

Graduate Theological Union Library

Collection Development Policy

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## Introduction

The Graduate Theological Union (GTU) is a consortium of eight seminaries and eleven Academic Centers or affiliated Institutes. Individually and collectively these institutions offer programs of study which prepare women and men for ordained and other pastoral ministries, as well as for academic and other advanced research or creative efforts in religion, theology, and related and inter-related disciplines. Degrees commonly offered include Master of Divinity, Master of Arts, Master of Theology, Doctor of Philosophy, and Doctor of Theology. Among the member schools various certificates in continuing education or theological enrichment programs are offered. Three Doctor of Ministry programs are supported. The Dominican School of Philosophy and Theology offers special Bachelor's and Master's degrees in Philosophy. The Jesuit School of Theology offers three Pontifical degrees: Bachelor, Licentiate, and Doctor of Sacred Theology.

The GTU Library plays a central role in this task, supporting the teaching and research program of the entire consortium, balancing the needs of professional ministry students and doctoral and faculty study and research in an academic environment of free inquiry and dialogue. Within the limits of its available resources the Library collects, organizes, maintains, and disseminates the many forms of information or knowledge that contribute to this mission. In addition, the Library obtains appropriate information and services from other libraries and library or information service agencies, providing these resources in order to meet both present and anticipated curriculum and research needs.<sup>1</sup>

Interlibrary loan (ILL) and other resource-sharing initiatives, notably reciprocal borrowing agreements with the University of California at Berkeley and Stanford University, play a significant role in this endeavor. Such cooperative programs provide GTU students and faculty access to the library resources of local, national, and international collections.<sup>2</sup> The most significant partner in this cooperative effort is the University of California at Berkeley (UCB). In 1999, GTU and UCB signed a *Cooperative Collection Agreement*, which articulates collection strategies for each institution in the context of several disciplines of mutual interest. The goal of this agreement is to reduce unnecessary duplication and increase access to a wider range of materials for students and faculty of both institutions.

In this context, a Collection Development Policy must represent an ideal and a praxis of responsible stewardship of available human, material, and intellectual resources. This policy is designed to provide useful guidelines for the selection, acquisition, conservation, and retention of appropriate library materials in light of those resources. The goal is to build a distinctive theological collection able to serve the study and research needs of present and future students and faculty.<sup>3</sup>

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<sup>1</sup> See Appendix 1 Mission Statement for the Flora Lamson Hewlett Library (1995)

<sup>2</sup> See Appendix 7 sections II and III for a list of area collections that supplement GTU holdings and services

<sup>3</sup> See Appendix 2 for GTU-UCB Cooperative Collection Development Agreement

## General Policies

### Subjects Collected

The Graduate Theological Union Library supports the ecumenical pluralism and inter-faith engagement inherent in the mission of the consortium. The Library continues to concentrate its collection building efforts on subjects that fall within the BL-BX (Religion) classification of the Library of Congress Classification Scheme, with supporting collections in other areas.

The collections of the GTU Library generally reflect and support the academic, theological, and pastoral discourse related to Northern European / North American Christianity; however, the Library has always sought to ensure a more global perspective in its holdings. Interests in the religious experience of Southern Europe, Latin America, Asia, and Africa are, and will continue to be, reflected in current and future collection commitments. While the Judeo/Christian tradition is the primary focus of the collection, library holdings also reflect an enduring commitment to the study of faith and practice beyond Judaism and Christianity. The study of Buddhism has been supported at the GTU mindful of the aims of the Institute of Buddhist Studies. Islamic materials have been collected by the GTU since the 19<sup>th</sup> century; with the growth of the Center for Islamic Studies this effort continues. Modest collections of Hindu materials have been maintained in support of a general commitment to world traditions. With the establishment of the Hindu Studies Initiative this effort will be continued with a keen awareness of the resources available at the University of California, Berkeley (UCB). GTU collection strategies regarding the world religions begins with textual or literary materials, then moves to historical materials, then progresses to theological and philosophical works, and finally materials from the perspective of other disciplines such as sociology, anthropology, and mythology are collected.

The collection will be developed to research strength in certain subject areas of biblical, historical, theological, liturgical, and other major disciplines in which doctoral study is pursued at the GTU. All other subject areas currently part of the curricula of the consortium are supported at the survey level. Some subject areas not currently represented in the curriculum, but showing prior strengths, will be developed at a maintenance level. Developing trends in religion are collected to the survey level and in some instances to the research level, even though no content specific classes are yet being offered in the curriculum. A schema outlining the relative levels of collection intensity as implemented at the GTU Library is provided in the following section.

Support for teaching and research in subject areas that are covered to research depth at UCB will generally be restricted to basic materials. This is intended to relieve pressure on the University collections by GTU users, to take into account a particular GTU interest not shared by UCB, or to meet a specific need for reserve or reference material.<sup>4</sup>

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<sup>4</sup> See Appendix 2 for GTU–UCB Cooperative Collection Development Agreement

## Levels of Collection Intensity

*Priority Definitions* for the GTU collections were first established in 1975 by Stillson Judah, first director of the GTU Common Library. His original list included only four levels of collection priority (1-4 of the list below). These definitions, revised in 1994 to reflect shifts of emphasis in the curriculum, and again in 2001 to relocate them within national standards developed by the Research Libraries Group, continue to define the scope and collection depth of specific areas of the collection.

The following schema of collection priorities, describes and defines the relative intensity at which the Library will collect materials in support of a given subject area of instruction or research. Each subject area, as described elsewhere in this policy, is assigned a level of collection priority. Levels of collection priority may be assigned to a subject area over-all or to specific sub-areas. For example: the Library collects materials to Advanced Research Level (4) in the area of Church history, but only collects Mormon history at the Supporting Level (1).

**5 - Comprehensive.** Collection at this level represents an effort to acquire an entire body of information in a given subject or range of subjects. Collection at this level would typically include original manuscripts, ancient texts, artifacts, monographs, journals, images, moving pictures, and sound recordings. All variant editions and translations of all relevant works would be acquired. Few collections aspire to this level of acquisition.

The GTU library does not aspire to this level of collection. The GTU relies on the collections at UCB and other major research libraries to collect, preserve, and provide access to material in the depth and specialty necessary for extended and advanced original research in theology, religion, and other related disciplines.

**4 - Advanced research (Ph.D./Th.D. level).** Collection at this level represents an effort to acquire the major published source materials necessary for the support of study up to and through dissertation and independent research. In addition to extensive holdings in monographs and journals representing all major and most minor thinkers, or schools of thought in a given area, the collection will maintain extensive reference tools in print and digital formats.

The GTU library will collect extensively for subject areas developed at this level. Rare books and manuscripts will generally not be purchased. Materials in languages other than English, German, French, Spanish or Italian will be collected only as funds permit or special need is demonstrated, and then only in those fields or areas in which doctoral work is offered at the GTU or is likely to be offered in the future. Original language materials purchased at this level are not necessarily curriculum driven; refer to subject-specific guidelines related elsewhere in this policy.

**3 - Research.** Collection at this level seeks to provide adequate support for most graduate instruction, or sustained independent study within a curriculum; that is, a collection that is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than advanced research intensity. It includes major reference tools for the subject and access to material beyond the collection as well as a broad selection of monographs and basic periodicals.

The GTU library will maintain a well-rounded and deep collection for subject areas developed at this level, with primary emphasis on scholarly materials in English, German, French, and Spanish. Other languages will generally be collected only when they are central to the study in question. Works of secondary importance (i.e., derived from an original, primary or basic source, dependent on or following something fundamental, written for the popular market) will generally not be acquired except by gift.

**2 - Survey (M.Div./D.Min. level).** Collection at this level seeks to introduce and define a subject, to indicate the varieties and depth of pertinent information available elsewhere and to support the needs of professional ministry students.

The GTU Library will acquire a well-rounded collection for subject areas developed at this level, primarily in English. Primary and major works are included. Works of secondary importance will be added to the collection on the recommendation of the faculty. Readers are not collected.

**1 - Supporting.** Collection at this level represents a highly selective and up-to-date collection of general materials which serves to introduce and define the subject but not sufficiently intensive to support advanced courses or independent study in the subject area.

The GTU Library will acquire materials for subject areas developed at this level as are necessary to support related course offerings, standard reference works, basic surveys, and materials of great current or topical interest to the religious community. No attempt will be made to develop the area systematically, and non-English works will be acquired only rarely.

**0 - Out of Scope.** The Library does not intentionally collect materials in any format for this subject.



## Formats Collected

The theological enterprise, especially in its academic aspect, is fundamentally centered in the individual and communal apprehension of, and engagement with a sacred text or tradition. Religious Studies is centered on the sociological, anthropological, historical, psychological, linguistic, archaeological, etc. investigation of those texts or traditions and the communities that create and receive them.

In support of these studies at the GTU, the Library acquires textual information in a variety of formats, sound and video recordings, images, and online services relevant to the study of theology and religion.

Print-based media include:

- Monographs (books)
- Periodicals
  - Journals and Newspapers
  - Due to the on going cost commitment represented by journal subscriptions, all new journal titles are carefully evaluated for relevance to a theological or related discipline or area of instruction, potential student usage, and local availability. While high student usage may require the GTU to subscribe to journals also held at UCB, such duplication of subscriptions will be very rare.
- Reference materials<sup>5</sup>
- Denominational documents and publications
- Theses, dissertations, and graduate projects
  - Produced by students of GTU schools as a matter of record
  - Produced by students of other academic institutions on a selective basis
- Microforms:
  - Microfilm and microfiche editions of textual materials
  - For space saving and conservation purposes, new acquisitions of retrospective publications of research materials, including manuscripts, are collected in microform as a matter of preference.

Non-Print media include:

- Videotapes are not purchased or received as gifts.
- Sound recordings are purchased in CD format.
- Graphic images are selectively purchased.
- Digital and electronic materials will be purchased selectively. Such materials and/or services will be carefully evaluated on the basis of quality, cost, anticipated use, and technical requirements.<sup>6</sup>

Popular materials, pamphlets, broadsides, posters, and other small publications are acquired selectively.

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<sup>5</sup> See Appendix 3 for Reference Materials Selection Policy.

<sup>6</sup> See Appendix 6 for Electronic Resources : Selection Considerations

## Languages

Primary source materials are purchased in the original language of publication. Materials that are available in English are purchased in English, while material not available in English may be purchased in German, French, Spanish, Italian, Portuguese, or other language if it is sufficiently important. The Library relies on the collections at UCB for coverage of non-European language materials<sup>7</sup>; however, non-European language materials are purchased for GTU on the recommendation of the faculty and are received as gifts.

In view of increasing interest in Asia and the Pacific Rim, the Library will give special consideration to publications in Asian languages in support of GTU programs.

The following table of common language competency requirements for GTU students provides useful guidelines for language-related selection. Specific recommendations are included elsewhere in the policy.

Biblical Studies	German, French, Hebrew, Greek, Aramaic.
Historical Studies	French or German, one other modern language.
Systematic and Philosophical Theology	German (primary), Latin, French, or Spanish.
Ethics or Social theory	French or German, or relevant to study but not native to the student.
Religion and Psychology	French, German, or Spanish.
Art & Religion, Homiletics, Liturgy	German, French, or Spanish, or relevant to study but not native to the student.
Christian Spirituality	French or German, one pertinent to area of specialization.
Culture and Historical Study of Religions	French, German, and one pertinent to area of specialization, i.e., Japanese, Sanskrit, Hindi, Hebrew, Spanish, etc.

## Works in Translation

The Library will acquire ancient and classical texts, including sacred texts, in the original language or languages of composition and in scholarly editions and translations as necessary and available.

The Library will strive to purchase modern texts in the original language and in English translations.

Faculty publications will be purchased in the original language and in English; other translations may be purchased or acquired by gift.

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<sup>7</sup> See Appendix 2 for GTU–UCB Cooperative Collection Development Agreement.

## Criteria for Selection

The selection and acquisition of library materials is the primary responsibility of the Head of Collection Development. The following criteria form the underlying basis for the identification and selection of materials to be purchased or otherwise added to the collections:

- Does the item fall within the general scope of the collection as defined by this *Collection Development Policy*?
- Does the item strengthen the collection in view of the Library's mission to the GTU and in view of the history of the collection?
- Is the item of useful research value to theological studies undertaken within the GTU?
- Does the item support the process of ministerial formation?
- Is the item a primary or secondary text in relation to the general corpus of literature and scholarship associated with an area or field of study?
- Does the work represent a standard, critical, collected, revised, or variant edition of a significant text?
- Does the work support the responsibility of the Library to collect and preserve the documentary record of religious life and thought, especially in light of the Christian denominations and other traditions served by the GTU?
- Is the item appropriate in the context of the Library's defined levels of collection, especially in light of the *Cooperative Collection Agreement* between GTU and UCB?

No work is expected to address all or even a majority of these criteria in order to be selected for the collection. However, works that do not meet these criteria will not be added. Subject-specific criteria or curricular needs, as described elsewhere in this policy, may supplement this list.

## Selection Sources

Purchases for the GTU library will be made from the following sources or tools:

- Publishers catalogs
  - Denominational presses representing the various schools, religious communities, or centers served by the consortium
  - Recognized scholarly or academic presses specializing in the fields of biblical studies, church history, theology, religious studies, and other areas of interest
  - University presses
- Vendor's subject-specific lists are consulted (not an exhaustive list)
- [Yankee Book Peddler](#)
- Harrassowitz Booksellers and Subscription Agents (Germany)
- AMALIVRE (France)
- Casalini libri, s.p.a. (Italy)
- Atlantis Livros Ltda. (Brazil)

- Iberbook International (Spain)
- Frank R. Thorold (Pty.) Ltd. (South Africa)
- Book reviews are regularly consulted.
- Area bibliographies and class reading lists are also consulted as available.

The Library maintains a blanket order for all books published by Orbis Books, Alban Institute, World Council of Churches, and the United States Conference of Catholic Bishops.

Scholarly series published in the area of religion are routinely received on standing order.

Faculty requests are always encouraged, especially in areas of subject-specialty, research materials, or class-reserves.

Works published by members of the Faculty of the GTU member schools and affiliated institutes are sought aggressively and encouraged as gifts.

Student and other patron requests are welcomed.

