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PREFACE

Southwestern Baptist Theological Seminary provides a superb library system with over 1.2 million items.

Roberts Library, a 90,000 square foot facility that serves the schools of Theology, Terry School of Church and Family Ministries, Fish School of Evangelism and Missions, School of Preaching, and The College at Southwestern, was constructed in 1982. Bowld Music Library, 30,000 square feet, serves the School of Church Music and was constructed in 1992. Other libraries include the J. M. Price Hall Curriculum Lab, Horner Women's Studies Library, Walsh Counseling Center Library, Havard Library in Houston, Darrington Prison Collection, San Antonio Extension Campus, and the Little Rock Extension Campus. The strength of the collections, diversity of materials, accessible resources, electronic resources, and the service concepts of a professional library staff make Southwestern's Libraries a ministry to this institution's faculty, staff, and students.

In addition to the Fleming Collection, the Libraries contain the J. T. and Zelma Luther Archives, the Robert A. Baker Church History Room for Baptist Studies, Price Hall Curriculum Laboratory, the Walsh Counseling Center Reference Library, Audio-Visual Learning Center, the John and Cynthia Thomas Library Computer Learning Center, the John and Vida Cooper Faculty-Doctoral Study Area, the Reference collection and Serials holdings. The Tandy Archaeology Museum and the Seminary Hill Bookstore are open to the public on the first floor of Roberts Library.

J. Craig Kubic

Dean of Libraries
WELCOME

Dear Library Patron:

Welcome to the Library! The SWBTS Libraries staff is happy to have you as a member of the seminary community and to join with you in the ministry to which we have each committed ourselves. We want your time at Southwestern to be a time of learning and growing.

To achieve that end, the SWBTS Libraries staff is here to assist you: to help you in literature searches; to teach you how to use library resources; to assist you with the discovery of electronic resources. You are the primary reason for our being here.

To start the process of helping you, we have prepared this handbook. This handbook will introduce you to the SWBTS Libraries--its organization, personnel, and regulations. Read and use it. If you have questions and/or suggestions, let us hear from you.

Again, welcome. It is a joy to have you as a part of our seminary community.

Sincerely,

The Library Staff
LIBRARIES’ MISSION STATEMENT

Southwestern Baptist Theological Seminary assists the churches of the Southern Baptist Convention by the biblical education of God-called men and women for their respective ministries, which fulfill the Great Commission and glorify God.

Mission Statement
Provide quality services that enrich the Seminary and College curricula and secure and preserve information resources for the benefit of the Seminary community.

Objectives
1. Assembling, organizing, and preserving book, non-book, and electronic resources appropriate to the support of the curriculum of the Seminary
2. Teaching research skills and providing academic resources
3. Enhancing and encouraging life-long habits of research
4. Designing, maintaining, and supervising facilities which are conducive to learning, research, and scholarly interactions
5. Collecting, preserving, and promoting Southwestern Seminary’s special collections and archives for the benefit of Baptist history and heritage

LIBRARY HOURS

Any changes to these schedules will be posted on the signs in advance, when possible. We reserve the right to change library hours as needed, for instance for special events.

For the latest information about our hours and for specific holiday listings, please visit our site:  https://swbts.edu/academics/libraries/.

Holidays and other closures

Martin Luther King, Jr. Day
Good Friday
Independence Day
Labor Day
Thanksgiving
Christmas
New Year’s Eve and Day
Houston Havard Library

MONDAY & TUESDAY 8:30 AM--8:30 PM
WEDNESDAY & THURSDAY 9AM--2:30 PM
FRIDAY By appointment
SATURDAY & SUNDAY Closed

LIBRARY WEBPAGES

SWBTS Libraries:  https://swbts.edu/academics/libraries/
SWBTS Libraries LibGuides:  http://swbts.libguides.com/home
SWBTS Libraries Digital Archive:  http://digitalarchive.swbts.edu/digital/
SWBTS Libraries Facebook:  https://www.facebook.com/swbtslibraries
SWBTS Libraries Twitter:  https://twitter.com/SWBTSlibraries

For more information, or for help in accessing databases, please call the Digital Resources Librarian, Robert Burgess, at 817-923-1921, ext. 2779 or email rburgess@swbts.edu.

To request InterLibrary Loan materials please use the form available through the databases or email ill@swbts.edu.

Readers’ Advisory

Materials available in our libraries are intended for research. Material contained in this collection may discuss sensitive subjects. The reader is advised to view with discretion. Further, possession of the book/material by SWBTS Libraries may not be interpreted as an endorsement of its contents by the Southwestern Baptist Theological Seminary, administration/staff, faculty, and trustees or the Southern Baptist Convention.

LIBRARY USER CARDS

Each user is responsible for all materials checked out on his or her card. This policy is in force even if the user lends the card to another person. The library reserves the right to refuse to honor a library card if the user has abused his or her library privileges (e.g. failed to return books or pay fines).
Types of Cards

Student ID: Your student ID card has a barcode printed on the back which is used to access your library account. Except for doctoral students and faculty members, the library privilege associated with the student ID card expires at the end of month following the end of each semester. Library privilege is reinstated when tuition is paid for each semester; this process may take up to 24 hours to be completed. Graduation or termination of enrollment automatically suspends library privileges.

Privilege
- College and Masters’ students may check out up to 30 books.
- PhD and other doctoral students may check out up to 60 books.
- Dependents and Guest Readers may check out up to 5 books.
- Faculty may check out an unlimited number of books.

Spouse/Dependent ID: These cards resemble the student ID card and allow dependents to check out up to 5 books at a time.

Guest Reader Cards: Roberts Library offers a guest membership program to anyone interested in using library materials. Membership may be obtained in one of three ways: Any Texas resident may obtain a TexShare card from their local public library and, with it, obtain a free Guest Reader card at our library. Alumni may obtain a Guest Reader card for $8.00 per year. If neither of these options applies, a Guest Reader card may be purchased for $15.00.

