#)

COMMENTARIES (OPEN SOURCE OR PRE-1923)

[Baptist Commentary on all Scripture \(John Gill\)](#)

[Baptist Dispensational Commentary \(Thomas L. Constable\)](#)

[Bible Commentaries Online](#)

[Methodist Commentary on All Scripture \(Adam Clarke\)](#)

[Presbyterian Commentary \(Albert Barnes\)](#)

EBOOKS

[CCEL: Christian Classics Ethereal Library \(free full-text access to many public domain ebooks\)](#)

[EBSCO Religion eBook collection \(requires ATLAS login, available to current students and faculty only\)](#)

[Google Books \(free full-text access to many public domain ebooks\)](#)

[Hathi Trust \(free full-text access to many public domain ebooks\)](#)

[Project Gutenberg \(free full-text access to public domain ebooks\)](#)

GENDER ISSUES

[Christians for Biblical Equality](#)

GRAMMAR AND PUNCTUATION

[OWL: Online Writing Lab \(Purdue University\)](#)

GREEK AND HEBREW STUDY

[Greek Names](#)

[Hear the Hebrew Bible Read Aloud \(MP3 format\)](#)

[Hebrew Language Specialty Tools](#)

[Hebrew Text](#)

[Lexicon of Greek Personal Names](#)

[New Testament Gateway](#)

[Old Testament Gateway](#)

HOUSTON AREA LIBRARIES

[Fondren Library at Rice University \(to borrow books please contact HGST Library staff\)](#)

[Harris County Public Library](#)

[Houston Public Library \(your HPL Library card/barcode is required to access databases\)](#)

[Lanier Theological Library \(on-site use only; no checkouts\)](#)

JOURNAL ARTICLES

[ATLA Religion Database with ATLASerials \(requires login\)](#)

[DOAJ \(Directory of Open Access Journals\)](#)

[E-Journals.org \(open access to many full-text, scholarly articles\)](#)

[Google Scholar](#)

[Themelios \(an international evangelical theological journal intended for graduate religion students\)](#)

LECTIONARIES

[New Proclamation Series \(for those who use the Common Lectionary\)](#)

[Revised Common Lectionary](#)

[Textweek \(Lectionary, Worship links\)](#)

LEGAL RESOURCES

[American Association of Law Schools \(source for publications\)](#)

[Church Law and Tax \(legal and tax help to manage ministry\)](#)

[FindLaw \(source for cases and codes ; general legal information\)](#)

OTHER LIBRARIES

[WorldCat \(Search the Library catalogs of over 10,000 libraries worldwide\)](#)

PSYCHOLOGY AND COUNSELING

[APA \(6th ed.\) citation style tutorial](#)

[EBSCO Psychology & Behavioral Sciences \(requires Houston Public Library card barcode\)](#)

[Psychotherapy.net \(source for psychotherapy videos, articles and more\)](#)

[PubMed \(open access biomedical database with some articles on psychology\)](#)

RELIGION STATISTICS AND RESEARCH

[Barna Group](#)

[Demographic study of Christianity in Houston, Texas](#)

[Religion statistics from the American Academy of Religion](#)

[The Association of Religion Data Archives \(domestic and international religion data\)](#)

THEOLOGY AND RELIGION

[CCEL: Christian Classics Ethereal Library \(digitized basic theological Library\)](#)

[Creeds, Confessions and Catechisms](#)

[Fulltext pamphlets on Quaker religious thought, 1934-present.](#)

[Resources for American Christianity \(Interviews & articles funded by the Lilly Endowment\)](#)

[Themelios \(an international evangelical theological journal intended for graduate religion students\)](#)

[Wabash Center for Teaching and Learning in Theology and Religion](#)

[Yale University Library Research Guide to Christianity \(Includes many free electronic resources for religion\)](#)

WOMEN CLERGY

[Wesleyan/Holiness Women Clergy, Inc.](#)

WORLD RELIGIONS

[Religious Studies Web Guide](#)

Collection Development Policy

Library

Houston Graduate School of Theology

I. Introduction

A. Mission Statement

The goal of the Houston Graduate School of Theology library is to select, maintain, and provide to our students, faculty and staff access to information resources, study space, reference assistance, and bibliographic instruction which support the mission¹ of HGST and which support the curricula of the degree plans at HGST.