## Gift Materials

The GTU has been the beneficiary of a long-standing tradition of gifts of religious and theological material, which have added value to the library collections. The Library welcomes such gifts of materials that enhance the existing collections in the theological and related disciplines.

Gifts of books and other relevant materials for the collection are accepted on the same basis as are purchases of new materials. Materials accepted for the collection must fall within the scope of this policy and be in good condition. Books that are brittle, soiled, water damaged, contain mold, excessive stains or odors, or have marked or underscored text, missing pages, or damaged bindings will generally not be accepted.

Gifts that fall outside the scope of this policy, are unneeded duplicates, or are otherwise not accepted for the collection may be sold, given to other libraries or academic institutions, or discarded at the discretion of the Library.

The Library, as the intended beneficiary, may not appraise the monetary value of potential gift materials.

## Special Research Collections

Special Collections (Archives; Rare Books; Manuscripts and Personal Papers; and other Special Research Collections) are developed and maintained by the Graduate Theological Union Library in order to preserve denominational, ecumenical, and inter-religious materials that document religious experience in the western United States and especially within the various denominations and religious traditions related to the Graduate Theological Union and its member schools. Such documentation includes the Christian experience of Baptist, Congregational, Eastern Orthodox, Episcopal, Lutheran, Methodist, Presbyterian, Roman Catholic, and Unitarian bodies, primarily in California, secondarily in the trans-mountain west, and to a lesser extent along the Pacific Rim. The GTU Library collects materials related to major world religions especially those associated with its affiliate centers: Richard S. Dinner Center for Jewish Studies; the Center for Islamic Studies; and the Institute of Buddhist Studies (particularly in the Japanese tradition). One of the most important collections is a wide-ranging collection of materials related to New Religious Movements, especially as expressed in California.

Incorporated in 1962, the Graduate Theological Union was composed of nine theological schools that were independently founded in California between 1786 and 1950.<sup>8</sup> Each of these institutions shares a similar mission to educate women and men for vocations of religious and spiritual service, including ordained and lay ministries, academic teaching, and public service. From the 18th century, these schools developed library collections in support of their respective missions. These materials were brought together in 1969 when the GTU Common Library (later the Flora Lamson Hewlett Library) was founded.<sup>9</sup>

Thus, the GTU Library is the beneficiary of the broad heritage of its member schools and continues to maintain and build its collections in a manner that promotes wide-ranging religious and intellectual discourse.

### I. RARE BOOK COLLECTIONS

The nucleus of the *Rare Book Collection* was established when the Library collections of the Member Schools were consolidated into the Common Library as outlined above. These materials reflect the denominational and theological heritage of the schools. Over the years the original collection has been augmented by subsequent donation or deposition by several of the schools, through individual gifts, direct purchase, or by reassignment from the circulating

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<sup>8</sup> The Franciscans established a Theologate in 1786 in Mission Santa Barbara which ultimately came to Berkeley in 1968 and moved to Oceanside in 2014 (FST); the Dominicans established a Theologate in 1851 in Monterey which ultimately relocated to Berkeley in 1967 (DSPT); The Pacific Theological Seminary was founded in 1866 in San Francisco and ultimately relocated to *Holy Hill* in 1926 (PSR); California College was founded in 1871 and relocated to Berkeley in 1905 (ABSW); San Francisco Theological Seminary was founded in 1871; the Church Divinity School of the Pacific was founded in 1893 in San Mateo and relocated to Berkeley in 1930; the Pacific Unitarian School for the Ministry was founded in 1904 in Oakland and ultimately relocated to *Holy Hill* in 1943 (SKSM); The Jesuits founded Alma College in 1934 in Los Gatos which was relocated to Berkeley in 1969 (JSTB); the Pacific Lutheran Theological Seminary was founded in Berkeley in 1950.

<sup>9</sup> See Appendix 7 History of the GTU Collections

collections. The GTU Library continues to develop the *Rare Collections* in accordance with general principles outlined in the *Collection Development Policy*.

### **A. Current content of the Collection**

The rare book collection numbers some 13,000 volumes. Dating primarily from the Reformation period to the early decades of the 20th century, the collection includes works from biblical studies; systematic and moral theology; denominational missions; apologetics; and church polity. Latin and German texts predominate among the older works; English, Greek, French, Spanish, and Hebrew are also represented. Strengths include a sizeable collection of 17th and 18th century editions of patristic authors, as well as early and later medieval scholastic theology (Basil, Augustine, Gregory, Aquinas, Suarez, etc.) The collection also includes numerous printed Bibles; exegesis, sermons, treatises, etc.; many editions of the *Book of Common Prayer*; Protestant and Catholic liturgical works, books of devotion, and hymnals; denominational histories; biographies and autobiographies of theologians and religious figures; and a collection of miniature books. In addition to materials of direct interest to particular ecclesial or denominational communities, the collection includes works that represent 20th century movements of radical thought, the New Age, and New Religious Movements.

### **B. Collection Criteria**

Books and other library materials; art works; objects and artifacts are considered for inclusion in the Rare Collections based on rarity; physical condition; special or unusual provenance; and enduring educational, theological, denominational, or regional significance for the collection.

The decision-making process is informed by the following sets of criteria:

#### **I. Criteria for newly acquired library materials which will be classified as *Rare*.**

- Books specifically received or purchased for Rare or Special Collections.
- Books of early imprint. Specifically: All pre-1801 imprints; U.S. and Latin American imprints prior to 1850; Greek Orthodox imprints prior to 1930; Asian imprints prior to 1900.
- Works of particular significance to the religious or secular history of California and the American West.
- Limited editions of 200 numbered copies or fewer.
- Books known to be bibliographically unique or otherwise irreplaceable.
- Fore-edge decorated books.
- Manuscript or holographic materials
- Miniature books (-under 12 cm. in height).

#### **II. Criteria for currently held library materials which will be reviewed for possible re-classification as *Rare*.**

- Nineteenth Century imprints (1801-1899).
- Books whose purchase or replacement price exceeds \$250.00. Current reference

materials are exempt.

- First editions of historical importance as identified in standard bibliographic sources.
- Limited editions of 201-1000 copies.
- Aesthetically noteworthy books (fine press books, works with hand colored engravings or wood cuts, or other forms of art).
- Association copies, identified by: inscriptions; marginal notes or private book plates; or containing manuscripts; or letters tipped or laid in.
- Facsimile editions of rare books.
- Books, *or other library materials*, unusually subject to damage or loss; specifically:
  1. Fragile volumes, including damaged or deteriorating books not suitable for rebinding.
  2. Special or luxury binding (soft leather, inset medallion or raised design, hand-decorated)
  3. Volumes containing tipped-in or loose plates.
  4. Portfolios of unbound sheets.
  5. Extremely oversized volumes (over 44cm. in height) or other odd sized volumes that are particularly difficult to shelve.
  6. Controversial Literature associated with a denominational issue or a Member School.

### C. On-going Collection Interests

The GTU Library continues to collect rare books and other non-circulating materials in support of the formative, cultural, and educational aims of the GTU, its Member Schools, and affiliated Institutes according to general criteria established in the *Collection Development Policy*. Most acquisitions of *rare* materials are made by means of donation; however, funds are occasionally available to purchase such materials in support of the over-all mission of the Library. On-going acquisitions include: Conference or other official publications; doctrine; Liturgical materials; works of devotion or personal piety; local or congregational histories; New Religious Movements; and biography.

Materials of special interest to the collection include the following:

- The Bible: the history of translation and exegesis
- The Reformation: works by and about early reformers especially the *conversation* between the reform and counter-reform movements within Christendom
- Liturgy and Worship: Antiquarian and modern works which reflect the development and trends of public and private worship associated with the ecclesial communities of the GTU
- Doctrinal Theology: works which document the development of Christian doctrine and the controversial works that form part of that development
- Missions—especially the encounter with the *New World* and Western encounter with *Asia*
- History of the religious experience of the New World, especially the American West and the Pacific Rim

- Materials that document the history of human communication, especially as they relate to the study of religion and theology
- The Ecumenical Movement and Inter-Religious dialogue and/or engagement
- New Religious Movements
- Biography
- Material Culture as manifestation to religious or spiritual experience or speculation
- Ephemera

## II. ARCHIVES AND MANUSCRIPTS COLLECTIONS

The Graduate Theological Union Archives program began in 1989. To reflect the mission and nature of the GTU as a whole, the Archives were charged with collecting, preserving, and making available for research historical records and documentation in all media formats following the areas outlined above. To accomplish this, the Archives collect the *Institutional Records* of the Graduate Theological Union, donated *Personal Papers and Manuscripts Collections* from individuals or organizations, and the *Archives of Member or Related Institutions and Research Centers* who designate the GTU as the repository for their records.<sup>10</sup>

### A. Graduate Theological Union Institutional Records Collection

The *Graduate Theological Union Institutional Records Collection* consists of non-current records of permanent administrative, legal, fiscal, or historical value representing all levels of the GTU. The boards, offices, committees, and centers from which the records are collected include the following:

- Board of Trustees
- Office of the President
- Office of the Dean
- Flora Lamson Hewlett Library
- Business Office
- Office of Institutional Advancement
- Centers with a direct programmatic relationship with the GTU
  - Richard S. Dinner Center for Jewish Studies
  - Center for the Study of Religion and Culture
  - Center for Islamic Studies

Criteria for permanent archival retention, as stated above, include:

- Evidence of the administrative structure of the GTU
- Evidence of the development and history of the GTU
- Legal value
- Fiscal value
- Research and informational value

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<sup>10</sup> See Appendix 4 for a complete description of the GTU Archives and archival collection policies and procedures



## **B. Personal Papers and Manuscripts Collections**

The collection documents the broader religious experience in the American West and the Pacific Rim.

Areas of collecting interest include:

- Individual activity
- Denominational activity
- Ecumenical activity
- Inter-religious activity
- New Religious Movements
- Special groups (ethnic plurality; women in religion; gay/lesbian/bi-sexual/transgender persons in religion)

Sources of materials:

Material may be received from individuals or groups within these collection areas. Materials which support the curriculum and the areas of study within the GTU will receive primary consideration.

Donor constituencies from which collections will be considered:

- GTU faculty and individual scholars
- Member Schools of the GTU
- Affiliated and associated centers and programs of the GTU
- Religious institutions and groups outside the GTU, but located in the trans-mountain west
- Denominational offices and agencies in the trans-mountain west
- Selected churches and congregations in the Bay Area

## **C. Archives of Member or Related Institutions and Research Centers**

GTU Special Collections will serve the archives of those member or related institutions, centers, and organizations that make provision by contract, deed, or agreement with the GTU Library for the long-term care of their collections. This may include the physical custody for collections to be housed in the GTU Library or the provision of professional services for those collections actually housed in other facilities.

For example, the records of the following organizations are held in the GTU Archives:

- Pacific and Asian Center Theology and Strategies
- Center for Theology and the Natural Sciences
- Pacific Coast Theological Society

### III. SPECIAL RESEARCH COLLECTIONS

Materials acquired as *Special Research Collections* are subject-related collections of interest to the GTU and its member schools.

#### **Criteria for acquisition as a Special Research Collection include:**

- Collections stipulated by a donor (through an instrument of gift) that are maintained as a discreet collection
- Collections of mixed formats and media on a common subject or other common theme
- Collections of a specific format or media, artificially brought together by either a donor or the Library staff
- Digital collections
- Art in all media
- Artifacts, objects, and textiles

#### **Special Research Collections include the following:**

- New Religious Movements Research Collections (examples):
  - Graduate Theological Union Center for the Study of New Religious Movements Collection
  - New Religious Movements Organizations Vertical File
  - William (Will) Noffke New Religious Movements Collection
  - J. Stillson Judah New Religious Movements Collection
  - Starhawk Collection
  - Scientology Collections
- Viktor E. Frankl Logotherapy Collections:

Viktor Frankl, a Viennese therapist and Holocaust survivor, developed a style of psycho-therapy before, during, and after World War II based on finding meaning in suffering. The collections contain books, articles, audio and video tapes, and archival records by and about Frankl and other logotherapy practitioners and authors.
- The Graduate Theological Union Historic Pamphlet Collection:

Pamphlets and other ephemeral publications retained from the former libraries of member schools, particularly the Pacific School of Religion, the Church Divinity School of the Pacific, and the Graduate Theological Union Common Library Vertical Files.
- The Massey Shepherd Collections:
  - The Dante Collection: 230 volumes collected by Dr. Massey Shepherd relating to his interest in Dante.
  - The Book of Common Prayer Collection: Various editions of the American Prayer Book.

- Holy Family Sisters Catechetical Collection:

An extensive collection of printed works related to catechetical instruction originally collected by the Holy Family Sisters between 1875 and the late 1970s.

- The John Capistran Boreley, OFM Islamic Manuscripts Collection:

The collection includes one hundred-fifty Islamic manuscript texts produced during the 16th-19th centuries. Written in Arabic, Persian, and Ottoman dialects, the volumes reflect fine calligraphy, gold leaf, some illumination, and traditional binding techniques.

- Patrick Russell Liturgical Studies Collection

The collection includes a number of volumes related to the study of the western liturgical tradition collected throughout the career of Mr. Russell, a student and colleague of Massey Shepherd and member of the Standing Liturgical Commission of the Episcopal Church. The materials include American and English editions of the *Book of Common Prayer*, together with *Prayer Book Studies*, and other works related to the history and development of the Liturgy.

- John Pairman Brown Helleno-Semitic Collection

The collection includes several hundred volumes of scholarly works, together with archaeological artifacts, used by Dr. Brown through his life-long study of the cultural interchange and interpenetration of Helleno-Semitic societies, especially in his seminal work, *Israel and Hellas*.

- Enoch Pond Pamphlet Collection

An extensive collection of printed sermons, tracts, pamphlets, polemical and controversial works of the day originally collected by the Reverend Enoch Pond, a noted New England Congregationalist Minister, scholar, writer, and President of Bangor Theological Seminary, 1856-1882. Approximately 50 bound volumes and a number of loose pamphlets.

- Lanier Graham Sacred Art Collections

Extensive collections of ancient artifacts and modern examples of Sacred / Spiritual themes or religious aspiration or practice from World Cultures were donated or deposited into the Library in 2014-2015. The collections include approximately 300 stone, wood, bronze, fiber, iron, or paper created between 3500 BCE and the late 20<sup>th</sup> Century.