NOTE: A valid student ID card must be presented in order to check out materials. Exceptions may be granted only by a member of the library leadership team.

CIRCULATION POLICIES

SWBTS Libraries have 1,300,000 items with more than 700,000 items in Roberts Library and 500,000 items in Bowld Music Library. Patrons may check out most items in the collection; however, certain items in Archives, the Audio Visual Learning Center, and the Music Library may have circulation restrictions.

In order to facilitate circulation of the collection, the libraries have been divided into the following categories:

General
These items compose a majority of the collection and may be checked out by anyone with a faculty/staff, student, or guest reader card for four weeks or 28 days. A white spine label denotes this collection.
**Textbooks**
The library has a policy of acquiring a physical or electronic copy of all textbooks. An ebook is the preferred format. Textbooks may be checked out for 14 days.

**Permanent Reserve**
These items consist of Bibles and commentaries. This collection is marked by an orange or yellow spine label and have a seven day checkout period.

**Reference**
Reference materials do not circulate as a general rule; patrons must use the materials within the library. These materials are marked with a green spine label. However, dissertations may be checked out at the Reference desk for two weeks. Faculty may also check out other reference books by contacting the Public Services Librarian.

**Audio Visual**
These materials are housed in a closed stack meaning patrons do not have direct access. To request, please email ill@swbts.edu. Public Services Staff will place the materials at the Circulation Desk for patron use in the library.

**Class Reserve**
These items are set apart from the remainder of the collection by special request of a faculty member and may be checked out at the Circulation Desk. To check out a Reserve book, provide the professor’s name and the title or call number of the book. These materials check out for one day.

**Restricted Reserve**
Items in this classification are housed mainly in the Music Library and the Audio Visual Learning Center. These items are restricted due to age, one-of-a-kind nature, copyright, or license agreement and must be used in the library.

**Special Collections**
Treasure items are housed in the Museum, Archives/Rare Book Room, and Audio Visual Learning Center. These items are to be used in the library only. Some of these items may have further restrictions on their use; library personnel will assist in detailing the restrictions.

Treasure items of Bowld Music Library are housed in the Robert S. Douglass Treasure Room.

**TYPES OF LIBRARY MATERIALS**

The **A. Webb Roberts Library** supports the curricula for the various Schools and the College. Almost 60 percent of the books in the general collection relate to theology,
church history, and vocational ministry. Other subjects include philosophy and psychology, world religions, archaeology, general history, and Christian art and literature.

The J. T. and Zelma Luther Archives and Special Collections of Southwestern Seminary contain over 500,000 items. The Archives house historical information concerning the Seminary as well as current information generated by the different departments of Southwestern. It includes personal papers of all past Southwestern presidents, many former faculty members, alumni, and friends of Southwestern who have played an active role in Southern Baptist life. The archives also houses original copies of all dissertations completed for advanced degrees.

In addition to the archives, the Special Collections include a collection of Missionary artifacts, the Watchman Cults Collection, the Breed Collection of British Baptist History, the Estep Collection of Reformation History, the Quillen Collection of Missions in Africa and a Rare Book Collection that contains books dating as far back as the 1500s. A few items of note are a 1643 Cromwell Soldier’s Pocket Bible, a 1613 King James Version Bible and a 1600 Foxe’s Book of Martyrs.

The Audio-Visual Learning Center contains a vast collection of non-print media. Individual carrels are provided with appropriate equipment for listening and/or viewing the variety of media. Material created at SWBTS such as chapels are currently migrating to digital format located in the online SWBTS Digital Archives.

The Reference Department contains recent dissertations, bible dictionaries, word study resources including lexicons and parsing guides as well as general dictionaries and encyclopedias.

The Serials Department currently subscribes to approximately 450 periodical titles supporting the seminary’s curriculum. Total periodical title holdings exceed 10,000, including many Baptist publications, both past and present. This includes Baptist state convention annuals, Baptist state newspapers, and the national SBC annuals. Roberts Library’s extensive microform collections of primary source materials, including early British Baptist publications, older materials from Yale Divinity School’s Day Mission collection, and microprint copies of extant books published in the United States through 1800 are also stored in the Serials Department. A microform/digital scanning computer is available for use by patrons upon request.

The Kathryn Sullivan Bowld Music Library contains a carefully chosen, well-rounded collection of books, scores and octavos, as well as record albums, audio and video
recordings, CDs, and DVDs. While emphasis is placed upon sacred music, works from all genres and historical periods, from the great masters of the past to modern avant-garde compositions, can also be found in the library. Among its resources are the complete works of major composers, the standard scholarly anthologies, collections of church music, particularly on music and worship, as well as many other holdings.

The library owns one of the finest hymnology collections in the United States, including copies of early psalters, hundreds of tune books such as The Sacred Harp and The Southern Harmony, and the George W. Stebbins Collection of hymnals from the nineteenth century revival movements. In addition, the library has a number of collections that cover a range of topics such as the James McKinney collection of materials and papers from his time as Dean of the School of Church Music and as President of NATS (National Association of Teachers of Singing) and the Eugene Maston Collection which encompasses sacred music from the 17th to 20th centuries.

The Curriculum Laboratory in Price Hall displays most of the current curriculum materials produced by LifeWay Christian Resources, other SBC agencies, and the WMU. The staff maintains files of other material about practical ministry issues. A computer in the lab gives students access to the electronic information source SBCNet. Located in Price Hall and funded by the School of Church and Family Ministries, any seminary student may browse or review this material.