B. Purpose of this Policy

The purpose of this policy is to guide evaluation and selection of resources to be included in the library collection, which serves our primary users, HGST faculty and students. It also provides guidance for de-selection (weeding) of the collection. In addition, this policy assists in guiding long-term collection development. Members of the HGST Faculty Library Committee and HGST subject specialists are regularly consulted as to decisions affecting the library and its collection. Final decisions as to selection and de-selection of resources, however, rest with the library Director in the application of this policy. This policy shall be reviewed every two years.

C. Access

The HGST Library provides access by purchasing resources (both print and electronic), maintaining an on-site Interlibrary Loan program through Fondren Library at Rice University, and encouraging students and faculty to access TexShare databases, which are available to all Texas residents who hold a valid Texas public library card. In addition, HGST students and faculty are encouraged to take advantage of interlibrary loan programs at their local public library branch for obtaining print items which the HGST Library does not own. HGST faculty and students may access (on-site only) the resources of the following theological/religion libraries: Cardinal Beran Library at the University of St. Thomas, Library of the Presbytery of the New Covenant, and the Lanier Theological Library. HGST Alumni and community citizens are welcome to use the HGST library, and may obtain check-out privileges by joining the Friends of the HGST Library and paying a \$35 annual membership fee.

¹ Houston Graduate School of Theology seeks to empower spiritual leadership through the intellectual, spiritual, and vocational development of men and women in order to advance the gospel of Jesus Christ throughout the world. The school fosters student growth by challenging and strengthening our students' minds and encouraging our students to discern, yield to, and cultivate God's calling in their lives. HGST is evangelical, multicultural, and multid denominational.

II. General Statements

A. Current and retrospective acquisitions

1. Current acquisitions: The library's main focus of current acquisitions consists of those materials which support the HGST course offerings. Specifically, for those course materials which the Library does not already own, the library purchases and places on reserve a copy of every required textbook for each course offered during a given term, and as many of the recommended texts as the budget allows.

2. Retrospective acquisitions: Professor-supplied subject bibliographies and requests as well as bibliographies from other seminaries, such as Denver Seminary, are consulted when addressing areas of the collection that need strengthening and updating. The library places a priority on completing select sets of Bible commentaries directed at a scholarly, seminary-level readership.

B. Resource Types

1. Books: The core of the HGST library collection consists of printed books, including reference books and general circulation books (hardback and paperback). Also included in this grouping are bound copies of HGST Masters theses and DMin projects. All books are owned; HGST library has no collection rental program. The library also owns a select collection of over 900 religion e-books.

a. Faculty author: The library also collects items including books or parts thereof that are written by members of the HGST faculty. Such items are often donated but may be purchased. They are catalogued and shelved within the regular circulating collection. A note indicating faculty authorship is included in the item cataloging record.

b. Alumnus author: The library also includes books or parts thereof that are written by HGST alumni. Such items are often donated but may be purchased. They are catalogued and shelved within the regular circulating collection. A note indicating alumnus authorship is included in the item cataloging record.

2. Periodicals: The library provides access to journals primarily through electronic journals databases such as ATLASerials (available to HGST students by means of a username and password) and TexShare databases (available to all public library card holders). The library also maintains a small collection of print journals that are not available in full text on the ATLASerials database. Reasonably-priced (less than \$100 per year) professional journal subscriptions (electronic access preferred) that are requested by subject faculty are considered if the budget allows, especially if the journal contents are indexed through available online sources such as ATLASerials or EBSCO Psychology and Behavioral Sciences database. General interest and popular magazines are not collected.

3. Theses/Doctoral Projects: Masters theses are no longer required at HGST, however, the library retains those theses which were written by HGST Masters students in the past.