## Retention and Withdrawal of Materials

Space restraints and conservation costs require the provision for regular review of a library collection for retention, preservation, or withdrawal.

Materials in the reference and general collections will be evaluated for retention or withdrawal according to the following criteria:

### Enduring value to the collection

Enduring relevance to the collection is the central issue in retention evaluation. Materials that have continuing value to the current GTU programs and to the historical depth of the GTU collections will generally be retained in original print, re-print, microform, or digital format.

Dated materials, especially works of supporting disciplines (i.e. not theology or religious studies) are strong candidates to be withdrawn.

Materials that fall out of the scope of the collection, as defined by this policy, are withdrawn as identified.

### Condition

Physical condition is the second most relevant factor in retention evaluation.

Materials that are worn or damaged beyond reasonable use or repair and have no enduring value to the collection will be withdrawn from the collection and discarded.

Worn or damaged materials, that do have an enduring value to the collection shall be considered for repair; replacement, usually through a gift or by purchase of a new edition, re-print, or microformat; or may be withdrawn.

### Superseded editions

Superseded editions, especially of reference works, will routinely be removed from the collection. Some superseded editions may be moved to the circulating collection or to the branch library on a case by case basis.

### Variant editions

Variant editions of the same work may be retained in the collection, especially if the work in question represents a subject area of advanced research level of collection or if the work is central to the history and development of an area of thought. Critical editions, translations, prefatory and introductory materials may, in these cases, justify the retention of multiple editions of a particular work.

## Multiple copies

Multiple copies of a given work may be predicated on the general popularity or centrality of an author. Multiple copies of a work will often be purchased when instructional requirements cause high demand among students. When such requirements shift, multiple copies will be considered for withdrawal; in this instance circulation may play a significant factor.

## Preservation options

Worn, damaged, or fragile materials, which continue to hold an intellectual, artifactual or historical significance to the collection, are candidates for preservation treatment.

The following preservation options form standard library practice:

Repair (if the paper is in good condition)

- In-house repair
- Commercial rebinding
- Professional restoration (very selectively undertaken by GTU)

Enclosure (if the paper is in brittle or fragile condition or the item is unique)

- Acid-free box, folio, or portfolio enclosures

Reformat (extremely brittle paper, newsprint, etc.)

- Facsimile re-prints (Rare option in the USA)
- Microfilm or microfiche (GTU usually buys commercially available film)
- Digital Imaging (GTU usually contracts with commercial vendors)

The GTU Library employs a conservation specialist who manages the in-house rebinding, repair, or enclosure for most worn or damaged material found in the collection. Some materials are sent out for commercial rebinding. The Library purchases commercially produced microforms to replace older journal and monograph titles. Digital/electronic materials or services have been utilized to replace or augment selected reference tools.

## Disposition of Withdrawn Materials

Materials that are dated or obsolete, unnecessarily duplicated, out of scope, worn or damaged beyond reasonable repair will be withdrawn from the collection.

Withdrawn materials may be sold, given to other libraries or academic institutions, recycled, or otherwise discarded at the discretion of the Library.

Materials are withdrawn from the collection on the authority of the Library Director, generally delegated to the Collection Development Librarian and to the Branch Librarian at SFTS as

appropriate. Consultation with the Director is appropriate when considering significant sets or expensive materials for withdrawal. Rare materials are withdrawn by the Director alone.<sup>11</sup>

## The San Francisco Theological Seminary Branch Library Collection

The Common Library Agreement, signed in 1971, created a common library collection for the GTU. This common collection was charged to serve the teaching and research needs of the entire consortium. A subsequent agreement established a branch of the GTU Library to be located on the campus of the San Francisco Theological Seminary (SFTS) in San Anselmo, CA.

All library materials and services of the central and branch locations are equally available to all members of the consortium. The Hewlett Library, as the library of the GTU, is the library of SFTS. Research-level collection support for students and faculty of SFTS will generally be maintained at the central location.

The SFTS branch library collection is generally supported to the survey level. The ongoing development of this collection includes essential reference sources and services. Acquisitions focus on English language materials of a practical and curricular nature that support SFTS professional degree programs.

Curricular support for courses taught at the SFTS campus may require that materials ordinarily considered out of scope of this policy and/or supported by the UCB collections be considered for purchase. Requests for such materials, at the support level, will be carefully considered on a case by case basis.

The Branch Librarian and SFTS faculty are strongly encouraged to make purchase requests for the branch and central collections.

Areas of particular interest to the branch collection include:

- Biblical Studies (including Greek and Hebrew studies)
- Presbyterian and Reformed theology, polity or ecclesiology, church history
- Calvin and Calvin studies
- Spirituality
- Christian education
- Missions and evangelism
- Church music

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<sup>11</sup> See appendix 5 for the disposition of withdrawn rare materials.

## Review of the Policy

The Collection Development Policy is subject to review.

The Faculty Library Committee will conduct a triennial review of the General Policies section in order to keep the policy up-to-date and flexible. Additionally, the Council of Deans receives a copy of the entire policy for review during their first meeting of the academic year. At that time, the deans and their faculties are invited to submit any recommendations for changes to the policy or suggestions for its interpretation to the Library Director. Matters of fact and other minor updates may be made as the need arises by the Library Director, effective immediately, and presented at the triennial review.

Revised:

April 5, 2006

April 2, 2007 (Cultural and Historical Studies of Religion)

July, 2007 (General Factual Updates)

August 28, 2008 (General Factual Updates)

August 26, 2009 (General Factual Updates)

November 2009 (Special Research Collections)

July 2014 (General Factual Updates; Franciscan School)

July 2015 (General Factual Updates; Hindu Studies Initiative)

## Subject-Specific Guidelines

General Schema of Subjects collected by the GTU Library  
[Based on GTU documents existing prior to 3/2000]

### **Biblical Studies**

- Methodology/Hermeneutics
- Criticism/Exegesis
- Dead Sea Scrolls, Nag Hamaddi
- Archeology [English]
- Linguistics

### **Church History**

- Patrology [Fathers of the Church]
- Medieval Church History
- Reformation/Counter-Reformation
- United States Church History
- Christian Denominations [reflecting GTU strengths]
  - Church/Denominational Statements/Documents
  - Baptist
  - Catholic [American Catholic History, Jesuit, Dominican, Franciscan]
  - Congregational [United Church of Christ, Disciples of Christ]
  - Eastern Orthodoxy
  - Episcopal/Anglican
  - Lutheran
  - Methodist
  - Mennonite
  - Presbyterian
  - Quaker
  - Shaker
  - Unitarian/Universalist
- Missions
- African Diaspora
- Kirchenkampf
- World Christianity



## **Doctrinal, Dogmatic, or Systematic Theology**

- Catholic, Orthodox, and Protestant Theological Traditions
  - Creeds and Confessions
  - Prominent Theologians [past, present, emergent]
- American and European Theologians
- Doctrines
  - God
  - Trinity
  - Christology
  - Pneumatology
  - Mariology
  - Creation
  - Anthropology
  - Ecclesiology
  - Theodicy
  - Soteriology
  - Justification
  - Eschatology
  - Sacraments
- History of Theology
- African American Theology and Theologians
- Feminist Critique and Womanist Theology
- Liberation Theology
- Process Theology
- Dialog between Theology and the Sciences
- Ecology and the Environment

## **Ethics**

- Biblical Ethics
- Christian Ethics [Protestant and Catholic]
- Moral Theology
- Moral Philosophy
- Medical/Biomedical Ethics

## **Philosophy**

- Natural Theology
- Logic
- Metaphysics
- Epistemology
- Scholastic Philosophy/Theology
  - Thomas Aquinas
  - Duns Scotus
  - Bonaventure
  - William of Ockham
- Arabic Philosophers
  - Ibn Rushd (Averroes)
  - Ibn Sina (Avicenna)
  - Al-Ghazzali (Algazel)
  - Al-Farabi (Alpherabius)
- Neo-Scholasticism
- Modern Thinkers
- Aesthetics

**Practical Theology**

- Church work
- Christian Education
- Denominational Polity and/or Canon Law
- Parish Ministries
  - Counseling
  - Urban Ministry
- Ministries to Special Groups
  - Ethnic Communities
  - Women
  - Aged
  - Children
  - LGBT Persons
  - Prisons
- Homiletics/Preaching
- Hispanic Ministry and Popular Religiosity

**Spirituality**

- Christian
  - Biblical Foundations
  - History of Christian Spiritual Movements
    - Ignatian Spirituality
    - Mendicant Spirituality [Dominican and Franciscan]
    - Monastic Spirituality
  - Mysticism and Mystics
  - Prayer and Meditation
- Comparative Spirituality
- Relation of Spirituality to Theology
- Relation of Spirituality to the Behavioral Sciences
- Women's Spirituality or Spiritual Development
- Jewish, Islamic, Hindu, and Asian Spiritualities

**Worship/Liturgy/Music/Art**

- History of Worship
- Theology of Worship
- Liturgical Books
- Ritual Studies
- Relationship of Religion/Theology to the Arts
- History of Religious Art
  - Symbolism
  - Sacred Architecture
  - Christian Art
  - Iconography
  - Photography
  - Dance
  - Music
- Hymnody and the Choral tradition

**Judaism**

- Ancient Jewish History [considered part of Biblical History]
- Jewish-Christian Dialog
- Contemporary Jewish Theology
- Cabala

**Islam**

Islam in the United States  
Introductory materials  
Islamic Ethics  
Translations of Sacred Texts and Commentaries

**World Religions**

Non-Christian Traditions  
New Religious Movements

**Buddhism**

Buddhism in America  
Buddhist-Christian Dialog  
Translations of Sacred Texts and Commentaries

**Hinduism**

Hinduism in the United States  
Introductory materials  
Translations of Sacred Texts and Commentaries

**Native American Tradition**

Introductory materials  
Translations of Sacred Texts and Commentaries

## Biblical Studies

Level: Advanced Research (4)  
 Language: English, German, French  
 Italian, Spanish  
 Aramaic, Greek, Hebrew, Syriac  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Biblical Studies</b>	<b>BS</b>	UCB collects Biblical Studies and Archaeology in Middle-Eastern languages GTU has primary responsibility to collect Biblical Studies to the research level
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From the GTU Catalog:

Study in this Area provides a strong foundation in the entire biblical corpus. In addition to the Jewish and Christian canonical, deuterocanonical, and extra-canonical scriptures, study also covers the background literature of early Israel, biblical and post-biblical Judaism, and early Christianity. The critical study of primary texts is emphasized, using a variety of analytical methods, interdisciplinary, and cross-cultural approaches. The development of skill in appropriate languages is central to the program.

The goals of the collection:

The Library collects materials to support doctoral level scholarship in Biblical studies. The collection is comprehensive as to methodologies and hermeneutics (literary criticism, text criticism, narrative criticism, reader-response, deconstructive criticism, feminist criticism, social-scientific criticism, racial/ethnic-multicultural criticism). Scholarly evangelical interpretations are included in the selection process.

German-language materials are received on standing order and as part of an approval plan. The Library selectively purchases published German dissertations and theses.

Hebrew, Greek, and Syriac texts are purchased.

The Library purchases all works of prominent scholars in this field.

The Library does not collect the mass of popular publications in Bible, theology, etc., which are of limited scholarly use.

Materials on biblical archaeology in Palestine and Israel are purchased in English. Major works concerning archaeological efforts in Mesopotamia are purchased for the GTU Library to support the Near Eastern Religions joint degree program but most works are referred to UCB.

The Library comprehensively collects resources for the Dead Sea Scrolls and Nag Hammadi.

Facsimiles of early biblical texts are purchased.

Areas of current concern are:

- Syriac sources

- Bible and contemporary issues/wider world

- Current archaeological research Israel/Jordan

- Exegetical and interpretative methods

- Bible and literature

- Jesus Seminar, etc.

- Use and interpretation of Biblical texts in Third World countries

- Women in the Bible

## (Church) History

Level: Advanced Research (4)  
 Language: English, German, French  
 Italian, Spanish  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Christianity</b>	<b>BR</b>	<p>Neither Institution can be responsible as the primary collector for the study of Christianity</p> <p>GTU has primary responsibility to collect critical editions and translations of the Fathers of the Church and contemporary Christianity</p> <p>UCB will collect Slavic Languages and Church History in Africa, Asia, and Latin America</p>
<b>Christian Denominations</b>	<b>BX</b>	<p>Neither Institution can be responsible as the primary collector</p> <p>UCB has emphasis on historical materials</p> <p>GTU will collect contemporary Denominational materials (with an emphasis on the traditions represented at GTU)</p> <p>GTU will collect to research level in those areas where UCB will not</p>

From the GTU Catalog:

The GTU History Area offers its doctoral students two distinct tracks: History of Christianity and Jewish History and Culture.

1. The History of Christianity track offers programs of study in the following fields: ancient and eastern Christianity, medieval Jewish-Christian relations, medieval Christianity, the Reformations broadly conceived, spirituality, Christian missions and American religious history especially colonial, church and state, religion in the American West and American Catholicism.
2. In the Jewish history and culture track, students can study Hellenistic Jewish and rabbinic literature, medieval Jewish history and thought, and modern Jewish literature and culture. Among the interests of the faculty are literary studies, history of ideas and language, the politics of translation and of cultural exchange. Students may work within the discipline of history as well as literary, religious, or cultural studies.

In both tracks, the department encourages interdisciplinary and comparative research. Students have the opportunity to work closely with professors from both the GTU and UC Berkeley.

The goals of the collection:

The Library collects materials to support doctoral level scholarship in the history of the Christian Church.

The Library holds an extensive collection of major editions of works by Fathers of the Church in Latin, Greek, and French. New editions of patristic texts in English, as well as *Sources Chretiennes*, *Die Griechischen Christlichen Schriftsteller der Ersten Jahrhunderte*, *Texte und Untersuchungen zur Geschichte der altchristlichen Literature*, *Patristische Texte und Studien*, *Corpus Christianorum*, etc. are purchased.

The Library collects materials documenting Christian antiquity and the Middle Ages. The Library does not usually purchase facsimiles of the manuscript resources of Europe. The Library coordinates purchases for these materials with UCB.