Southwestern's Libraries have established some smaller specialized collections elsewhere on the Fort Worth campus and at some off-campus centers. The Walsh Counseling Center collection has materials that support the Baptist Marriage and Family Counseling Center’s programs. The World Mission Center collection support people group-research and planning for short-term mission projects. The collections at San Antonio and Little Rock have major reference works and commentaries. Students enrolled in other SWBTS extension programs use the libraries at the host institutions.

The library of the Havard School for Theological Studies is located at 4105 Broadway Blvd, Houston, TX. It comprises 3 rooms. One room contains work tables, reference works, a special military chaplaincy display, 8 computers, a monitor with scrolling announcements, and a photocopier/printer. The other 2 rooms contain the majority of the library’s holdings, including class reserves, permanent reserve, general collection, periodicals, and 4 additional study carrels.
Havard School Library Circulation Policies:

The Havard library’s circulation policies attempt to mirror as closely as possible those of A.W. Roberts Library. General collection books can be checked out for 28 days, textbooks for 7 days, and permanent reserve for 14 days. Reference material and periodicals may be used only within the library, either at the work tables or the study carrels.

Class reserve materials also do not circulate outside the library. Professors request books to be placed on reserve for the duration of the semester. These may be requested at the circulation desk.

HOW TO BORROW

Finding Books On The Shelves And Checkout Procedures

General Collection and Permanent Reserve
Using the complete call number, locate the book on the shelf and bring the book to the Circulation Desk on the main floor.

Checkout Procedures
Library patrons should present a valid Seminary ID card at the circulation desk along with the item to be checked out.

The barcode on the back of your SWBTS ID.

Renewals

General collection
Books in the general collection may be renewed as many as two times online, over the phone, or in person if another patron has not requested the book by placing a hold on it.
Permanent Reserve

Permanent Reserve materials can be renewed up to two times, but patrons must renew in person or over the phone.

The status of your library account is available online anytime.

**Havard Check-Out and Renewal Procedures**

The Houston campus library also uses the Sierra system. The ID card bar code may be entered by the library staff to check out items. Books in the general collection may be renewed online or by email to slaing@swbts.edu twice, and books from Permanent Reserve may be renewed once; these items must then be returned to campus to re-enter circulation.

**FINES AND OVERDUE MATERIALS**

When library materials are not returned on the due date, others are inconvenienced, and, therefore, the library will charge a fine. The fines are higher for reserve and textbooks to insure their availability to all patrons. The library management software will automatically email the patron a courtesy notice three days prior to the due date and will also send a series of overdue notices, but it is the responsibility of the patron to return materials on time. Failure to respond can result in further charges, loss of privileges, and notification of the Dean.

The schedule of fines is as follows:

<table>
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<tr>
<th>Collection</th>
<th>Fine</th>
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<tbody>
<tr>
<td>General Collection</td>
<td>.25 per day per book</td>
</tr>
<tr>
<td>Permanent Reserve</td>
<td>1.00 per day per book</td>
</tr>
<tr>
<td>Textbook</td>
<td>1.00 per day per item</td>
</tr>
</tbody>
</table>

If there are any questions about fines, please contact your personal librarian.

**SERIALS**

**Journals, Magazines, Periodicals**

Journals do not check out but must be used in the library. Latest issues and bound periodicals are arranged alphabetically on patron accessible shelves in the Serials department. Unbound periodicals are housed in closed stacks behind the Serials counter and are accessible by request. Music journals are located in Bowld Music Library on the bottom floor.
RESEARCH AND REFERENCE SERVICES

Public Services Desks
If you need assistance locating or using any material, please ask staff at one of the Public Service desks. You may also contact the Public Services Department at ill@swbts.edu or by phone at 817-923-1921 ext. 2750. Very often, the needed information can be located in the Library. If an item is not in this collection, books may also be borrowed from other libraries through Interlibrary Loan or with the use of a TexShare card (see Library User Cards).

At the Houston campus, reference assistance is available Monday and Tuesday from 9 a.m. - 8 p.m. during the semester, or by email to kfoster@swbts.edu. Patrons may also make appointments for research, reference and writing assistance by email or phone at 713-634-0011 ext. 225, or by using the appointment system at mywconline@swbts.edu.

Interlibrary Loan
Books and journal articles not available through the SWBTS Libraries often may be borrowed through the Library's Interlibrary Loan (ILL) service. Requests may be submitted by email, in person, or by using the ILL feature available through our databases. Students must either go to the circulation desk for MOBIUS pickups or the Public Service Desk in Roberts Library for requested books.

If there is a cost involved in borrowing, you will be contacted by the Library by email. You will receive an email when your ILL request arrives at the Library. The owning library will send a digital copy of a journal article.

For Interlibrary loan services to long-distance students, please see the section — Services for long distance students.

OTHER LIBRARY SERVICES

Photocopy Machines
There are two photocopy machines for patron use in Roberts Library, one in Reference, one in Serials, and one on the second floor near the Administration offices. Copies and printing require a PaperCut account. Instructions on how to set up your account are found at the Computer Lab and by each copier in Roberts and Bowld Music Library.
Cost for copies are:

Black & White (B&W): \$.10 per page
Color at copier on second floor of Roberts Library Only \$.45 per page

The machines may also be used for scanning, which must be saved to a user provided USB plug-in device. Documents may be printed by using the computers and printer in the Computer Lab. Personal computers are not permitted to be linked directly to any printer/coper in SWBTS Libraries.

A copy machine is also available at the Houston campus.

**Services for Long-Distance Students**

**Check out by Mail**

Roberts Library in Fort Worth is pleased to make any of our circulating materials available to our long-distance and online-only students through the mail if they live more than 60 miles away from the seminary and within the continental United States. Please use the online catalog, available at [http://swbts.edu/academics/libraries/](http://swbts.edu/academics/libraries/) to verify that items are available. Only items belonging to SWBTS may be mailed. Email a list of requested items to ill@swbts.edu along with a name, student ID, and mailing address.