The library receives one bound copy of each DMin project produced at HGST. Those projects produced from the year 2000 forward are shelved in the Reference collection. The remainder, as well as all HGST Masters theses are shelved in Room 102 of the Library. If the library finds that it has more than one copy of a Master's or DMin project that is more than 3 or 4 years old, the library can remove the extra copy. If a thesis or project is less than 3 or 4 years old, the student should be contacted first to determine whether he/she wants us to mail the extra copy to that person. If not, the library may add the extra copy to the circulating collection.

4. **Music:** The library does not currently collect printed music or scores, though a small representative collection of hymnals is maintained. The library also has a very small collection of music CDs.

5. **Maps:** The library does not collect maps, with the exception of recently published atlases, especially of biblical lands.

6. **Children's Materials:** The library does not purchase materials designed for use by children.

C. Languages

1. **English:** English language materials are the major focus of the library collection.

2. **Biblical Languages:** Materials which assist in the learning of biblical languages (biblical Greek and Hebrew) are collected.

3. **Other languages:**

a. Spanish: Spanish translations of select works important to seminary education are collected. Spanish language works of general history, geography, or literature are not retained. A small group of Spanish language materials is on permanent loan to Southern Reformed Theological Seminary in Houston.

b. Korean: The library retains a very small collection of Korean language materials, mostly consisting of Korean translations of books appropriate to ministry education. Any removal of materials from the Korean language collection requires HGST administrative approval. A group of Korean language materials is on permanent loan to Southern Reformed Theological Seminary in Houston.

c. Other modern foreign languages: materials and translations of works in other modern foreign languages are not retained in the library, with the exception of a small collection of foreign language dictionaries in the reference section.

D. Formats

1. **Print:** Print resources are the primary format collected by the HGST library. In many cases, due to cost savings, paperback books are preferred over hardback. Occasionally, used books in very good condition may be ordered if they offer significant savings.

2. *Electronic:* In general, if a requested book title is available in the current HGST library e-book collection, unless specifically requested by the professor, a print copy of the book may not be purchased. The library makes a special effort to purchase reasonably priced, subject sets of e-books, such as those periodically offered by the Christian Library Consortium and various other subject related e-book providers.

Public Domain e-books: Most books published prior to 1923, or those otherwise not covered by the U.S. Copyright Law, are freely available in full-text from an online resource such as Google Books, Project Gutenberg or HathiTrust. The HGST library contains many important, foundational works which were published prior to 1923, and provided those books are in good condition they may be retained at the Director's discretion. If any such works are in poor condition, these will be subject to being replaced with an electronic version such as one of those named above (if available). The catalog record will include an Internet link enabling a patron to read or download that item directly from our online public catalog (OPAC).

3. *E-book Reader format:* The HGST library does not purchase books in Kindle or any other special e-book reader format.

E. Donations

Donations of materials to the library will be added to our collection inasmuch as they fit within the collection guidelines of this document. Items that are water damaged, in poor repair, heavily marked, or show evidence of mold will not be retained. Donated books whose contents are freely available in the public domain will not normally be retained. Donors must fill out and submit a donation form. Donors will receive a letter from the Director confirming the number of items donated. They will also receive a tax receipt letter from the CFO. Materials published within the past ten years are most preferred. Materials that are not added to the collection will be discarded according to the policy below.

F. Collection Maintenance

1. *Weeding:* Weeding, or de-selection, is an important part of the library's collection development plan. Space limitations demand an active and ongoing program of weeding. De-selection is subject to the same principles that apply to the selection of materials, as noted in this document. Furthermore, materials that fall outside the library's collecting depth indicators (Appendix 2) are subject to de-selection. Print journals which are available full-text on ATLASerials will not normally be retained. To summarize, weeding will take place with the following in mind:

- a. For time-sensitive materials, the item's contents are outdated.
- b. Duplicate copies of a formerly heavily used item are no longer needed.
- c. Comparable material exists in more recently published item.
- d. The item is in poor condition and does not warrant replacement.

- e. The item is of doubtful value when compared with other more substantive items on a topic.
- f. The library will prefer to retain the hardback copy of a book in cases where the library owns two copies, and one is a paperback, unless the paperback is a later edition.