Microform collections have been acquired to strengthen and support the Library's research capability for Anglican, Baptist, Catholic (especially Jesuit), Congregational, Lutheran, Methodist, Mennonite, Presbyterian, Shaker, Quaker, and Unitarian church history.

Most theological works printed in Europe after 1450, with an emphasis on Catholic and Protestant efforts during the reformation and counter-reformation have been collected by either the GTU or UCB libraries in original print, reprint, facsimile, or microform. The GTU library owns a small number of original works from this period. The Library owns a microform set of a major manuscript collection on the Protestant Reformation: The Lutheran Reformation, sources 1500-1650; the Radical Reformation Microfiche project; Reformed Protestantism (sources from 1500-1700); the Works of John Calvin; Huldrych Zwingli; Guy de Bres.

The collections contributed by the Dominican School of Philosophy and Theology and Alma College [Jesuit] are strong in the American Catholic tradition and Christian biography, including lives of the saints. The Library will continue to develop in this area [saints].

The Library's collection is considered weak in Franciscan materials. The Library relies on the Academy of American Franciscan History for historical materials on Catholics in the Americas.

The GTU Library relies on UCB for major acquisition of Latin American church history. Materials will be purchased for GTU if UCB does not add specific titles to their collection.

The Library has a strong collection in general U.S. church history. The Library collects major national and western denominational materials. Bibliographies, national, state, conference, synod and diocesan histories are purchased as well as histories of local churches located in the western United States. Histories of major churches and churches in cities are purchased if the history is of sociological significance.

Major microform sets have been purchased to support the study of Missions:

American Board of Commissioners for Foreign Mission  
Church Missionary proceedings for Africa and the East 1801-1920  
Council for World Mission Archives of 1775-1940 (Congregational)  
IMC/CBMS (International Missionary Council/ Conference of British Missionary Societies)  
Archives for Africa & India 1910-1945  
Society for the Propagation of the Gospel African Archives  
Wesleyan Methodist Missionary Society (London) Archives  
Presbyterian Church in the U.S.A. Board of Foreign Missions 1835-1910

The UCB Library has purchased:

Church Missionary Society Archive [Adam Matthew] Section IV: Africa Missions (26 parts)  
Church Missionary Society Archive [Adam Matthew] Section II: Missions to Women  
Africa Through Western Eyes [Adam Matthew] (Parts 1-3)  
China Through Western Eyes [Adam Matthew] (Parts 1-3, 8)

The Library collects material covering the African Diaspora 1490-to date

The Library collects materials in original and microform as well as later scholarly studies of the Kirchenkampf, German church history during the period 1933-1945.

The Library selectively collects monastic history including the history of specific monasteries. Emphasis is placed on very important or Dominican, Franciscan, or Jesuit houses.

The Library collects materials relating to the Mennonite tradition, especially works by and about the following: Conrad Grebel Review; Conrad Brunk; Leonard Enns; Leonard Friesen; Kenneth Hull; David Huron; Walter Klasen; Helen Martens; Ronald Mathies; Wilber Maust; John Miller; Werner Packull; Calvin Redekop; James Reiner; Rodney Sawatsky; Nelson Scheifele; Sam Steiner; Hildi Froese Tiessen; Carol Ann Weaver; Tom Yoder Neufeld.

The Library collects classic and scholarly literature of religious dissent.

Collection strategies regarding Jewish thought, history, and culture are described elsewhere in this policy.



## Cultural and Historical Studies of Religions

Level: Survey-Research (2-3)  
 Language: English,  
 German, French, Spanish, Italian  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Religion, Mythology, Rationalism</b>	<b>BL</b>	<p>Neither Institution can be responsible as the primary collector in these areas</p> <p>UCB has primary responsibility to collect Non-Christian religious traditions and mythology to the research level</p> <p>GTU collects natural theology, science and religion to the research level</p>
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From the GTU Catalog:

Students in this area incorporate cross cultural and historical themes, building upon scholarly methodologies which advance critical understandings of interreligious, multicultural and contextual religious experience. Traditions for study include Buddhism, Chinese/Japanese Religions, Christianity, Islam, and Judaism.

The goals of the collection:

The collection supports the cultural and historical study of world religions. The historical, literary, sociological, and anthropological aspects of the religious traditions of the world (including but not limited to: Buddhism, Confucianism, Hinduism, Islam, Shinto, Shamanism, World Christianity, the Sikhs and the Jains) are collected to research depth in the UCB collections. The GTU Library will maintain appropriate reference materials and survey-level circulating collections to support these studies at GTU.

The GTU library will develop a survey-level collection relating to Confucianism, as an indigenous movement and in engagement with Christianity.

GTU collects works documenting the dialog between science/technology and religion.

Because the South/Southeast Asia Library at the UCB receives all English-Language books published in India (which are not simply reprints or violations of copy right), etc., the GTU Library very selectively purchases materials from India.

# Buddhism

Level: Research Level (3)  
Language: English  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

Buddhism	<b>BQ</b>	UCB has primary responsibility to collect Buddhism to the research level  GTU has primary responsibility to collect Buddhism in America and Buddhist-Christian dialog to the research level in English
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The C. V. Starr East Asian Library and the South / Southeast Asia Library at UCB actively collect Buddhist materials in Chinese, Japanese, Korean, and other relevant vernaculars published in Asia, as well as English and other European language materials published in Europe, the Americas, and Australia related to the Buddhist experience in Asia. The Main Library maintains significant collections in support of the study and experience of Buddhism in English and other European languages.

The goals of the collection:

The GTU Library purchases, toward the research level, materials on Buddhism in America, and the Buddhist-Christian dialogue in English.

English translations of sacred texts, materials on Zen Buddhism, Tibetan Buddhism, Buddhist terminology, meditation, Shinshu, history of Buddhism and Buddhist ethics are purchased.

Materials related to Buddhism in Southeast and Eastern Asia are purchased to support curricular needs.

The Institute for Buddhist Studies maintains a library of Japanese and English materials.

## Hinduism

Level: Survey (2)  
Language: English  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Religion, Mythology, Rationalism</b>	<b>BL</b>	UCB has primary responsibility to collect Non-Christian religious traditions and mythology to the research level
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The South / Southeast Asia Library and the Main Library at UCB collect Hindu Culture, History, and Literature (including Religion and Philosophy) in a number of collections; in English and relevant vernaculars.

From the GTU Catalog:

The M.A. with a concentration in Hindu Studies is offered by the GTU's *Hindu Studies Initiative*. The primary foci are on the study of Hindu philosophy of religion, theology, ethics, art, sacred texts, as well as Hinduism and world engagement in consideration of its historical and cultural contexts and its interrelationships with other faiths—particularly Jainism and Indian Buddhism with which it shares philosophical categories and practices. In accordance with the interreligious environment of the GTU, the Hindu ethos will be studied in dialogue with other religious traditions in order to deepen understanding of the cross fertilization and profound relationships amongst cultures and faiths while honoring the distinctiveness of each religion.

The goals of the collection:

The Library collects works in English in support of curricular commitments covering the study and practice of Hinduism; Sacred Texts; Hindu Theologies; Vedanta; Ethics; Art; and the sociology of religion, comparative religion, and psychology of religion vis-à-vis the Hindu tradition.

The Library collects materials that document or further dialogue between Hindu and other cultures.

Materials will be acquired to support the study of Sanskrit, Hindi, Tamil, Bengali, or Telugu. Advanced study in these and other languages will be supported by UCB.

## Islam

Level: Survey (2)  
Language: English  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Islam</b>	<b>BP</b>	UCB has primary responsibility to collect Islam to the research level UCB collects the scholarly and historical aspects of Baha'ism, Theosophy, and Anthroposophy at the study level
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The goals of the collection:

The Library collects materials in support of Islamic Studies, especially in support of developing curricular needs. The Library buys major works in English and introductory materials to Islam, Islam in the United States; Islam in dialogue with other traditions; Islamic ethics.

## Native American Spiritual Traditions

Level: Supporting Collection  
Language: English  
Formats: Print, Microform, Digital, Video

The Library supports the study of Native American Traditions. Introductory materials, translations of sacred texts and commentaries are purchased.

## Ethics and Social Theory

Level: Research (3)  
Language: English,  
German, French, Italian, Spanish  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Philosophy</b>	<b>B-BD, BH-BJ</b>	UCB has primary responsibility to collect Philosophy to the research level GTU collects Christian ethics to the research level in English
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For the Ph.D. from the GTU Catalog:

The doctoral program in Ethics and Social Theory prepares students to contextualize the major figures in the development of ethics and social theory, to interrelate the primary and secondary areas of specialization, to do research, construct an ethical argument, and conduct critical social analysis. With these skills, our students have gone on to teach ethics, social ethics, and social theory in undergraduate and graduate programs in colleges, universities, and seminaries; to provide leadership to organizations, agencies, or corporations; and to serve churches at the local, regional, and national levels. Our hope is that as one matures in the program, one becomes more capable of speaking and writing on ethical matters in the public sphere.

For the MA from the GTU catalog:

Study in this area combines ethics and the social sciences. It includes a focus on theological and social ethics, with attention to ethical theory and history, analysis, and policy as related to politics, health care, feminist ethics, sexual ethics, professional ethics, or environmental ethics. The area can also include the study of religion as a cultural and social phenomenon, with attention to theory, methodology, and research in related disciplines such as sociology and anthropology.

The goals of the collection:

The Library collects materials to support the study of Christian ethics to the research level, primarily in English.

The Library purchases materials that tie together ethics and religion, or that address social or individual ethical issues of concern in religious and theological education. Concentrations include Catholic and Protestant ethics, moral theology, moral philosophy, and medical/biomedical ethics.

Works by major theologians or works that interpret major theologians, past and present, are purchased. Contemporary United States theologians are currently emphasized.

Scholarly works on Christian or Biblical ethics have a high priority, but materials on Jewish, Buddhist, and Islamic ethics are also purchased.

Other study areas include feminist/womanist ethics, political/social ethics, sexual ethics, ministerial ethics, and the conduct of life.

The Library relies on the collections at UCB to support the research and teaching needs of students and faculty in the area of social theory and systems. However, the Library will purchase selected reference and circulating materials to support specific curricular needs at GTU.

The Library collects works related to the role of religion in public policy. Such issues as church and society; AIDS; the homeless and homelessness; poverty; diversity justice; religion and society; war and peace; violence; etc. are purchased in consultation with the UCB collections.

## Art and Religion

Level: Research (3)  
Language: English,  
German, French, Italian, Spanish  
Formats: Print, Microform, Digital, Video

The cooperative agreement between GTU and UCB does not directly impact the selection policy in this area. Art and Art History are disciplines deeply collected at UCB and the GTU Library relies greatly on those collections for support of this concentration at GTU.

From the GTU Catalog:

The program in Art and Religion engages doctoral students in a dynamic scholarly learning community, focusing on critical reflection in the arts as a locus of religious meaning. Our graduates work in the areas of art and faith traditions, in academic, religious, and arts institutions.

The goals of the collection:

The Library collects materials to support scholarship in the study of the History of Religion and Art.

- Relationship of Religion/Theology to the Arts
- History of Religious Art
- Aesthetics especially relating to visual culture, ornament, and sacred space
- Symbolism
- Sacred Architecture/ Sacred Space [Christian and non-Christian]
- Christian Art—Early, Medieval, Modern, and Contemporary
- Iconography
- Sacred Art and Architecture of the Spanish Colonial/Viceregal Period
- Religious aspects/themes in Film
- Religious aspects/themes of Drama [Passion, Mystery, or Moral plays, etc.]
- Photography
- Dance
- Music [including the history and development of chant]

## Jewish Studies

Level: Survey / Research (2/3)  
 Language: English  
           German, French  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Judaism</b>	<b>BM</b>	UCB has primary responsibility to collect Judaism to the research level in German, Hebrew, and English  GTU collects the Dead Sea Scrolls to the research level GTU collects at the study level in English and other languages Jewish-Christian dialog, Cabala, theology
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From the GTU catalog:

Students may specialize in ancient, medieval, or modern Jewish history and culture. Graduate studies at the Center for Jewish Studies combine an emphasis upon classical Jewish languages and literature with the perspectives and methodologies of contemporary scholarship. Research may focus on themes such as language, Biblical hermeneutics, translation, secularization, sexuality, cultural exchange, and Jewish-Christian interaction. Students may work within the discipline of history as well as literary, religious, or cultural studies.

The goals of the collection:

The Library collects materials that support the study of Judaism. The Library buys materials in Jewish religious thought and philosophy in English. Concentrations include Jewish-Christian dialogue, Cabala, and contemporary theology.

The collection includes Ancient Jewish history [here considered part of Old Testament studies]—Jewish history since the biblical period is covered in the UCB collection policy at research level—Christian response to the Holocaust; ancient/medieval thought; Hasidism; culture of contemporary Israel; Midrash; Jewish spirituality and symbolism.



## Philosophy

Level: Survey (2)  
Language: English  
Formats: Print

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Philosophy</b>	<b>B-BD, BH-BJ</b>	UCB has primary responsibility to collect Philosophy to the research level GTU collects Christian ethics to the research level in English
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From the DSPT catalog:

The study of philosophy at the Dominican School of Philosophy and Theology (DSPT) offers students a background in classical, medieval, modern, and contemporary philosophy, with emphasis on the thought of St. Thomas Aquinas. While many other institutions overlook the classical or medieval periods, we believe it is critical to explore the *entire* history of philosophy because current thought is built upon the work of previous philosophers.

Following the scholastic tradition, our philosophy program is designed to deepen and expand student knowledge of the perennial issues of philosophy. St. Thomas Aquinas sought to understand the truth in all its forms and taught the critical relationship between faith and reason, old and new, Gospel and culture. We approach philosophy in this spirit, seeking a foundation in the classical texts of the Western tradition and engaging the questions and concerns from the best of contemporary philosophy. Furthermore, the pedagogical approach to theological inquiry taken by our Faculty maintains that philosophical study forms a vital preparation for theology.

The goals of the collection:

The Library supports the study of Philosophy to the Survey/Teaching level.

The GTU will continue to rely on the philosophy collection at UCB.

Strong philosophy collections were brought to the GTU Library from St. Albert's Priory (DSPT) and the Pacific School of Religion in the 1960's. Selective purchases are made in the philosophy of nature, logic, metaphysics, natural theology, and epistemology.