The requested items will be checked out to the student’s library account and mailed by USPS. The library will pay for postage to mail the items, and patrons pay for return costs. Any additional postage (such as sending via UPS or overnight mail) will be billed to the student’s library account. Normal check-out rules apply with the exception of permanent reserve items, which check out for two weeks. A due date card will be included, and library account information, such as due dates, is also available via [http://swbts.edu/academics/libraries/](http://swbts.edu/academics/libraries/). Items returned by mail must be postmarked by the due date, or they will be considered overdue. Items from the general collection may be renewed up to five times as long as there are no holds placed on them. This can be done online at [http://swbts.edu/academics/libraries/](http://swbts.edu/academics/libraries/). Permanent reserve items can be renewed one time but must be done via ill@swbts.edu or telephone at 817-923-1921, ext. 2740.

**Interlibrary Loan for Long-Distance Students**

Unlike books that are owned by SWBTS, the SWBTS library does not borrow books from other libraries to be forwarded to SWBTS students by mail. Students living 60 miles or more away from the seminary should use interlibrary loan services through their local public library, which should be able to borrow books on their behalf. This mailing restriction does not apply to articles obtained from other libraries. Lending
libraries will often send a digital copy of a journal article, which can then be forwarded to the student’s email address. Students living near a MOBIUS consortium school may present their student ID for use at participating institutions.

MOBIUS INN-Reach borrowing is the preferred route for ILL requests from Houston. Interlibrary Loan services for Houston students will be coordinated through Roberts Library’s Public Services Librarian. Houston students should complete an ILL form (whether for books or articles or book chapters) through the library’s website and indicate their status as Houston students. Items ordered will be delivered through a courier service, or in the case of articles and book chapters, via electronic means. For more information on requesting books and articles from the SWBTS libraries, visit SWBTS’ LibGuides.

Roberts Library’s address is:

A. Webb Roberts Library
Southwestern Baptist Theological Seminary
P. O. Box 22490
Fort Worth, TX 76122-0490

PH. D. STUDENTS

**Doctoral Study Carrels**

There are 140 study carrels located on the second floor of the library near the Computer Learning Center. Ph.D. Students may apply for study space for their exclusive use (as space permits) at any point, but carrels are assigned for an academic year and renewed every summer. Visiting professional doctoral students may also request a carrel if needed.

These carrels are in clearly designated areas, and other library users should not use these carrels at any time. Authorized carrel users may store books, computers, or other personal study materials in their carrels. The library is not responsible for theft or property damage and offers no guarantees of property safety. Properly borrowed library materials may also be stored in these carrels; library materials that are not checked out are subject to removal by library staff. No food or drinks may be stored or used in the carrels.
J. T. AND ZELMA LUTHER ARCHIVES

Access and Services

The J. T. and Zelma Luther Archives and Special Collections are located on the second floor of the A. Webb Roberts Library. This area includes a public access research and reading room. Hours of operation are Monday through Friday 8:00-5:00; additional hours may be arranged by appointment. Archives and Special Collections materials are available to all patrons and may be browsed through the library catalog. Assistance in the retrieval of materials from the collections is provided by the Archives staff. Open browsing in the Archives is prohibited. Patrons must register by reading, completing, and signing the User Registration Form and must show current proof of identification. Archives and Special Collection materials are non-circulating, and use is restricted to the Archives Department. Photocopying or scanning may be permitted, if it is in accordance with copyright restrictions, unless the item is fragile, exceptionally valuable, or too large. When allowed, it is limited to single copies for the user’s reference use only. Photocopies are subject to current library photocopying fees.

In citation, please credit “J.T. and Zelma Luther Archives, Southwestern Baptist Theological Seminary, Fort Worth, Texas” (See appropriate citation guide for complete citation).

Research assistance is readily available through the staff of the Archives and Special Collection. For library instruction on use of archival resources, collection information and other research needs please contact the Archivist at 817-923-1921 Ext 3330.

COMPUTER LEARNING CENTER

The Computer Learning Center provides students with computers and software to facilitate research, writing, and printing at no charge.

Computer Programs and Features:

- Microsoft Office 2013 Suite featuring MS Word, MS PowerPoint and MS Excel, etc.
- Adobe Reader X1
- QuickTime
- Microsoft Internet Explorer
- Mozilla Firefox
- Bible Works 9.0 (one computer)
- Word Search (one computer)
REMINDER

1. Please do not re-shelve any books removed from the shelves. An incorrectly shelved book is the same as a lost book until it is located. Return all books not checked out to one of the book carts at various locations throughout the library.
2. The library must be closed by the time specified on posted schedules; entrances are locked 15 minutes prior. All transactions need to be completed in a timely manner to allow the library to close on time.
3. An outside drop box is available. (At Houston there is no drop box; books may be left with the administrative staff at the main entrance if the library is closed.)
4. A small computer lab is available for student use. Refer to Computer Learning Center rules for details.
5. Please report the loss or damage of any library materials to the Circulation Desk so that any repair or replacement process can be initiated.
6. Theft of library materials is a serious offense and will be reported to the Dean.
7. Out of respect for others, please set cell phones and pagers on one ring or vibrate only, and take calls in the second floor snack room.
8. The Library is equipped with a security system to prevent theft. If the alarm system goes off, please stop and consult with Circulation workers.
9. Parents: no children are to be left unsupervised.

LIBRARY OF CONGRESS CLASSIFICATION


Library of Congress Classification Numbers Explained

A typical Library of Congress classification number or call number consists of two capitalized letters at the beginning followed by a number which sometimes includes a decimal followed by another capitalized letter combined with numbers ending with the publication year. Publication years were not added to call numbers in the past so some call numbers do not have publication years at the end.