Every 3-5 years, subject faculty will be invited to assess sections of the library's collection which pertain to their area(s) of expertise, with an eye towards weeding those materials that the professor designates. Prior editions of a work may be kept if a faculty person indicates that there is warrant for its retention.

2. Duplicate copies: If an item demonstrates comparatively heavy usage (discernible via a library system check), a second copy may be added to the collection, obtained either by library donation or purchase.

3. Discarding: After weeded materials are deleted from the library system, select items may first be offered to faculty. Remaining books are placed on the library "Free Books" shelf. Academic books that remain on the free shelf for more than a couple of weeks are donated to the used book agent, Better World Books. These donations will be boxed and shipped to BWB (shipping boxes and postage provided by BWB). HGST receives 15% of the proceeds of such sales (dispersed to HGST by check after the amount owed to us accrues to over \$50). Those books that do not sell are donated by BWB to a world literacy charity which the Director has chosen, Room to Read (<http://roomtoread.org>). Discarded pamphlets, journals/magazines and music materials, if not taken, will be placed in the recycle box. Non-academic materials which remain on the "Free Books" shelf may be donated to Goodwill.

4. Preservation: Every effort is made to maintain library materials in the best possible condition. Simple in-house repairs are accomplished for slightly damaged library materials. Plastic covers are added to hardback books for which high use is anticipated, e.g. commentaries. Pamphlets are enclosed in a reinforced pamphlet binding. The Kapco system is implemented in order to extend the life of paperback books. More complicated repairs will usually necessitate the purchase of a replacement item. Rare books do not circulate and are kept in a dark, locked room.

G. Special Collections

NOTE: Whole collections are not to be removed from the library collection without the approval of HGST administration.

1. Delbert and Carol Vaughn Quaker Collection

This collection of works by Quakers and about the Quaker tradition was given to the library by the founding president of Houston Graduate School of Theology, Dr. Delbert Vaughn and his wife, Carol. HGST was originally named Friends Institute of Religious Studies. HGST has since become an independent theological seminary, not formally

associated with the Friends Church. Though the library retains this special collection, multiple volumes of titles are not retained nor are new materials sought.

2. Rare Book Collection

The library has a small collection housed in the Rare Book Room. The collection includes items from the seventeenth through the nineteenth centuries. Unfortunately, this collection has not been analyzed professionally and is in need of organization and restoration. Please refer to Appendix 1: “What Makes a Rare Book?” for further information regarding rare books. HGST library does not intentionally collect rare books.

3. Author-Signed Books

Books signed or inscribed by the author (hardbacks or paperbacks) are noted as such on the item’s cataloging record and are housed in the general circulating collection. Such items are not actively sought.

H. Subjects or Areas Intentionally Not Collected

The HGST Library does not collect materials which are unrelated to seminary or counseling education, such as popular or literary fiction in any language, poetry, music scores, general biographies, government documents, technical manuals, phonograph recordings, and audio or VHS tapes (unless such an item is part of the HGST Archives). Neither does the Library collect general magazines and issues of journals which are available full-text via ATLASerials database or, as in the case of counseling resources, via TexShare databases. Information concerning collection intensity by topic is included in Appendix 2 of this document.

I. Selectors Responsible for Collection

Though the Director has primary responsibility for selecting materials for the HGST library, this is accomplished in concert with faculty, and is driven primarily by course offerings and budget constraints. Faculty and student material requests are welcome, however, at any time during the year.

III. Collection Evaluation Methods

The HGST library collection undergoes periodic evaluation based on the following methods:

- A. **Collection-Centered Technique:** Every 3-5 years HGST faculty subject specialists will be asked to submit subject bibliographies which library staff will check against library holdings, making note of those titles which should be purchased. Library staff will also check our holdings against the annual Denver Seminary Old and New Testament Exegesis Bibliographies. For counseling education, resources such as the CPCE bibliography and professional counseling organization bibliographies will be consulted and library holdings noted in order to guide collection building in these two areas. Purchases from these bibliographies will be made as the budget allows and prioritized by upcoming course offerings. In this way each subject area will have its turn in obtaining updated resources.