The Library collects materials by and about Thomas Aquinas extensively, in primary texts and secondary literature. The Library purchases works by and about Duns Scotus, Ockham, and Bonaventure.

The Library selectively purchases English translations of such Arabic philosophers as Averroës (Ibn Rushd), Avicenna (Ibn Sina), al-Ghazzali, and al-Farabi.

The Library maintains good collections of Garrigou-Lagrange, Gilson, and Jacques Maritain.

Materials on Kant, Hegel, Heidegger, and Husserl are purchased.

The Library selectively purchases English-language materials in Eastern Philosophy.

The Library purchases materials in Aesthetics.

## Practical Theology

Level: Research Level (3)  
Language: English, Spanish  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Practical Theology</b>	<b>BV</b>	GTU has primary responsibility to collect Practical Theology to the research level
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The goals of the collection:

The Library supports the study of Practical Theology to the research level. The collection includes publications of the denominations and religious communities related to the GTU. The holdings are largely in English.

The Library relies on the Education/Psychology Library at UCB for support in the broad areas of Education, Psychology, and Counseling. The Library does acquire materials in pastoral psychology/counseling and maintains holdings in major thinkers, such as Freud and Jung.

"How to do" books are purchased selectively.

The Library actively collects materials in these and related areas:

Congregational Life	Stewardship
Practical Church Work	Institutional Racism
The Work of the Laity	Social Justice
Confessional/Counseling Ministry	Parish Decision-Making
Disabilities and the Church	African-American Families
Psychology of Ministry	Ministry in Black Church History
Pastoral Care of Marriages	Christian Education
Conflict Management	Spirituality of Children
Ritual Leadership	Young Adult Ministry
Death/Dying	Gay/Lesbian Ministries
Women in Ministry	Lay Ministry
Ethnic Ministry	Object Relations
Ministry with the Aging	Homiletics and Preaching
Urban Parish Ministry	Alcoholism and Addictions

The Library collects in the area of Hispanic ministry and popular religiosity in order to provide support for the following goals [Hispanic ministry/JSTB]:

1. To provide for an integrated formation of qualified pastoral ministers and theologians for services to the Hispanic community.
2. To encourage academic reflection on many of the issues--both practical and theoretical--that will arise in Hispanic theology and ministry
3. To prepare those studying for ministry to serve the Hispanic community with sensitivity to their cultural backgrounds
4. To assist those already engaged in ministry to the Hispanic community by theological reflection and scholarly research.

Representative authors include: Segundo Galilea; Greg Daes; I. Gebara; M. Bingeiner; Giordano Oronza; C.R. Brooke; Juan A. Estrada; Luis Maldonado; John M. Ingham; William A. Christian; Angelica Chavez.

Subjects rarely purchased:

Christian life (too general unless author has been recognized as an influential, well known, creative writer)

Sermons (unless well known, influential or local pastor, especially one of the GTU related denominations)

Church and State issues/relationship (rely on UCB)

Anthologies (only if important)

Pastoral care and practice during the Middle Ages (rely on UCB).

## Homiletics

Level: Research (3)  
Language: English,  
Spanish  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Practical Theology</b>	<b>BV</b>	GTU has primary responsibility to collect Practical Theology to the research level
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From the GTU catalog :

In this area, one studies the practice of preaching in the context of a faith community, focusing on theoretical, practical, and spiritual components. The program involves dialogue with areas of study outside homiletics in order to situate preaching in the context of its broader theological and pastoral landscape.

Goals of the collection:

The GTU Library collects materials that support the study homiletics and preaching.

In addition to extensive monographic, reference, and periodical resources in the areas of: biblical studies and exegesis, liturgy, Patristics, history, systematic theology, spirituality, and pastoral care the GTU Library holds collections of 18<sup>th</sup> and 19<sup>th</sup> century sermons.

Specific resources are purchased which include:

Homiletic and Sermon guides published by relevant Denominational presses

Lectionary-based commentaries

Guides to the Liturgical year

Preaching on the Sacraments

Preaching for specific needs

Preaching with specific communities:

Ethnic groups

Youth

Aged

Special needs communities

New or growing congregations, etc.

# Christian Spirituality

Level: Advanced Research (4)  
 Language: English, French  
 Spanish, Italian  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Christianity</b>	<b>BR</b>	Neither Institution can be responsible as the primary collector  GTU has primary responsibility to collect critical editions and translations of the Fathers of the Church and contemporary Christianity  UCB will collect Slavic Languages and Church History in Africa, Asia, and Latin America
<b>Christian Denominations</b>	<b>BX</b>	Neither Institution can be responsible as the primary collector  UCB has emphasis on historical materials  GTU will collect contemporary Denominational materials GTU will collect to research level in those areas where UCB will not

From the GTU catalog:

The doctoral program in Christian Spirituality prepares students to read and interpret biblical texts for Christian Spirituality; to contextualize the major figures, texts, and themes in the historical development of Christian Spirituality; to achieve a dialogical understanding of another spirituality not within the Christian tradition; and to do research and create analytical arguments in this interdisciplinary field. With these skills students have graduated from the program and gone on to teach religious studies, Christian Spirituality, and theology in undergraduate and graduate programs in colleges, universities, and seminaries; to administer and deliver programs at retreat centers; and to serve churches at local, regional, national, and international levels.

The goals of the collection:

The Library collects materials to support doctoral level scholarship in spirituality, notably the following areas of concentration:

- Christian Spirituality
  - Biblical foundations
  - History of Christian Spiritual Movements
  - Monastic Spirituality

Mendicant Spirituality [Dominican and Franciscan]  
Ignatian Spirituality  
Orthodox Spiritual Tradition  
Reformation Spirituality  
Protestant Spiritual Tradition  
Mysticism and Mystics  
Prayer and Meditation  
Modern and Contemporary Spirituality  
Comparative Spirituality  
Relation of Spirituality to Theology  
Relation of Spirituality to Social Justice/Liberation  
Relation of Spirituality to the Behavioral Sciences  
Women's Spirituality or Spiritual Development  
    History of Women's Religious Life  
Men's Spirituality  
GLBT Spiritualities  
Eco-Spiritualities  
Jewish, Islamic, Buddhist, Asian, and Hindu Spiritualities  
Friendship

## Systematic and Philosophical Theology

Level: Advanced Research (4)  
 Language: English, German, French, Spanish  
 Italian  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Doctrinal Theology</b>	<b>BT</b>	GTU has primary responsibility to collect Doctrinal theology to the research level
<b>Christian Denominations</b>	<b>BX</b>	Neither Institution can be responsible as the primary collector  UCB has emphasis on historical materials  GTU will collect contemporary Denominational materials GTU will collect to research level in those areas where UCB will not
<b>Christianity</b>	<b>BR</b>	Neither Institution can be responsible as the primary collector  GTU has primary responsibility to collect critical editions and translations of the Fathers of the Church and contemporary Christianity  UCB will collect Slavic Languages and Church History in Africa, Asia, and Latin America

From the GTU Catalog:

The primary objective of the Area is to educate doctoral students for scholarly research and teaching. They will interpret the Christian tradition, in the context of the ecumenical and interreligious consortium of the Graduate Theological Union, and in response to the challenges posed by contemporary cultures. Students and faculty analyze this tradition by tracing the history of theological ideas and contemporary reconceptualizations. The methodological starting point for this program is taken from twentieth- and twenty-first century developments in Protestant and Roman Catholic theology. Those developments are understood in light of their historical sources with a view toward contemporary constructive thought.

In consultation with their advisor, students are expected to design a personalized program that provides them with solid grounding in a specific theological discipline, while integrating dimensions of interdisciplinary academic study into their theological curricula.

Students will pursue a theologically or philosophically oriented program, engaging with a variety of issues and resources. These resources include those housed in the various GTU Affiliates and Programs, or are available from neighboring institutions such as the University of California in Berkeley.



The goals of the collection:

The Library collects materials to support doctoral level scholarship in Theology.

This research collection includes materials in English, French, German, and Spanish, with occasional titles in Italian. Collections from the member schools included materials in Latin. Spanish translations of important English and French theological books have been added to the collection from gift collections.

The Library seeks to collect all works by major American and European theologians.

Concentrations include:

- The dialogue between science/technology and religion
- Deep ecology
- Divine action
- Contextualization and narrative theology
- Eastern Orthodox theology
- Roman Catholic and Protestant theology since World War I
- Possibilities for constructive thought in the 21st century
- Ecumenical spirit [attention to cross cultural dimension of understanding]
- Philosophical theology
- Natural theology
- Philosophy of religion
- Theological ethics
- History of theology

Representative theologians include: Paul Tillich, the Niebuhrs; Fritz Kunkel; Gregory Baum; William Henry Shannon; Royama Kosuke; Karl Rahner; Edward Schillebeeckx; Women in religion; Rosemary Radford Ruether; Joan Chittister; Denise Lardner Carmody; Elizabeth Schussler Fiorenza; Dorothee Solle, Elizabeth Johnson, Mary McClintock Fulkerson, Catherine Keller, Rita Nakashima Brock, Sarah Coakley, Kathryn Tanner, Serene Jones, Laurel Schneider, Sharon Betcher, Mayra Rivera, Monica Coleman, Shelly Rambo, Shannon Craigo-Snell, Cecilia Gonzalez Andrieu, Jeanine Hill-Fletcher, etc. are routinely purchased.

Major works regarding recent and contemporary movements and theologies within the Black Church are collected, for example: Black Theology; Philosophy of Accommodation and Gradualism; Nation of Islam vs. Christian Nationalism; Black Religion, the Black Church and Protest Ideology; Theology of Nonviolence and Direct Action.

All works of major Black and theologians are purchased, for example:

Nathaniel Paul	Henry McNeal Turner	Albert B. Cleage, Jr.
Richard Allen	Marcus Garvey	C. Eric Lincoln
David Walker	W.E.B. Dubois	Charles Shelby Rooks
Nat Turner	Mordecai Wyatt Johnson	Martin Luther King, Jr.
Daniel Alexander Payne	Benjamin Elijah Mays	Jesse Louis Jackson
James W.C. Penington	Howard Thurman	James H. Cone
Henry Highland Garnet	Adam Clayton Powell, Jr.	J. Deotis Roberts, Sr.
Samuel Ringgold Ward	Elijah Muhammad	
Alexander Crummel	Malcolm X	

Feminist and Womanist theologians are purchased.

Hispanic and Latino/a theologians are purchased.

All works of major Liberation theologians are purchased in Spanish or Portuguese and English translations. The following list is meant to be inclusive and representative of Liberation theologians. Major thinkers are marked in bold type.

Maria Pilar Aquino; Victorio Araya; Hugo Assmann; **Leonardo Boff**; Tomas Borge; Pedro Casaldaliga; Enrique Dussel; Virgil Elizondo; Segundo Galileo; **Gustavo Gutierrez**; Ada Maria Isasi-Diaz; Alfonso Lopez Trujillo; Jose Miguez Bonino; Pablo Richard; **Juan Luis Segundo**; **Jon Sobrino**; Elsa Tamez; Raul Vidales.

The Library collects works by process theologians only in English.

Works by major theologians on special theological topics (God, Holy Spirit, Christology, creation, eschatology, etc.) are purchased. Works on: theology of the sacraments; theology of Christian ministry; Swedish "theology of Agape"; Gustav Aulen; Orthodox theology; Nathan Soderblom; Anders Nygren; Theology and Han are purchased.

Major works on saints, collections of creeds, and survey works on specific doctrines and movements in the United States and Europe are also collected.

The Library maintains a blanket order with Orbis Books and the Christian Conference of Asia, in order to obtain timely and scholarly works on: Third World and Asian sources of theologies; liberation; minjung; history of theology; Christianity and Colonialism; and other popularist movements like those associated with Virginia Fabella, Marianne Katoppo, etc.

## Liturgical Studies

Level: Advanced Research (4)  
 Language: English, German, French  
 Italian, Spanish  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Practical Theology</b>	<b>BV</b>	GTU has primary responsibility to collect Practical Theology to the research level
<b>Christian Denominations</b>	<b>BX</b>	Neither Institution can be responsible as the primary collector UCB has emphasis on historical materials GTU will collect contemporary Denominational materials GTU will collect to research level in those areas where UCB will not

From the GTU Catalog:

The doctoral program in Liturgical Studies prepares students to do critical research in the historical evolution of Christian rites; to speak and think theologically about Christian ritual practice, both historical and contemporary; and to access the ritual strategies involved in particular liturgical events and ritual traditions. This will involve both familiarity with major figures, themes, and tasks in liturgiology, as well as an array of research skills including a critical use of primary sources, textual analysis, and conversance with a range of methods in the disciplines. With these skills, students will be prepared to address both the scholarly and pastoral dimensions of Christian worship through teaching (university or seminary settings), writing, and/or pastoral leadership, serving churches at the local, regional, or national levels.

The goals of the collection:

The Library collects materials to support scholarship in the history, theology, and practice of Christian worship and of ritual studies. The collection supports study of the history and use of the visual, material, and performing arts as employed in worship. Materials related to Liturgical Music, Chant, and the Choral Tradition are collected. Liturgical texts representing the Eastern, Western, Protestant, and Contemporary traditions and movements are collected.

The Library's collection is strong in scholarly materials on liturgy. The Library holds an extensive collection of American and English editions of the *Book of Common Prayer* and strong survey collections of service books of other ecclesial traditions. The Library holds a large, but

not comprehensive collection of hymnals published in the United States since the 19<sup>th</sup> century representing both Catholic and Protestant hymnody. The Library actively collects in the following areas:

- History of Worship
- Theology of Worship
- Liturgical Books
- Ritual Studies
- Christian Art
- Liturgical Arts
- Iconography
- Chant, Hymnody, and the Choral tradition

## Orthodox Christian Studies

Level: Research (3)  
 Language: English,  
 German, French, Greek, Russian  
 Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB informs the selection process in the following areas:

<b>Christianity</b>	<b>BR</b>	<p>Neither Institution can be responsible as the primary collector for the study of Christianity</p> <p>GTU has primary responsibility to collect critical editions and translations of the Fathers of the Church and contemporary Christianity</p> <p>UCB will collect Slavic Languages and Church History in Africa, Asia, and Latin America</p>
<b>Christian Denominations</b>	<b>BX</b>	<p>Neither Institution can be responsible as the primary collector</p> <p>UCB has emphasis on historical materials</p> <p>GTU will collect contemporary Denominational materials (with an emphasis on the traditions represented at GTU)</p> <p>GTU will collect to research level in those areas where UCB will not</p>

From the GTU catalog (2009-2011):

A Master of Arts with a specialization in Orthodox Studies is offered by the GTU in cooperation with the Patriarch Athenagoras Orthodox Institute (PAOI), an affiliate of the GTU. The program requirements follow those of the GTU Common M.A., with additional stipulations. This program allows for focused study of the history, theology, liturgy, spirituality, and praxis of the Orthodox Christian tradition from its origins to the present day. It is not designed to prepare a student for ordained ministry. The program is structured to take advantage of the ecumenical and interfaith environment of the GTU, helping students prepare for future engagement with the multireligious and multicultural contexts in which the Orthodox Church finds itself.