For the book What is baptism? by Paige Patterson, the call number is BV811.3 .P38 2011.
The different sections of the call number correlate as follows:

- \( BV \) = Subject
- \( 811 \) = Concentration within subject
- \( .3 \) = Book published after 2001
- \( .P38 \) = Author’s last name
- \( 2011 \) = Year book was published

For the book *What is baptism?* by Paige Patterson, the call number represents the following:

- \( BV \) = Practical Theology
- \( 811 \) = Baptism (General)
- \( .3 \) = Book published after 2001
- \( .P38 \) = Patterson
- \( 2011 \) = Book published in 2011

**How to find a Book by its Call Number**

Call numbers are arranged on the shelf in alternating alphabetical and numerical order by reading the call number from left to right.

For example:

- Alphabetically by first letters: BV comes before BX
- Numerically by first numbers: BV811 comes before BV812
  
  and decimals: BV811.2 comes before BV811.3
- Again, alphabetically by second letter: P comes before .Q
- Again, numerically by second number: P38 comes before .P39
  
  and year: 2004 comes before 2011

**Figure 1  Screenshot of Library of Congress website**
The list above contains clickable links so that clicking on the B above, and then selecting the BS, or Biblical Studies, category lands on the following page:

**Subclass BS**

<table>
<thead>
<tr>
<th>BS1-2970</th>
<th>The Bible</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS11-115</td>
<td>Early versions</td>
</tr>
<tr>
<td>BS125-355</td>
<td>Modern texts and versions</td>
</tr>
<tr>
<td>BS125-198</td>
<td>English</td>
</tr>
<tr>
<td>BS199-313</td>
<td>Other European languages</td>
</tr>
<tr>
<td>BS315-355</td>
<td>Non-European languages</td>
</tr>
<tr>
<td>BS315</td>
<td>Asian languages</td>
</tr>
<tr>
<td>BS325</td>
<td>African languages</td>
</tr>
<tr>
<td>BS335</td>
<td>Languages of Oceania and Australasia</td>
</tr>
<tr>
<td>BS345</td>
<td>American Indian languages</td>
</tr>
<tr>
<td>BS350</td>
<td>Mixed languages</td>
</tr>
<tr>
<td>BS355</td>
<td>Artificial languages</td>
</tr>
<tr>
<td>BS410-680</td>
<td>Works about the Bible</td>
</tr>
<tr>
<td>BS500-534.8</td>
<td>Criticism and interpretation</td>
</tr>
<tr>
<td>BS535-537</td>
<td>The Bible as literature</td>
</tr>
<tr>
<td>BS546-558</td>
<td>Bible stories. Paraphrases of Bible stories. The Bible story</td>
</tr>
<tr>
<td>BS569-580</td>
<td>Men, women, and children of the Bible</td>
</tr>
<tr>
<td>BS580</td>
<td>Individual Old Testament characters</td>
</tr>
<tr>
<td>BS585-613</td>
<td>Study and teaching</td>
</tr>
<tr>
<td>BS647-649</td>
<td>Prophecy</td>
</tr>
<tr>
<td>BS650-667</td>
<td>Bible and science</td>
</tr>
<tr>
<td>BS670-672</td>
<td>Bible and social sciences</td>
</tr>
<tr>
<td>BS701-1830</td>
<td>Old Testament</td>
</tr>
<tr>
<td>BS705-815</td>
<td>Early versions</td>
</tr>
<tr>
<td>BS825-1013</td>
<td>Modern texts and versions</td>
</tr>
<tr>
<td>BS1091-1099</td>
<td>Selections. Quotations</td>
</tr>
</tbody>
</table>

Figure 2 Screenshot of:
http://www.loc.gov/aba/cataloging/classification/lcco/lcco_b.pdf
A COLLECTION DEVELOPMENT POLICY FOR SWBTS’ LIBRARIES

Statement Of Responsibility

Authority for selection of materials belongs to the Librarians. The authority of the Dean, Associate Dean, and Acquisitions Librarian as collection developers involves the selection of materials in specific subjects; they rely on their own expertise and on consultation with teaching faculty, ministers, and students. Information resource selection is done in accordance with the curricular and research needs of the Seminary, as limited by budgetary and other considerations. The Dean welcomes recommendations from all researchers; indeed, communication with the wider academic community is essential to the development of the Seminary collections. The Seminary’s information professionals relate especially to the faculty in the seminary’s schools.

The Dean attempts to keep the subject collection in balance by careful consideration of newly requested materials and judicious weeding of obsolete ones. The Dean and Associate Dean assume an especially active role in subject areas where teaching faculty currently have limited interest. Their responsibility is to look beyond the parochial interests of individual clientele, in order to select such materials as items of an interdisciplinary nature, general reference materials, and supplemental and family support materials. Thus, the Libraries maintain and develop at all levels a balanced and useful collection serving the needs of the Seminary and theological community.

Collection Level And Activity

The following collecting level and activity codes are based on Guidelines for Formulation of Collection Development Policies (1999) issued by the American Library Association. These levels apply to most academic libraries. They are designed for use in identifying both the extent of existing collections in given subject fields and the extent of current collecting activity in the field.
A. **Research level**: a collection that includes major source materials required for theses, doctoral projects, and independent research. Highly inclusive: research reporting new findings, most important reference works, specialized monographs, extensive collection of journals. Mostly in English with some German and French.

B. **Degree Support**: Degree Support level: a collection that provides a base of information in subjects which support the curriculum. Moderately inclusive: some representative journals and reference tools, as well as limited/generalized monographs (both current and retrospective). Primarily in English.

C. **Basic level**: collection to provide a general overview of core subject areas and the highlights. Includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals. Highly exclusive. In English only.

