

Löhe Memorial Library

Collection Development Policy

1. Library Profile

The Löhe Memorial Library is the library of the Australian Lutheran College, North Adelaide, South Australia. It was dedicated in 1960 and named in memory of Johannes Paul Löhe, principal of Immanuel Theological Seminary from 1923–1944. Amalgamation with Concordia Seminary in 1967 led to the merging of the two library collections.

The library's primary role is to meet the academic information needs of staff and students of the Australian Lutheran College. It performs a supporting role in the broader community of the Lutheran Church of Australia. Its objectives are:

- to provide resources to support the teaching programs of the Australian Lutheran College;
- to support the research and information needs of higher degree students in theology and related fields;
- to provide library resources to support the teaching and research needs of the teaching staff;
- to preserve, in cooperation with the Lutheran Church Archives, significant literature relating to the theology and history of Lutheranism, and, specifically, the Lutheran Church of Australia;
- to support students in the acquisition of skills for ongoing professional education and growth;
- to support the information needs of pastors, teachers, and lay workers of the Lutheran Church of Australia;
- to cooperate with related libraries in collection development and resource sharing.

2. Purpose of the Collection Development Policy

The aim of this policy document is to outline a general framework for the development and maintenance of the library collections.

The main objectives of this policy are:

- to provide guidelines for the selection and acquisition of resources that support the needs of Australian Lutheran College and the wider Church community
- to assist in setting standards of quality for the acquisition, retention and discarding of resources
- to inform library clients and other libraries of the nature and scope of the collection

3. Community served:

- staff of Australian Lutheran College
- students of Australian Lutheran College
- staff and students from institutions with whom Australian Lutheran College has made reciprocal arrangements
- pastors, teachers and lay members of the Lutheran Church of Australia
- fee paying members
- other libraries through Inter-Library Loan and Document Delivery services

4. Access to the collection

The library is open during office hours at the Australian Lutheran College and on Saturday afternoons during teaching time. Professional librarians staff the library during the normal opening hours of the College and provide assistance in the form of orientation and reference services.

Access to the collection is via an online catalogue on the Australian Lutheran College website at www.alc.edu.au/library/. Library holdings are classified according to the Pettee classification system and are included in the Libraries Australia database managed by the Australian National Library. The library is a participant in the Australian interlibrary lending scheme.

Access to the serials collection is facilitated by online indexes, including ATLA [American Theological Libraries Association] and ProQuest Religion databases.

5. Description of the collection

The collection consists of monographs, periodicals, (including a number from the nineteenth century), a pamphlet collection, a growing media collection (including electronic media), a resource centre, a Christian Studies collection and a rare book collection. These rare materials have historical significance, some dating back as early as the sixteenth century, and represent the heritage of the Lutheran Church of Australia.

Works in the German language also feature in the collection, reflecting the ongoing commitment to the German heritage of the original Lutheran settlers in Australia. The library still collects significant works in German, although there is no longer an expectation that students will be proficient in the language.

Approximate collection totals:

- Monographs: 90,000
- Christian Studies Collection: 6,000
- Rare Books: 2,000
- Periodical subscriptions: 300

6. Budget

Each year the library will receive allocations for acquisitions from the budget of the Australian Lutheran College. The monograph budget and the periodical budget will be allocated to the major teaching areas:

- Biblical
- Theological
- Pastoral
- Educational

7. Selection principles and procedures

The acquisition and retention of materials reflect the nature of the institution as a number of schools preparing people for service in various areas of ministry, primarily for the Lutheran Church of Australia. More popular materials for general education and resources at the secondary, primary and early childhood level may be included as resources for teaching and parish ministry.

The library will maintain resources in the major areas of study at undergraduate level, and will seek to acquire at least one copy of all titles listed in the student handbook and on course reading lists. Collecting occurs at some depth in the following areas:

- Biblical studies and biblical languages
- Christian spirituality
- Church history
- Church worship and liturgics
- Comparative religion
- Ecumenical studies
- Education in the Lutheran context
- Faith Community Nursing
- History and sociology of religion in Australia
- Lutheran ethics
- Lutheran history and thought
- Missiology
- Parish ministry
- Pastoral care and counselling
- Philosophy
- Spirituality
- Systematic theology

Responsibility for selecting library materials is shared between the library and the teaching staff. Full time teaching staff act as subject specialists and make recommendations for purchase in their areas of specialisation. Students and other users of the library may also make recommendations which will be considered for purchase. The Library Manager has ultimate responsibility for selection and in particular for maintaining balance in the collection between research material and undergraduate resources.