Goals of the collection:

The GTU Library collects materials that support the study of Orthodox life, history, and practice.

Significant collections of Orthodox monographs and periodicals were given to the GTU Library by the Patriarch Athenagoras Orthodox Institute (PAOI) in 2004-2005.

The experience and practice of Orthodoxy plays a significant role in every area of study at the GTU and is widely collected in those contexts, especially: history; Christian worship; practical theology; biblical studies; spirituality; systematic theology. Future purchases will be made primarily in English, though works in other languages will be purchased on the recommendation of the faculty of the Institute.

The GTU will continue to rely on materials collected at UCB for the study of Slavic Languages and history.

Special emphasis will be paid to:

Liturgical books and Liturgical theology

Music

Iconography

Patristics

Spirituality and Mystical Theology

Christian education

Orthodoxy in America (especially local histories)

Pan-Orthodox initiatives

Orthodox engagement with contemporary societies

## **Professional and Cultural Literature of Librarianship**

Level: Supporting (1)  
Language: English,  
Formats: Print, Microform, Digital, Video

Our cooperative agreement with UCB does not directly inform the selection process in this area.

From the Library's Mission Statement (1995) :

The Library as a whole [is] an integral part of the international academic community and is an academic program. The program operates both within and beyond the formal curricula. The overall program is devoted to the concerns of the member schools, affiliates, centers, and the surrounding community. [ . . . ] To fulfill its mission, a well trained and dedicated staff manage the Library's services and up-to-date technologies.

The goals of the collection:

The Library purchases materials that support the continuing education and professional development of Professional Librarians and Para-professional staff serving in the GTU Library. Selected journals and monographs are purchased specifically to keep the Library's staff current with relevant developments in such areas as: Archival, Academic, and Theological Librarianship; Cataloging standards; Preservation and Conservation practices; information technology; and pertinent management issues.

The Library purchases materials that support the care and management of the archival, rare, and other special collections held by the library.

As a member of the international academic community, the Library selectively purchases materials that emphasize or underscore the impact libraries have had in the development of : world cultures; theological literatures; and in theological education.

## Appendices

1. Flora Lamson Hewlett Library Mission Statements (2006, 1995)
2. GTU-UCB Cooperative Collection Agreement
3. Reference Materials Selection Policy
4. GTU Archives and Archival Collection Policies
5. Disposition of Withdrawn Items
6. Electronic Resources : Selection Considerations
7. History of the Collection, etc.



## **Graduate Theological Union Library**

### **Mission Statement**

The mission of the GTU Library is to provide superior quality resources and services for the professional and academic programs of GTU member schools, affiliates, and centers. The Library supports student and faculty research, promotes information literacy, provides a user-friendly environment for teaching and learning, and utilizes new technologies in support of its mission. The Library also employs a well-trained, forward-thinking and service-oriented staff committed to resource sharing and cooperative relationships, especially with the University of California, Berkeley. The Library has a local, national, and international mission, serving diverse users in the San Francisco Bay Area, the Western United States, and the Pacific region and beyond.

*Adopted by the Faculty Library Committee on : November 1, 2006*

## GRADUATE THEOLOGICAL UNION

### FLORA LAMSON HEWLETT LIBRARY MISSION STATEMENT

The Library's mission is to develop and maintain resources of superior quality for teaching, learning and research in the disciplines of religion and theology for both professional and academic degree programs.

The Library collects, organizes, maintains and disseminates the many forms of information or knowledge that contribute to its mission within the limits of its available resources. In addition, it obtains appropriate information and services from other libraries and library service agencies.

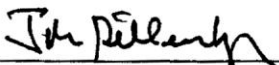
The Library as a whole is an integral part of the international academic community and is an academic program. The program operates both within and beyond the formal curricula. The overall program is devoted to the concerns of the member schools, affiliates, centers, and the surrounding community. The Library is committed to sharing its resources with other libraries without regard to type or location. Special borrowing privileges and mutual collection development arrangements are made with the University of California at Berkeley and other academic institutions.


To fulfill its mission, a well trained and dedicated staff manage the Library's services and up-to-date technologies.

*Approved by the Trustee Library Committee: December 4, 1995*

**COOPERATIVE COLLECTION AGREEMENT**  
**OF**  
**THE FLORA LAMSON HEWLETT LIBRARY**  
**OF THE GRADUATE THEOLOGICAL UNION**  
**AND**  
**THE LIBRARY OF THE UNIVERSITY OF CALIFORNIA, BERKELEY**

Agreed to this 8<sup>th</sup> day of January 1999

  
\_\_\_\_\_  
John Dillenberger  
Acting Director  
Flora Lamson Hewlett Library

  
\_\_\_\_\_  
James Spohrer  
Associate University Librarian  
Humanities and Area Studies  
University of California, Berkeley

The combined collections of the libraries of the Graduate Theological Union (GTUL) and the University of California, Berkeley (UCB) provide a rich and vast resource for students and scholars of religious studies. There has been a long history of cooperation between the two institutions and their respective libraries. Heretofore this cooperation has been largely informal. Given the volume of scholarship published each year and the costs associated with purchase or access to that scholarship, the time for more formal cooperation has arrived.

This agreement recognizes the need for each institution to acquire general study, teaching, and reference resources as well as the need to develop in-depth collections in some areas of religious studies of interest to both institutions. The aim of this agreement is not to eliminate such duplication but rather to allow each institution to develop areas of particular strength, insure coverage of areas of interest to both institutions, and to coordinate the purchase of expensive materials and the management of serials collections.

What follows is the demarcation of collecting interests for religion and philosophy at both libraries arranged according to the classification system of the Library of Congress. While not a complete statement of each Library's collection development policy, it outlines each institution's primary collecting responsibility and areas of cooperative reliance between the two. That is followed by procedures through which such cooperation can be realized. Finally, the collection development policies for both Libraries are appended which describe collecting interests in more detail.

This agreement covers only the general collections of each institution; reference, rare, and special/archival collections are not affected. There are many reasons for this. Special and archival collections often have specific charters, receive separate funding, and have different reporting structures to library/university administrations. Each institution requires a reference collection to serve the general and specialized reference needs of its constituents. Since reference collections consist of dictionaries, encyclopedias, statistical manuals, etc., each library could not offer adequate reference service unless free to develop those collections independently of one another. However, joint purchases for reference (e.g., databases licenses, expensive monographic sets) can and should be explored whenever possible.

## ***COLLECTING RESPONSIBILITIES***

### **General Collections**

Notes: *GTUL collects materials in English and Western European languages, except as noted below. UCB collects materials in all languages, except as noted below. UCB generally relies on GTUL to collect works written by and for Christian theologians and works published by Christian presses.*

### **B-BD, BH-BJ- Philosophy**

UCB has primary responsibility for collecting philosophy and will do so at the research level.

GTUL has primary responsibility for collecting Christian ethics and will do so at the research level for English-language publications.

### **BL – Religion, Mythology, Rationalism.**

This is a broad section of the classification schedule of the Library of Congress, including religions of the world, natural theology, comparative religion, history of religion, mythology, Hinduism, Jainism, Zoroastrianism, Confucianism, and African religions. Consequently, neither library is able to be the primary collection for this classification range.

UCB has primary responsibility for collecting non-Christian religious traditions classed here and mythology and will do so at the research level.

GTUL has primary responsibility for collecting natural theology and science and religion and will do so at the research level.

### **BM - Judaism (Talmudic literature, Midrash, Cabala, Practical- Judaism, Preaching).**

See also: BS (Old Testament), BT (Nag Hammadi)

UCB has primary responsibility for collecting Judaism, including works classified in the history schedule (DS). Judaism is collected at the research level in German, Hebrew, and English.

GTUL has primary responsibility for collecting materials on the Dead Sea Scrolls and will do so at the research level. However, GTUL will develop a collection in English at the study level-to include material in Western European languages as well-with emphasis on Jewish-Christian dialogue, Cabala, and theology.

### **BP - Islam (Muhammad. Sacred books, Islamic sociology, practice of Islam, sects. Bahaism, Theosophy, Anthroposophy)**

UCB has primary responsibility for collecting Islam and will do so at the research level. The scholarly and historical aspects of Baha'ism, Theosophy, and Anthroposophy are collected at the study level.

**BQ - Buddhism** (Religious education, antiquities, history, Buddhist literature, Tripitaka, doctrinal Buddhism, Buddhist pantheon, practice of Buddhism, folklore, missionary work, pilgrimages, schools)

UCB has primary responsibility for collecting Buddhism and will do so at the research level.

GTUL has primary responsibility for collecting Buddhism in America and materials on Buddhist-Christian dialogue at the research level in English.

**BR - Christianity** (Early Christian literature, Fathers of the Church, Christian antiquities, history, biography)

This is another range of the classification schedule of the Library of Congress for which neither library can be the primary collection.

Both libraries will collect at the research level. However, GTUL will be the primary collection for critical editions and translations of works of Fathers of the Church and contemporary Christianity. UCB will develop collections in Slavic languages and church history in Africa, Asia, and Latin America.

**BS - Biblical Studies** (Versions, criticism and interpretation, Old and New Testaments, teachings of Jesus, special parts of the New Testament)

GTUL has primary responsibility for collecting Biblical studies and will do so at the research level.

UCB will develop research-level collections for Biblical studies in Middle-Eastern languages as well as archaeology.

**BT – Doctrinal Theology (Christian)** (Doctrine, God, Christology, Mary, creation, salvation, eschatology, apologetics, history of specific doctrines)

GTUL has primary responsibility for collecting materials in this area and will do so at the research level.

**BV - Practical Theology** (worship, Christian symbols, liturgy, prayer, hymnology, ecclesiastical theology, missions, evangelism, pastoral theology, preaching, practical church work, practical religion, conversion literature, asceticism, mysticism, quietism)

GTUL has primary responsibility for collecting in this area and will do so at the research level.

**BX- Christian Denominations** (ecumenical movement. Eastern churches. Orthodox Eastern Church, Roman Catholic Church, Protestantism)

This is another range of the classification schedule of the Library of Congress for which neither library can be the primary collection, though GTUL will strive to collect at the research level in areas which UCB will not. Given UCB's emphasis on historical materials, UCB will rely upon GTUL to collect materials on contemporary Christian denominations, especially those represented at the GTU.

***IMPLEMENTATION***

The Graduate Theological Union Library and the Library of the University of California, Berkeley agree to the following procedures by which to implement this agreement.

1. Selectors from the two institutions will meet at least once a year to review the effectiveness of this agreement and to keep one another apprised of collection development activities at their respective institutions.
2. Changes to the collection development policy at either institution will be communicated immediately to the other.
3. Each institution will consult with the other before purchasing individual works (in any format) or monographic sets which cost over \$500.00 (to exclude works for reference collections) in order to avoid costly duplication and to insure that works are housed at the appropriate institution.
4. Each institution will consult with the other before purchasing new serial titles in order to avoid costly duplication or before cancelling existing subscriptions in order not to deprive the other of a resource upon which they depend.
5. When collecting responsibility clearly falls to one institution, selectors at that institution will be prepared to facilitate needs of students and faculty from the other.

## Reference Materials Selection Policy

Reference materials are selected by the Head of Collection Development in consultation with the Reference Librarian.

Materials acquired for the reference collection will include encyclopedias, dictionaries, guides, concordances, almanacs, bibliographies, directories, handbooks, manuals, atlases, indexes, biographies, and other types of materials useful in answering both general and reference questions related to theology, religion, or related disciplines.

Subject areas covered will support the teaching, learning, and research needs of the faculty and students of the GTU and the reference needs associated with a major theological collection. Advanced research-level reference coverage is required in: biblical studies; Christianity, Judaism, Buddhism, and Asian religions; general and comparative religious studies; systematic theology; philosophy of religion; religious education and ministry; religious ethics; sociology of religion; religion and the human/social sciences; religion and the arts, worship and proclamation; and Christian spirituality.

Some materials in the following subjects are also acquired when they provide information which supports the study of religion and theology: philosophy; folklore; mythology and symbolism; ethnic studies; the social and natural sciences; art and architecture; feminism; law; music; literature; and history.

English-language materials for the study of Hinduism and Islam will continue to be added as these areas of study are developed at GTU. Materials will be purchased to support the GTU-UCB joint doctoral programs in Near Eastern Religions and Jewish Studies.

General reference sources such as encyclopedias, periodical indexes, directories, almanacs, and general bibliographies are acquired to support theological/religious reference. The collection is not intended to answer every reference query. Patrons with reference needs that fall out of the scope of this collection will be referred to appropriate libraries nearby.

Materials that are out of scope of the collection, more appropriate for the general collection, or are superseded, may be recommended for withdrawal at any time by the Reference Librarian in consultation with the Head of Collection Development.

**Quality of materials:** Current, well-organized, scholarly materials of the highest level of accuracy will be selected. Lesser quality materials will be purchased only if the need outweighs the lack of quality. Poor quality materials, either in construction, content, or organization will be avoided unless they are the only materials available covering a needed subject area.

**Currency:** The most recent editions of works will be acquired for the Reference Collection. Only the most recent volume of annual and other serial publications (in which the latest volume



supersedes earlier volumes) will be kept in the Reference collection. When a new edition of a multi-volume work is in publication, the previous edition will be retained in the Reference Collection until the new edition is completed. All superseded materials will be moved to the circulating collection, weeded, or added to the collection at the SFTS branch library in a case-by-case basis.