D. **Minimal**: Just a few reference tools for subject areas outside of the library collection’s scope.

**Subject Area Levels**

**Research Level:**
- Whole Bible
- Old Testament
- New Testament
- Hymnology/Music Ministry
- Musicology
- Music Theory

**Degree Support Level:**
- Archaeology: theory, method, etc.
- Apocrypha and apocryphal literature
- Asian history, including Ancient Near East
- Christian education
- Christian life, including devotional works, conversion, asceticism, mysticism
- Church History, including History of Christianity in individual countries
- The Church (doctrinal), including Church and State church polity
- Churches (practical), including kinds of churches, church management, church finance, fundraising, church growth
Classic languages and literature, including Koine Greek
Collected writings on Christianity including Early Christian Lit
Counseling
Denominational history
Doctrinal theology, including Apologetic
Education, including history, theory, and practice of education
Educational Ministry
Ethics
Evangelism
General works on Christianity, including Philosophy and Psychology of Christianity
Islamic Studies: Literature and history of doctrine
Judaism
Languages, including Hebrew, Aramaic, Ugaritic, Phoenician, Syriac, Moabite, Ammonite, and Edomite
Languages and Literature (Oriental), including Semitic languages
Leadership: administration, resource management, etc.
Marriage and the Family
The Ministry, including clergy religions, vocations, and pastoral offices
Missions
Music, including education, pedagogy, performance, practice, and scores
Pastoral theology, including pastoral counseling seminary education
Practical church work, including church work with special groups
Preaching
Psychology, including Parapsychology
Religion, including Philosophy and Psychology of Religion
Research and writing; oral history techniques
Sacraments and ordinances
Special aspects of education, including adult education, moral education
Theology
Women: ministry, development, and contemporary issues
Worship, including the church year, Christian symbols, liturgy, and prayer

Basic Level:
African history
American history, including local history
Anthropology
Bibliography, Library science
Canadian, Mexican, and Latin America history
Christian biography

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Communities, classes, races, including urban and rural sociology
Fine arts, including Christian art and architecture
General & European history
Literature, including British and American Lit
Media: techniques and influence
Medicine, including psychiatry, psychotherapies
Non-Christian religions/Religion in individual countries
Occult Sciences
Philosophy
Recreation, including outdoor life, sports, games
Religious societies and associations
Social pathology, including alcoholism, drug abuse, criminology
Socialism/Communism
Sociology, including social history, the church, and social problems

Minimal Level:
  General Works
  Philology and linguistics

Book Collection Policy

The Southwestern Baptist Theological Seminary Libraries are interested in obtaining resources in any format that is suitable for student or faculty use. Ebook/Eresources will be considered as equal in significance when compared to other print formats. Ebooks may receive preference in order to deliver content to multiple patrons for simultaneous use.

In general, the selection of library materials is governed by their pertinence to curriculum offerings of the seminary and the research needs of the faculty and doctoral students.

The responsibility for coordinating the collection development efforts rests with the library Dean. The responsibility of developing the collection is shared between the library staff and the faculty. The library depends heavily upon the specialized knowledge of the faculty members for maintaining adequate collections in their subject fields. The library staff concentrates its selection activities on developing
the general collection that may not be covered by the faculty and on reference-type materials.

An ad hoc subject-area specific panel serves as arbiter in case of disagreement over the appropriateness of any purchase. The Dean of Libraries may choose to seek counsel and advice from the panel, particularly on the purchase of expensive items.

The library collections do not function as substitute for the purchase of textbooks. Reading to be done by entire classes in a semester's time may be placed on reserve in order to limit the duration of the checkout and make the copies available to a larger audience.

**Special Types Of Book Materials**

**Foreign Language Materials**
A definite effort is made to add pertinent materials in languages other than English. The addition of titles in non-Biblical languages for seminar and dissertation research will be controlled by the languages required for admission and the subject areas determined by the curriculum.

**Revised Editions**
Normally only the latest edition of a title is acquired by the library; although, earlier editions will be retained and sometimes sought in order to show the historical development of a text.

**Out Of Print Books**
The library attempts to purchase out of print books that are directly related to the seminary’s doctoral programs. Often it is more cost-effective to borrow books as needed through Interlibrary loan.

**Textbooks**
The library will seek to own one copy of each book used as a text for the courses taught (exception: college core curriculum textbooks, which are programmed text, books which regularly change editions each year and workbooks). If a disc comes with a textbook, it will be cataloged separately and stored in the AVLC. A note
about the disc’s location will be added to the corresponding book’s catalog record. Any access codes accompanying the books will be destroyed.

Advance Proofs
The library will not add advance proofs to the collection. An exception may be made for advance proofs that come as a part of an archival collection or that hold special value based on author, subject matter, or uncorrected error. In that case, a note will be added to the record clearly marking it as an advance proof.

Adding Books To The Collection By Scan

If the book is out-of-print and unavailable on the out-of-print market and was published 75 or more years ago, the book may be borrowed from another library and scanned for the Institutional Repository. These books no longer have the protection of copyright. If the book does not include a copyright, the library interprets this to mean that the book is in the public domain and may be scanned as needed. If the book is copyrighted and the library is unable to purchase an out-of-print copy, the library will request permission to copy from the publisher. When an individual donates a photocopy of an out-of-print book for inclusion in the collection, the library assumes that permission was granted and there is no infringement of copyright unless the staff sees obvious indications otherwise. When the library is not able to contact the copyright owner after diligent efforts and the book is not available in a reprint form, the library will not add a scanned copy of the book. The library will continue in its attempt to secure the materials through the out-of-print book market. During this period the books will be available to individuals through Interlibrary Loan.

Other Formats
The library will no longer purchase cassette tapes, VHS tapes, or other obsolete formats.

Withdrawals From The Collection
Books are withdrawn when they are worn-out. Titles considered obsolete because of date or outside the limits of a current curriculum will be withdrawn. Weeding will be minimal while shelf space is adequate. Replacement copies for items which are never returned or lost will not be automatically purchased. Determination by library staff or faculty members will be the deciding factor whether or not to replace. Replacement for greatly worn items will be made provided:
(1) The item is still considered of value to the collection.
(2) In-house repair or commercial binding are no longer feasible.
(3) The item is available for purchase.