The library will provide selection aids and online alerting services:

- Publishers' catalogues and new title information
- Online links
- Online ordering services [eg Blackwell's Collection Manager]
- Reviews

Due priority will be given to material that represents the doctrines, standards and values of the parent institution, as well as the history and tradition of the Lutheran church.

8. Special Collections

The Rare Book Collection will be maintained on the basis of donations, with appropriate attention to preservation and security requirements. Items in this category will not normally be purchased and no specific allocation will be made in the annual budget.

9. Principles of selection: Limitations

Book format

Hardcover editions will be preferred to paperback for reference works and primary sources, but paperbacks will be preferred for secondary material.

Electronic format

Electronic format will be preferred if this increases access to the material and if it is cost effective. Core journals are still being retained in hard copy while the budget

allows, but the library also subscribes to full text services where possible. To provide access to periodical articles, the library subscribes to key indexes and abstracts, in electronic format and/or hard copy.

Journals

Journal subscriptions will be reviewed annually, especially in light of frequent price rises. Holdings by other theological libraries [in the *Australasian Union List of Serials in Theological Collections*] and access to electronic sources will also be taken into account. Duplicate journals are exchanged through the library's participation in the Library Materials Exchange Program of the American Theological Library Association and similar exchange programs. Periodicals in the German language published prior to 1945 will be held by the Lutheran Church Archives.

Standing orders

The use of standing orders will be limited to series which the library has chosen to collect comprehensively. They may include collected works, biblical commentary series, and dictionaries and series issued in instalments.

Language

While the majority of materials collected will be in the English language, the library will endeavour to collect materials in foreign languages deemed appropriate to the needs of the academic and research needs of the Australian Lutheran College. Where practicable, primary sources will be collected in both the original language and in English translation. Acquisitions will include biblical materials in Hebrew and Greek and patristic works in Greek and Latin. With the assistance of the VELKD [Vereinigte Evangelisch-Lutherische Kirche Deutschlands] grant the library will also acquire suitable works in the German language.

Donations

Donations of books, periodicals and non-book materials, both new and second-hand, are gratefully accepted, if they fall within the library's collection priorities and will add significantly to the collection. The libraries of deceased or retired pastors will be accepted on the condition that the library is under no obligation to keep any of the materials (for reasons such as duplication, currency, condition) and that it is free to disperse them to faculty or students or to sell them, with profits going to the library or to charity. Special collections will be accepted, provided there are no conditions which would prove burdensome to the library.

Controversial material

Material will not be excluded merely because it is considered controversial, but items considered potentially harmful may be placed on restricted access.

10. Cooperative relationships with other libraries

As a result of agreements with the Adelaide Theological Library and the Australian Catholic University, reciprocal borrowing rights are available for student members of the participating libraries.

There is informal cooperation with other libraries of the Australian and New Zealand Theological Library Association in collection management and resource sharing.

11. Preservation activity

Hard copy journals are generally bound, to ensure preservation. Damaged monographs are either replaced or bound, based on an assessment of their value or the current demand.

Preservation of rare books is generally restricted to safe storage in the best conditions available to the library, within its allocated budget. Atmospheric control is not currently possible. Special conservation work is not generally undertaken.

12. Weeding

The library will follow a policy of limited weeding. Items considered useful for a research collection will be retained and weeding will generally be restricted to items which are obviously out of date, out of scope of the collection, duplicated, or in an advanced state of disrepair or deterioration. Account will be taken of the holdings of the Lutheran Archives and any joint policies or agreements. Some material has been moved from open access into compacta storage.

13. Review of the Collection Development Policy

In order that this collection development policy remain current and relevant it should be reviewed from time to time.