**Languages included:** All appropriate materials in English will be purchased. Many important works appear in German, French, Italian, Spanish, Hebrew, Greek, and Latin. These will be acquired, as well as English-language translations of such works. In many cases it will be necessary to retain the work in both its original language and the English translation, especially when the translation differs in content from the original. Lesser works originally published in another language may be purchased in English translation only. Some original language works may be moved to the circulating collection, if the English translation is preferred.

**Dictionaries:** A great variety of language dictionaries should be retained to meet the needs of teaching, learning, and research at the GTU. These dictionaries will include not only those needed for translation of scholarly texts but also those needed by GTU students and faculty who are not native English speakers.

**Types of materials:** Reference materials are acquired in print or digital/electronic formats. Digital and electronic materials, including CD-ROM indexes and texts, online databases and services, and other electronic texts will be purchased selectively. Such materials and/or services will be carefully evaluated on the basis of quality, cost, anticipated use, and technical requirements. Occasionally a reference source may be purchased in microform if the source is little used, not available in a print format, or when space limitations require it.

## GRADUATE THEOLOGICAL UNION ARCHIVES

### POLICIES

#### OUTLINE OF CONTENTS

- I. Definitions and Scope**
  - I. Institutional Records
  - II. Manuscripts Collection
    - A. Sources
    - B. Types of Materials
- II. Status of the Archives**
  - A. Official Archival Agency
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  - B. Restrictions
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    - 2. Manuscripts Collections
  - C. Photocopying
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  - D. Copy Photography
  - E. Discard Material
  - F. Deaccessioning Collections
  - G. Loan of Archival Material for Exhibition

# POLICIES

## **I. Definitions and Scope**

It is the function of the GTU Archives to preserve and administer the institutional and organizational records of the GTU itself (not the member schools or independent incorporated centers). Records preserved will be those of permanent value (legal, fiscal, research) but not in current use. Records are documents in any form -- paper, tape, film, etc. Records in the Archives fall into two sections:

**I. Institutional Records:** non-current records which relate to administration at all levels. The bodies from which records will be collected are: Board of Trustees, President's Office, Dean's Office (Academic Administration), Business Office (and Bookstore), Development Office, Library, and those Centers with a direct programmatic relationship with the GTU: Center for Jewish Studies, Center for Study of Religion and Culture, Center for Women and Religion, and Center for Ethics and Social Policy.

**II. Manuscripts Collection:** acquired records which support the curriculum and the Areas of study within the GTU pertaining to religion in Northern California, the Pacific Coastal area west of the Rocky Mountains, and the Pacific Rim with further interest in ecumenism, inter-religious activity, new religious movements, ethnic plurality, women in religion, and gays/lesbians in religion. Cooperation and coordination will be maintained with other archival institutions. Collections will be accepted only after negotiation with other archival institutions with a possible interest in the specified material.

**A. Sources of materials:** areas from which the GTU Archives will consider collecting. Material may be received from individuals or groups within these areas, and will be specific collections of a nature not to be confused with Institutional Records. Priorities will be considered in this order:

1. GTU
2. Member Schools
3. Affiliated and Associated Centers and Programs
4. Institutions, Individuals and Groups outside the GTU

**B. Types of materials:** collections will fall in one of the following two areas and will be considered for their historical and research value, their subject matter (as it pertains to the stated collection policy above), and their unique nature (primary source material):

1. Personal Papers
2. Organizational records

## **II. Status of the Archives**

A. The GTU Archives is established as the official archival agency of the Graduate Theological Union. The Archives will be supervised by properly trained individuals having custodial and related authority delegated by the Director of the GTU Library.

B. The Archives will be governed by the Faculty Library Committee. The Committee shall assume the following functions: a) it shall have the authority to make policies regulating the use of the Archives; b) to evaluate and accept the acquisition of gifts or purchase of collections consistent with the policies of the Archives; c) and to adopt projects designed to attain the objectives of the Archives.

### III. The Archivist

A. The GTU Archivist shall be qualified by professional training and/or experience in archival work. The active management and administration of the archives shall be vested in the archivist, who will perform the following functions:

B. Institutional Records/Records Management

1) In consultation with the Faculty Library Committee and the heads of the records creating bodies of the GTU, the archivist will develop a records management program (using "Records Retention Schedules") designed to facilitate the transfer of permanently valuable records to the Archives and the disposal of useless records.

Criteria for the permanent retention of records include:

- a. Evidence of the administrative structure and evolution of the GTU
- b. Legal and fiscal value
- c. Research and informational value

"Records Retention Schedules" constitute written policies of the GTU Archives.

No GTU records shall be discarded or destroyed without approval of the archivist.

The archivist may also serve as a consultant to promote effective record keeping and to avoid the creation of unnecessary records.

2) The archivist shall maintain "discretion files". These shall consist of confidential or otherwise sensitive material found within the institutional records accessions from offices in the GTU. At the discretion of the archivist, this material shall remain restricted from public use after the collection is open, and accessible only on the approval of the archivist. (For further Restrictions, see V.B. below.)

3) Oral History Release Form: Whenever an oral history interview is done with a staff member, student, or faculty person which is intended as a comment on the work or activities of a specific agency of the GTU and intended as a part of the institutional record of that agency, a release form assigning all rights to the GTU Archives will be signed by the interviewee, the interviewer, and the Archivist. All information on the Oral History Release Form constitutes official policy of the GTU Archives. (See also, III.C.5) below)

C. Manuscripts Collection

1) Operating under the established collection policy, the archivist will actively solicit appropriate manuscript collections and papers for the archives.

2) The legal document transferring ownership of collections from the donor to the GTU Archives is the "Deed of Gift".

3) The legal document designating the GTU Archives as a depository (if ownership of material is retained by the donor) is the "Deed of Deposit." The information on both the Deed of Gift and on the Deed of Deposit constitutes official policy of the GTU Archives.

4) The Archivist may restrict material not restricted by the Donor on the Deed of Gift or Deed of Deposit if the material is deemed sensitive. (For further Restrictions, see V.B. below)

5) Oral History Release Form: Whenever an oral history interview is taped and accessioned into the Archives, a release form assigning all rights to the GTU Archives will be signed by the interviewee, the interviewer, and the Archivist. The form will be treated in the same way as a Deed of Gift. All information on the Oral History Release Form constitutes official policy of the GTU Archives. (See also, III.B.3) above)

D. Arrangement, Description, Preservation of and Access to Records

- 1) The archivist will process and arrange the records according to accepted standard archival practices, maintaining original order wherever possible.
- 2) Written descriptive inventories, guides and other finding aids will be produced. The archivist will work with the Technical Services Department staff to assure proper cataloging of the collections.
- 3) The archivist will carefully protect and preserve the records from deterioration, mutilation, loss or destruction. Preventive conservation, such as the use of acid-free folders and boxes, will be practiced at all times.
- 4) Subject to reasonable restrictions on the grounds of fragility or confidentiality, records will be available to staff members, faculty, students, and other persons demonstrating a need to consult the material for research purposes. Unprocessed collections are restricted from public use, and are available only with permission of the Archivist. The archivist will work with the Public Services Department staff to provide reference and access to the collections. (See V.A. below.)

**IV. Location and Physical Conditions of the Archives**

- A. The Archives should be located in a separate and secure area with adequate protection against fire, flood, vermin, theft, and other hazards.
- B. The temperature and humidity should be controlled. Preferred temperature should be around 65; and humidity around 50%. Consistency in temperature and humidity is important. Fluctuations should be less than 5 degrees either direction. Certain records may have special requirements.
- C. Archives should not be placed below ground level, or near exposed water or air conditioning pipe systems.

**V. Use of the Archives Collections**

A. Use of the Archives Collections is open to any person with legitimate research needs whether student, faculty, staff or other individual. All persons in all categories shall fill out a "Research Request Form" before use of any archival material. They must also be given a copy of the "Regulations for Use of the Archives" prior to use. Both these forms constitute written policies of the GTU Archives.

1. Research and Copying Fees: If a research/reference request is received by mail, fax, or telephone, the Archivist can, depending on the simplicity or complexity of the request, refuse or do research and copying for the patron. As costs rise, all research fees are subject to review and possible raise. Research fees: under 1/2 hour, no charge; up to one hour, \$25.00; no research over one hour. Copying fees: \$.25 per page, plus postage. The Archivist will use discretion as to limiting the number of copies. Duplication fees: Audio cassette tapes can be duplicated at \$6.00 per tape plus postage. Duplication will be done in-house. Videotapes can be duplicated at \$10.00 per tape plus \$3.00 shipping and handling for a total of \$13.00. Duplication will be done either at SFTS media center or PSR media center. The patron will be billed prior to duplicating the videotape. They will be instructed to send payment to either the SFTS or PSR media center, whichever has agreed to do the duplication. The tape will be duplicated and sent to the patron on receipt of payment.

B. Restrictions

- 1) Institutional Records (For further Restrictions, see III.B. above.)
  - a. All administrative records shall be restricted from public use for 25 years from the closing date of a collection. The exception to this is: Board of Trustee Meeting Minutes will be open from the date of creation. All

collections will be open to the creating agency. At the discretion of the Archivist, some collections may be open prior to the 25-year limit if they do not contain sensitive material. Public access to particular restricted records can be requested from the Archivist. Permission for use will be given on a case by case basis if the records do not contain sensitive material.

b. Student Records shall be restricted from public use for 75 years from the date of creation. Student Records shall be defined as any documentation in any agency files concerning a student that gives any assessment of the student's performance. This includes student placement dossiers.

2) Manuscript Collections. All restrictions specified by donors on the Deed of Gift or Deed of Deposit will be honored. (For further Restrictions, see III.C. above.)

C. Photocopying of any archival material is for purposes of individual research only. Researchers must fill out a "Photocopying Agreement". The Photocopying Agreement holds for both Xerox copies and copy photography. The regulations listed on this agreement constitute written policies of the GTU Archives. (See "Fees" above.)

1. Groups or individuals who wish to copy blocks of records must sign and adhere to the "Agreement for Copying Blocks of Records". The regulations listed on this agreement constitute written policies of the GTU Archives.

D. Copy photography (copying of photographic material) will be done through the institutional photographer. The designated institutional photographer is the Photographic Service of the UCB Library's Conservation Department. Fees will be charged according to the schedule published by the Photographic Service. Since the archives collections are closed, photos may not be removed from the GTU Library for reproduction except by a designated staff person with permission from the Archivist.

E. Discard Material

1. Manuscript Collections: Discard material shall be disposed of according to the designation on the Deed of Gift: i.e., returned to the donor, or if to be discarded, thrown in the trash, recycled, offered to another archival institution (requesting proper acknowledgement of the gift), or disposed of through a reputable dealer.

2. Institutional Records: Discard material will usually be thrown in the trash or recycled. Records which reflect the administrative work of the GTU and its agencies will not be offered to another archival institution. Rarely, if an item or body of records found in Institutional Records does not directly reflect that work, or any sensitive issues, it may be offered to another archival institution.

3. No discard material either from Institutional Records or from Manuscripts Collections shall become the personal property of any GTU staff person.

F. Deaccessioning Collections

1. Manuscript Collections or items which may or may not have already been accessioned, but which do not fall within the scope of the Archives (see, I. Definitions and Scope, above), will be deaccessioned with the permission of the donor, if known. If the donor is not known, the Archivist will make the decision after consultation with the Library Director. The material will be discarded, recycled, offered to another archival institution (requesting proper acknowledgement of the gift), or disposed of through a reputable dealer.

2. Institutional Records collections or items which may or may not have already been accessioned, but which do not fall within the scope of the Archives (see, I. Definitions and Scope, above), will be deaccessioned by the decision of the Archivist after consultation with the Director of the Library and the head of the creating agency. Deaccessioned material will usually be thrown in the trash or recycled. Records which reflect the administrative work of the GTU and its agencies will not be offered to another archival institution. Rarely, if an item or body of records found in Institutional Records does not directly reflect that work, or any sensitive issues, it may be offered to another archival institution.

G. Loan of Archival material for exhibition. Archival materials may on occasion be lent for exhibition purposes to institutions, but not to individuals. The materials may be lent only under conditions that will preserve them physically. Materials in poor physical condition will not be lent. The borrowing institution will meet the proper requirements for the material's physical well-being and security. The borrowing institution will pay all costs incurred for exhibition of the material. The "Loan Agreement: Material for Exhibition" shall be signed by all parties. The Loan Agreement constitutes official policy of the GTU Archives.

February 1991  
Revised: September 1991  
Revised: February 1992  
Revised: September 1994  
Revised: November 1994  
Revised: January 1995  
Revised: May 1995  
Revised: September 1995  
Revised: January 1996  
Revised: February 1996  
Revised: June 1998  
Revised: April 2000

## DISPOSITION OF WITHDRAWN ITEMS

March 2006

The relationship between the Graduate Theological Union and its member schools and affiliated organizations is governed by the *Common Agreement*, dated May 10, 2001. The *Common Agreement* addresses many aspects of the interaction between the GTU and its member and affiliated institutions. In relation to the GTU's library resources, the *Common Agreement* provides as follows: "The Flora Lamson Hewlett Library, its physical plant and the general library collections, are the property of the GTU."

While that statement sets forth the general principal regarding ownership of the GTU's library resources, the absence of a definition of "general library collections" allowed for ambiguity as to the status of certain books or materials. In particular, this general statement left room for possible misunderstanding as to the status of rare books depending on whether they are viewed as part of the GTU's "general library collections." To achieve a clear, mutual understanding between the GTU and member institutions as to the ownership of rare books, each individual school has been requested to state either that it affirms that the rare books placed in the Common Library and now housed at the Graduate Theological Union's Flora Lamson Hewlett Library are part of the GTU's general library collections, and therefore are the property of the GTU pursuant to the *Common Agreement* or that it retains ownership of the rare books that were placed in the Common Library and are now housed at the Graduate Theological Union's Flora Lamson Hewlett Library. These decisions will be incorporated into this policy statement.

If the Library should in the future decide to withdraw a rare book whose ownership has been retained by a member school, that rare book will be returned to that school.