Resources For Adding New Courses
Proposed courses are considered by the department, the curriculum committee of the school in which the proposals originate, then the full faculty of that school. The proposals go to the Seminary Curriculum Committee and are then reported to the Board of Trustees.

Course proposals should demonstrate that the seminary has sufficient library resources to support new courses. For assistance with this, contact the Dean of Libraries, Assistant Dean (Music Librarian), or Public Service Librarians as appropriate.

It is assumed that the library will have available a reasonably high percentage of titles which support the course before the class is taught for the first time. For new doctoral seminars, considerably higher percentages may be expected.

Serials Collection Policies
Serials constitute an integral part of the library and are basic to any library collection. In addition to magazines, periodicals, journals, annuals, newspapers, microforms and other serial forms, the Serials Department of Roberts Library, as part of an institution operated and supported by the Southern Baptist Convention, regularly requests, receives and makes available curriculum materials, annuals of the Southern Baptist Convention and of Baptist state conventions, minutes of Baptist associations, papers published by the Baptist conventions of each state, catalogs from Baptist seminaries, colleges and universities, and serial publications of Southwestern Baptist Theological Seminary.

The Public Service Librarians share with the library staff, faculty, and students the responsibility for the development of the serials collection. Recommendations for titles are received from each group. The selection of new serials titles to be added to the collection is made by the Dean of Libraries, Public Services Librarian, and the Music Librarian for music titles. Faculty recommendations usually comprise a major part of the new titles selected.

Once a subscription is begun, it will continue as long as the periodical proves to be beneficial and within the financial resources of the library to continue.
Since each title represents a continuing expense, the following factors are considered when evaluating a serials title:

- Relationship to the curriculum and to the purposes and objectives of the seminary
- Reputation and authority of sponsoring institution, editors, and contributors
- Strength of present holdings in the subject area
- Electronic access to the contents
- Cost of subscription in relation to its possible use and to current and future budgets
- Acknowledgement of gifts is at the discretion of the Public Services Librarian

Bowld Music Library houses serials on the ground floor of the music library.

**Digital Collection Policies**

The Digital Resources Librarian and Bowld Music Librarians are responsible for collecting non-book materials. The staff shares with the faculty the identification and securing of materials to support the curriculum, faculty research, and denominational emphases. Student requests will be received by the staff and reviewed for appropriateness to the collection.

The Digital Resources Librarian will secure such media software as is needed by the Computer Learning Center for teaching and use of the computer in ministry.

The Digital Resources Librarian will seek to identify and secure non-book materials which support the curriculum.

As a Southern Baptist Convention institution, the Digital Resources Department will collect as possible all non-book items produced by SBC agencies, boards, committees, institutions, and auxiliary groups.

The Digital Resources Librarian will collect and add audio and video recordings of all chapel services held by the seminary its schools. The staff will collect and add to the collection the major sponsored lecture series such as:

- Church Music Workshop
- Convocation
- Day-Higginbotham Lectures
- Education Ministry Emphasis
- Kellog Gerontology Lectures
- Missions Conference
- Missions Week
- Northcutt Lectures

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In addition, any campus produced series for broadcast will be collected.

The staff will advise the faculty on the identification of preaching and teaching recordings which should be retained upon completion of class use.

The Seminary Libraries will receive and sort gifts from within and outside SWBTS, following the selection criteria and collecting levels given elsewhere and dispose of such items not appropriate to the collection.

Archives And Special Collections Department

Collections Development Policies

The mission statement of the Archives and Special Collections Department, as well as Bowld Music Library, states that the department exists to preserve items of particular historic value to Southwestern Baptist Theological Seminary. We will attempt to make those items available for research to the students, faculty, and staff of Southwestern Baptist Theological Seminary and other patrons, both in our department and utilizing new technologies to make copies of the items available electronically. For deteriorating material, we will only provide copies to patrons, unless a valid need for the originals exists. These copies will be of different formats: some will be photocopies; others will be electronic (digital copies).

To meet this goal, we strive to collect, organize, and preserve:

1. The inactive records of Southwestern Baptist Theological Seminary which have long-term or research value
2. Rare and special materials
3. Missionary artifacts donated by those serving in countries throughout the world.
4. Dissertations and theses of those graduating from Southwestern Baptist Theological Seminary
5. Books written by faculty and staff serving at Southwestern Baptist Theological Seminary
6. Personal collections of faculty and staff at Southwestern Baptist Theological Seminary and others who were significant to Church or Baptist History
7. Other special collections which support the seminary curriculum
Music Library Collection Policies

Goals
The collection development goals of the Music Library are:

- To provide adequate research materials for both students and faculty.
- To provide materials which support the music curriculum of the School of Church Music.
- To serve as a resource for local ministers and congregations.

Role of Music Library Staff In Collection Development

Music Librarians

Within the realm of collection development, the Music Librarians carefully manage the acquisition of materials necessary to fulfill the collection development goals. The value of each item to one of the three areas mentioned above is weighed and determined, whether or not, to be necessary. Seminary faculty are considered to be Subject-Area Specialists and relied on for additional acquisition suggestions.

Gift Books

Roberts Library and Bowld Music Library welcome gifts of individual books, items, and personal libraries with the understanding that those items not needed by the library may be exchanged with other libraries, mission fields, or sold at a nominal cost to library patrons at the Reference Desk of Roberts Library. The determination of usability of gifts is made by the staff or at the request of faculty when the materials are received. A letter acknowledging the gift is sent to all donors. The letter will acknowledge the number of items given and their anticipated uses. When a donor requests an evaluation for tax purposes, the library refers the donor to standard price lists such as Books in Print, American Book Prices Current, or Bookman’s Price Index which can provide information leading to relative value per the American Library Association code of not providing interested party appraisals. A bookplate is placed inside the front cover of each gift book added to the library indicating the donor, the date, and the names of the person being honored if it is a memorial or appreciation gift.