B. **Quantitative Measures:** In order to assist with long range planning as to updating sections of the library collection and assessing usage, library system reports can be run which indicate the number of books within a Dewey classification range, their average age (publication date) and the number of times items within a specific classification or sub-classification have been checked out.

Rare or Not?

- ❖ Supply and Demand
- ❖ Content or Physical Characteristics
 - Content
 - ◆ First editions of important works
 - ◆ Other important editions
 - ◆ Initial reports of scientific discoveries
 - ◆ Illustrations by a noted artist
 - ◆ Formerly censored works
 - Physical Characteristics
 - ◆ Special binding
 - ◆ Printing process
 - ◆ Autograph
 - ◆ Marginal annotations of famous person
 - ◆ Is my old book rare?
- ❖ Rare?
 - All books printed before 1501
 - English books printed before 1641
 - Printed in the Americas before 1801
 - Printed west of the Mississippi before 1850
 - Mass printings became common in the 19th century
- ❖ **NOTE:** If your book does not fall into one or more of the above categories, it is doubtful that it is a rare book. *Not all old books are rare.*
- 1. **Categories usually NOT considered rare:** Bibles, sermons & religious instruction, collections of an author's work, encyclopedias, textbooks, reprints (such as paperbacks) & facsimiles.¹
- ❖ **For more information, visit the Antiquarian Booksellers Association of America website:**
<http://www.abaa.org/>

HGST LIBRARY COLLECTING INTENSITY BY SUBJECT

KEY

- 0** **OUT OF SCOPE:** Library does not intentionally collect any materials for this subject.
- 1** **MINIMAL INFORMATION LEVEL:** Library maintains a very limited collection of general materials and reference works.
- 2** **BASIC INFORMATION LEVEL:** Collection level serves to introduce a subject and support needs of general library user at basic undergraduate level and includes a limited collection of monographs and reference work, as well as a limited collection of representative general periodicals on a topic.
- 3** **STUDY OR INSTRUCTIONAL SUPPORT LEVEL:** This level provides information about a subject in a systematic way but at the level of less than research intensity, and is adequate to support graduate instruction. It includes a select collection of general monographs and reference works as well as a representative selection of journals, which are available via ATLASerials database.
- 4** **RESEARCH LEVEL.** A collection that contains the major published source materials required for doctoral study and independent research. The HGST library does not collect at this level
- 5** **COMPREHENSIVE LEVEL.** This is an exhaustive collection containing materials in all applicable languages. It also includes an extensive manuscript collection. The HGST library does not collect at this level.

NOTE: Levels 2 and 3 can be broken down further into two additional levels. For example, “3.1 Basic Study Level” and “3.2 Advanced Study Level.” Relevant biographies in a given subject area are collected as needed.

Dewey Classification	Description	Level
000	GENERALITIES	1
100	PHILOSOPHY	2.1
150	Psychology	3.2
200	RELIGION	3.2
210	Philosophy of Religion	3
220	Bible; Pseudepigrapha	3.2
230	Christianity; Christian theology	3.2
240	Christian devotional theology; Christian life	3.2
250	Pastoral theology; Preaching	3.2
260	Public worship; Missions	3.2
270	Church history	3.2
280	Christian denominations & sects	3
290	Non-Christian religions; comparative religion	3
296	Judaism; Ancient Judaism; Dead Sea Scrolls	3
300	SOCIAL SCIENCES	1
360	Social programs & services	3
400	LANGUAGE	1
480	Biblical Greek	3
490	Biblical Hebrew	3
500	NATURAL SCIENCES & MATHEMATICS	1
	(The library collects a few items that relate to origins and the interaction of faith and science.)	
600	TECHNOLOGY & APPLIED SCIENCES	0
616	Psychiatry; Psychotherapy; Mental disorders; Counseling	3.2
650	Management	2
700	ARTS, SPORTS, RECREATION, MUSIC	1
800	LITERATURE & RHETORIC	1
	(The library collects a few reference resources in addition to some literary works/novels with religious or biblical themes or persons.)	
900	GEOGRAPHY & HISTORY	1
920	General religion-related biography	1
930	Ancient Near East	2.2
970	American history	1