As of June 30, 2006 the following member schools affirmed that the rare books placed in the Common Library and now housed at the Graduate Theological Union's Flora Lamson Hewlett Library are part of the GTU's general library collections, and therefore are the property of the GTU : ABSW, CDSP, FST, SKSM.

As of June 30, 2006 the following member schools have affirmed GTU ownership of the rare books placed in the Common Library and now housed at the Graduate Theological Union's Flora Lamson Hewlett Library with the provision that these schools retain the right to reclaim ownership of individual titles should the GTU decide to withdraw a title from the permanent collection : JSTB, PSR,

As of June 30, 2006 PLTS retained ownership of the rare books placed in the GTU Library.

As of September 2009 DSPT and SFTS position is unclear.



## Electronic Resources : Selection Considerations

Electronic or digital resources provide library users with powerful capabilities to search, retrieve, manipulate, and store information.

In the past decade Libraries have sought to provide access to a growing number of Bibliographic Databases which provide reliable citation information not unlike print-based indexes. In recent years these services have also increasingly offered varying access to full-text files in addition to citations or abstracts.

Libraries have also sought to provide access to various manifestations of full-text materials marketed apart from bibliographic search engines. These full-text collections may represent concerted scholarly efforts, *Luthers Werke* or *CLCLT-Doc* seem like good examples; or may represent digital capture of text or content, *Internet Archive* or *ebrary* might be good examples here. Commercial, professional, governmental, community, advocacy, even individuals produce a growing number of internet sites proffering a vast amount of information, data, opinion, recreation.

The Library cannot evaluate, provide, or endorse the vast quantity of web-based information generally available. Insofar as the Library provides internet access to its patrons, the Library provides whatever access to these services individual patrons may choose to exercise.

The Library can provide access, through direct purchase or subscription, to only a limited number of electronic resources. The purchase or endorsement of electronic or digital products or services will be guided by the general principles of the *GTU Collection Development Policy*, bearing in mind the following considerations:

- Fee-based or Free use
- Proprietary or Open Source platforms
- Academic, Professional, Official data or information
- Private, Commercial, or Advocacy-based data or information

Selected resources will have:

- Specific relevance to, or demonstrated support of, the Library's mission within the GTU community
- Anticipated or demonstrated benefit to users over print products
- Anticipated or demonstrated use among GTU community
- Adaptability or sustainability of data, access, or format

Practical considerations:

- Hardware requirements or relevant IT support
- Relative ERM complexity
- Cost : Direct Purchase ; Subscription ; Maintenance fees

Preferences:

- Religious, theological, or other academic content that strongly supports study, teaching, and research currently undertaken at the GTU

- Online format
- Purchase or subscription through an established vendor or local Consortium (SCELC)
- CD/DVD will be considered.

General considerations:

- Availability at UCB
- Availability of Print versions
- Access through ILL
- Cost vs. anticipated use

## History of the GTU Collection, Associated Collections, Rare Book Collections, and Archives

John Baker-Batsel originally collected this information (circa 1990) as part of a background document for a *Collection Development Policy for the Common GTU Library*. It is included here, in an updated form, to document the extent and content of the original collections as well as the theological, rare, and archival resources available in the area beyond the GTU Library.

### **HISTORY**

The Graduate Theological Union Library was established in 1969 and ratified in 1971 by means of a Common Library Agreement among seven of the member schools. The Pacific School of Religion signed the agreement in 1980 and Starr King School for Ministry in 1982. Each of the nine Member Schools contributed its collection to the Common Library. Duplicate items or out of scope materials were returned to the member schools, or disposed of in an appropriate manner.

### **I. THE COLLECTIONS OF THE MEMBER SCHOOLS**

#### **American Baptist Seminary of the West**

The collection of 46,789 volumes contributed in 1972 by ABSW to the GTU was developed for the Berkeley Baptist Divinity School, which began more than one hundred years ago. It represents support of the basic curriculum, with an emphasis on the Baptist tradition and missions, with lesser emphases in church music and Christian Education. Included were a small number of additional materials from the library of the former California Baptist Theological Seminary at Covina. An archive of Baptist materials remains at ABSW. In May of 2006, 1682 rare books were donated to the GTU and transferred from ABSW to the GTU Library.

#### **Church Divinity School of the Pacific**

The collections of the Church Divinity School that came to the GTU Library included 34,940 volumes. There was also a fairly large pamphlet collection, which has been heavily weeded. Special interests in the book collection include materials on the Eastern Orthodox Church, Episcopal Church history and liturgy, and the Book of Common Prayer. The rare book collection is in the care of the GTU Library.

#### **Dominican School of Philosophy and Theology**

The 35,311 volumes contributed in this collection are fairly strong in the American Catholic tradition and in Christian biography, including lives of the saints. There is also an emphasis on Thomistic and scholastic theology and philosophy. The Priory at St. Albert's College, in Oakland, houses an extensive rare book collection owned by the Province of California. A small

collection of philosophy and theology remains at the Priory, where it serves the philosophy program.

### **Franciscan School of Theology**

The Franciscan collection was small, 12,909, and largely duplicated in the other Catholic collections. Only two thousand volumes of this collection were initially retained for the GTU. In 2001 the rare book, manuscript, and pamphlet collections of the Academy of American Franciscan History were placed on permanent loan in the GTU Library. When the Franciscan School withdrew from the GTU in 2013, the Academy of American Franciscan History collections were transferred to the University of San Diego.

### **Jesuit School of Theology (at Berkeley) of Santa Clara University**

The Jesuit collection formerly at Alma College numbered 39,212. It is rich in complete periodical runs, and hand bound books and periodicals. There is a sizable collection of 17th and 18th century Latin theology, collected over a lengthy period by the Howell Book Shop, a noted antiquarian book dealer in San Francisco. The Jesuit library owes much to the efforts of Father Francis Sheerin, who traveled extensively in Europe after World War II collecting the rare books and other materials that give the collection its historical depth.

### **Pacific Lutheran Theological Seminary**

Pacific Lutheran Theological Seminary, a relatively young school, contributed 26,394 volumes to the GTU Library. These represent mid- to late- twentieth century titles, principally on Lutheran subjects. In 2002, PLTS closed its Multicultural Library and donated that collection to the GTU. Approximately 1700 monographs, 100 videos, and fourteen journal titles were received into the GTU collections.

### **Pacific School of Religion**

The Pacific School of Religion reported owning some 110,000 volumes at the time it joined the GTU Library in 1980, of these approximately 65,000 volumes were accepted into the collection. One of the older collections, the PSR Library contained much nineteenth century material, including Christian biography, homiletics, and missions studies. Asia has a fair representation in this material. There is strength in Congregationalism, Methodism since 1930, and the Christian Church (Disciples of Christ) since the 1940s. The collection in Biblical studies has depth in foreign language materials from about 1890. German church history was emphasized after World War II. The collection includes source material on early California Protestant church history. The collection also reflects the comparative religions interests of Professors Kenneth J. Saunders and J. Stillson Judah. These latter materials form the basis on which the GTU's New Religious Movements collections were built (1965+).

### **Patriarch Athenagoras Orthodox Institute**

In June of 2004 the Institute transferred approximately 7500 monograph volumes to the GTU collections. Subject strengths included liturgy, biblical studies and exegesis, Church history (especially local histories in the United States and the histories of US jurisdictions), Orthodox spirituality, Icons, Patristics, practical theology, and liturgical music. In June of 2005 the Institute contributed 135 periodical titles to the GTU collections.

### **San Francisco Theological Seminary**

In 1971, SFTS contributed 89,000 volumes from its library to the Common Library collection. From that time the Branch Library has maintained a collection of about 100,000 volumes, largely in the areas of Presbyterian and Reformed thought, general Protestant theology, practical ministry, and biblical studies. The majority of current materials in the collection are English language items related to the Seminary's curriculum. There is also a small rare book collection with strengths including anti-slavery pamphlets and examples of important editions of the Bible.

### **Starr King School for Ministry**

The early portion of the 29,000-volume collection contributed by SKSM is stronger than the later, largely because Earl Morse Wilbur, the first president, personally collected the library in Eastern Europe and the Eastern United States. There are accession books, though not complete, for the library in the SKSM archives. There is a fine Unitarian historical collection. There is a great deal of material on Socinianism on the Continent, and considerable depth in English Dissenter history from about 1750 on. In addition, there are also significant holdings in the collected works of other authors who contributed to the conversation with the Unitarian dissenting stance. A rare book collection remains at Starr King.

## **II. ASSOCIATED COLLECTIONS IN BERKELEY**

### **Collections within the Graduate Theological Union**

#### **A. Pacific School of Religion**

##### **Badé**

The library at the Badé Institute is closed. Materials from that collection that were not already part of the GTU or UCB collections have been integrated into the GTU Library's Collection. Patron access to the remaining materials is at the discretion of PSR.

#### **B. Judah L. Magnes Museum**

The Museum houses a genealogy archive collection and research materials on Judaism. Patrons must make an appointment with the Librarian or Archivist to use the collection.

#### **C. Institute for Buddhist Studies**

The Institute provides academic resources and instructional materials for Master's degree programs. It also serves as a research center for the study of Buddhism, particularly of Jodo-Shinshu. The Library holds materials on Pure Land Buddhism, Jodo-Shinshu Buddhism and Buddhism in general, Asian philosophy and religions, Japanese contemporary writings in Jodo-Shinshu and instructional reference materials in Buddhist education.

#### **D. Patriarch Athenagoras Orthodox Institute**

The Institute is a center for study and research in Orthodox Christian studies. The Library contains a small but significant collection of rare books.

**E. Starr King School for the Ministry Rare Book Room**

The Rare Book Room at Starr King School for the Ministry contains 1300 - 1500 books documenting the Unitarian Movement since the Radical Reformation, some dating back to the 1550s. There is also an extensive pamphlet collection

**F. The Swedenborgian Library and Archives**

The 24,000 volume library collection includes monographs, pamphlets, and New Church periodicals. The collection focuses on the works of Emanuel Swedenborg, Swedenborgian collateral literature, works by and about authors, artists and thinkers influenced by Swedenborg, New Church materials, and a general collection of related materials supportive of Swedenborgian theological education.

**Collections held within the University of California, Berkeley**

**A. University Library (Doe-Moffitt)**

The General Library of the University of California is one of the nation's finest research collections, with more than eight million volumes in all fields of study. The GTU Library depends heavily on the research collections at the General Library in areas such as classics, medieval history, Judaica, Buddhism, western European and American history, culture, literature, philosophy, art, education and sociology. The University has particular strengths in Medieval History.

**B. Bancroft Library**

The Bancroft Library is a first-rate source for early California religious history. The University's rare book collection is also housed at the Bancroft.

**C. Robbins Collection, Boalt Hall**

Canon Law has been broadly defined in the Robbins collection, so there are many supporting materials in English and Continental religious history. Current canon law collecting at the GTU is representative of the practical law of the Roman Catholic Church.

**D. C. V. Starr East Asian Library**

The Library holdings now number over 900,000 volumes concentrating on the study of the Humanities and Social Sciences. This library includes but does not concentrate on religion in its collecting interests, but contains significant holdings in related disciplines of interest to the GTU.

**E. Education/Psychology Library**

GTU relies on the collections of the Educational Psychology Library to support the education components of the religious education curriculum.

**F. Ethnic Studies Library**

The Library of the Ethnic Studies Department at UCB, the Ethnic studies Library collects materials supporting Native-American, Asian-American, Chicano, and Comparative Ethnic studies.

### **III. REGIONAL COLLECTIONS**

#### **A. Stanford University, Palo Alto, CA**

The religion collection at Stanford University is one of the finer historical theological collections in the western U.S. The collection is very strong in the Reformation period, and includes many rare works. Stanford's Department of Religion currently emphasizes "the study of works by major religious figures and thinkers, the ideas, philosophy, psychology, anthropology and even politics of religion. There is a good deal of emphasis on systematic theology." The collection reflects these interests.

#### **B. Sutro Library, San Francisco, CA**

Of particular interest is the Mexicana Collection of some 30,000 pamphlets on Mexican religious and political history.

#### **C. Golden Gate Baptist Theological Seminary, Mill Valley, CA**

The GTU Library depends on GGBS for material in the conservative theological traditions, and for contemporary church music.

#### **D. St. Patrick's Theological Seminary, Menlo Park, CA**

The focus of the diocesan seminary's collection is on contemporary Roman Catholic theology, faith, and practice. The Library also collects materials in Protestant biblical studies.

#### **E. Mennonite Biblical Seminary, Fresno, CA**

While the Hewlett Library's coverage of the radical reformation traditions is strong, the collection lacks a significant portion of desirable works on the Mennonites. The Mennonite Biblical Seminary and particularly its archives are valuable supplements to our collections in this area.

#### **F. Byzantine Catholic Church Library, San Francisco**

The Catholic Russian Center has collected considerable materials from Russia in the last several decades. The collection is not cataloged, but appears to contain useful and important works on the survival of the Christian Church in Russia under Communist rule.

#### **IV. RARE BOOK COLLECTIONS**

**A. Dominican School of Philosophy and Theology**

A catalog of the considerable rare book collection on general topics belonging to the province is in our reference collection. Access to the collection is restricted to research.

**B. Starr King School for the Ministry**

This collection includes many eighteenth-century Unitarian works, including some that are not to be found in the Unitarian collections at Harvard Divinity Library.

**C. The Swedenborgian Library and Archives**

This collection includes a significant number of first edition works of Emmanuel Swedenborg, collateral works, and other publications related to the New Church.

#### **V. ARCHIVES**

A. Graduate Theological Union—David Stiver, Archivist

B. American Baptist Seminary of the West— Rev. Michelle M. Holmes, Vice President

C. Church Divinity School of the Pacific—Pacific Province of the Episcopal Church—

D. Pacific Lutheran Theological Seminary—ELCA Region II (Western USA)—Carole Schmalenberger, Archivist

E. Dominican School of Philosophy and Theology—Western Dominican Province— Fr. Reginald Martin, OP and Fr. Chris Renz, OP.

F. Pacific School of Religion—Kay Schellhase, Archivist

1. United Church of Christ—Randi Walker or Kay Schellhase

2. United Methodist Church, Northern California—Stephen Yale, Archivist

3. Swedenborg Archives—Michael Yockey, Librarian/Archivist

G. San Francisco Theological Seminary—