At the Houston campus, gift books may be brought to the office of the Assistant librarian who will notify the Dean of the campus as well as Roberts Acquisitions librarian of the gift. These books will be sorted, acknowledged, and a determination will be made regarding their addition to the collection in consultation with the Dean of Libraries. Priority will be given to items which are academic in nature, peer-reviewed, support the
curriculum of the school, and contribute substantially to a theological and ministerial collection.

**Policy And Procedure**

The Acquisitions Librarian will maintain a record of all donations.

The Acquisitions Librarian of Roberts Library and/or Music Librarians will notify the Dean of all donations made to the libraries. All gift items are processed by the office of the Dean of Libraries. Every item that is received as a gift of an individual will be acknowledged by the Dean of Libraries.

Gift books will be searched in the SWBTS database to determine holdings, number of copies, edition, etc. Staff members may be called upon to determine whether a book is to be added to this collection, given to another school or library, or sold.

**Havard Campus Library**

**Policy and Procedure**

The Havard Assistant Librarian will collaborate with the Havard Dean, Dean of Libraries, and Acquisitions Librarian of Roberts Library in purchasing new titles and designating donated items for the Havard Library. The Havard Assistant Librarian will report all donations to the office of the Dean of Libraries, the Acquisitions Librarian, and the campus Dean. Every item that the Havard Library receives as a gift of an individual will be acknowledged by the Dean of Libraries.

Gift books may be brought to the office of the Havard Assistant Librarian. They will be sorted and a determination will be made regarding their addition to the collection. Priority will be given to items which are academic in nature, peer-reviewed, support the curriculum of the school, and contribute substantially to a theological and ministerial collection. The Havard Assistant Librarian will forward all donations to Roberts Library for processing.

**SEMINARY HILL BOOKSTORE**

Seminary Hill Bookstore, founded in 2016, is located on the first floor of Roberts Library. The bookstore exists to provide students with resources they may purchase to enhance their personal libraries. Titles carried by the bookstore are academic in order to assists students with the desire to supplement their studies with resources beyond textbooks.
The sections within the bookstore are curriculum-driven to help students go directly to the area of study in which they are interested. Textbooks can be purchased by accessing the SWBTS Blackboard and clicking on the “Buy Textbooks” tab in the upper right corner of the student’s Blackboard homepage. Bookstore personnel are available to help with any questions and special order an item that is not in stock. Graduation services are offered to students in acquiring diploma frames, custom doctoral regalia, graduation invitations, and contact information for purchasing class rings. Purchases can be made in store or over the phone. Acceptable forms of payment are cash and credit cards.

The Roberts Library Elliott Coffee Talks meet in the bookstore several times throughout the semester. Times, speakers, and content will be posted prior to the event. Complimentary coffee and cookies are provided for these events.

Students are welcome to visit the bookstore, purchase a cup of coffee, relax, study in the sitting area or unwind with a game of chess on the bookstore’s oversized chessboard. Hours of operation and special hours and events will be posted _______. To contact the bookstore call (817) 923-1921 ext. 2745 or email mailto:bookstore@swbts.edu.
CONSTITUENT’S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Individuals or groups may occasionally question the suitability of particular books or other materials for the library collection. All such criticism should be presented in writing to the Dean of Libraries on the “Constituent’s Request for Reconsideration of Library Material” form. The completed form and a copy of the material in question will be considered for review and evaluation. The review of questioned materials will be treated objectively and as an important matter. General acceptance of the material will be checked by consulting authoritative lists and critical reviews in light of the library’s selection policy. Passages will not be taken out of context and the material will be evaluated in its entirety. The request will be considered by the Librarians with a recommendation from the Dean of Libraries. A recommendation will be made and presented to the Administration for action. Within 30 days after receipt of the reconsideration request, the Dean of Libraries will inform the complainant of the results of any action which will be taken.
Constituent’s Request for Reconsideration of Library Material

TITLE OF MATERIAL:__________________________________ CALL NUMBER:____________________

AUTHOR:__________________________________

Publisher:______________________Publication Date:__________________

Request initiated by:__________________________________

Address:___________________________________________

City/State/Zip:______________________________________

Telephone:__________________________________________

1. To what in the material do you object? *(Please be specific)*
___________________________________________________________________________
___________________________________________________________________________

2. What do you feel might be the result of reading, viewing or listening to this material?
___________________________________________________________________________
___________________________________________________________________________

3. Is there anything positive about the material?
___________________________________________________________________________
___________________________________________________________________________

4. Did you read, view or listen to the entire material?   Yes___ No___

5. Are you aware of the opinion of this material expressed by reviewing sources?  Yes___ NO ___

6. What do you believe is the theme of this material?
___________________________________________________________________________
___________________________________________________________________________

7. What would you like your library to do about this material?
   ___ Withdraw it from the collection
   ___ Reassign it to closed stacks (available with Dean of Library’s approval for research only.)

8. As a replacement, what material would you recommend that would convey a valuable picture and perspective of the subject treated?
___________________________________________________________________________
___________________________________________________________________________

9. Other comments:
___________________________________________________________________________
___________________________________________________________________________

Form should be returned to:

Dr. J. Craig Kubic
Dean of Libraries
Southwestern Baptist Theological Seminary Library

Recommendation of Librarian assigned to review material:
___________________________________________________________________________
___________________________________________________________________________

Recommendation of the Faculty Library Committee:
___________________________________________________________________________
___________________________________________________________________________

Dean of Libraries Recommendation:
___________________________________________________________________________
___________________________________________________________________________