

**HVERFORD COLLEGE LIBRARIES**

# **COLLECTION GOALS, DESCRIPTION, AND POLICIES**

## CONTENTS

Goals	p. 2-3
Description	p. 4-7
Policies	p. 8-10

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## GOALS

In accord with the College's purpose of "providing a liberal arts education in the broadest sense....designed to promote the personal and intellectual growth of students,"<sup>1</sup> the Haverford College Libraries<sup>2</sup> acquire and make available materials across formats that speak to the achievement of the academic, social, and cultural goals noted below. The Libraries strive to provide materials that meet current needs, while appropriately and necessarily leaving comprehensive collecting (except in the case of the Quaker collection) to research libraries. To this end, the Libraries are committed to collecting materials created by and reflecting the lived experiences of marginalized, underrepresented, and underserved groups in each of the collecting areas identified in this document.

**1. Supporting teaching, coursework, and study.** Among the most important functions of the Libraries is to provide the range of materials needed by faculty and students for work in courses taught at the College. The last several decades have witnessed important changes in the content of courses; the development of new areas of study, accompanied by an expansion of the range of course offerings; the shifting of disciplinary boundaries; and the proliferation of independent study and research programs. These changes have greatly expanded the variety, academic level, and volume of material the Libraries must collect in order to support the work done by students for class assignments and by faculty for course preparation. The College's commitment to increasing its faculty, particularly in interdisciplinary and curricular areas new to Haverford,<sup>3</sup> places great importance on the Libraries' ability to supply the expanding range of materials necessary to meet this goal.

**2. Supporting student and faculty research.** The Libraries collect materials whose variety and depth will support independent, research-oriented study. Since the need to support independent study and research requires, in addition to local collections, both efficient interlibrary loan service and resources that will help people identify and locate relevant materials, the Libraries bear the costs of borrowing from other libraries and of providing databases. The College's focus on faculty-student research collaboration places further emphasis on this collecting goal.

**3. Broadening students' experience and promoting personal growth.** By encouraging acquaintance with the wide variety of issues and possibilities that constitute human experience, the College seeks to promote students' personal growth outside the classroom as well as in it.

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1. "Statement of Purpose." Available: <https://catalog.haverford.edu/college/>

2. The Haverford College Libraries consist of the Lutnick Library, Gilbert F. White Science Library, the music library in Union Building, and the astronomy library in the Strawbridge Observatory.

3. See "The Plan for Haverford 2020." Available: <http://planning.haverford.edu>

Although the Libraries' primary purpose is to support course-related work, the emphasis the College places on extra-curricular intellectual, cultural, and social development prompts the Libraries very selectively to provide materials on topics of current or general interest. Of particular focus in this realm are materials that promote a diversity of identities, experiences, stories, and ideas. Collections should both reflect the experiences of underrepresented, marginalized groups, and provide tools for developing anti-racist, anti-ableist, and anti-biased frameworks, in line with the College's commitment to social justice.

**4. Fulfilling responsibilities to the Tri-College Consortium.** In order to make available to students and faculty a pool of materials larger than it could provide alone, the Libraries have established collecting and resource sharing agreements with Bryn Mawr and Swarthmore Colleges. Current cooperative collecting efforts apply both to the general and special collections, in the latter case to the Quaker Collection in its relationship with Swarthmore's Friends Historical Library.

**5. Developing rich and useful special collections.** Areas of collecting emphasis are defined by the historic and existing strengths of the collections in support of the teaching and research goals of the College. New collecting areas are added in response to evolving research and teaching needs, new disciplines or models of intellectual inquiry, or as a result of gifts or other opportunities. The Libraries acquire rare and unique materials through gift and purchase. As gifts of materials and funds are essential to maintaining and developing its collections, the Libraries seek the support of donors. Purchases are financed by funds allocated by the Libraries, by income from endowed funds, and by cash donations.

**6. Preserving the written record of activities of the Religious Society of Friends.** The Libraries collect extensively in the history of Quakerism from its origins in 17th-century Britain to the present day in many parts of the world, with emphasis on Quakerism as lived and practiced in the eastern United States from the colonial period to the present. Among those served by the Libraries' special collections are a broad range of users, including students, faculty, and staff of the College, members of the Tri-College community, as well as an international community of scholars and researchers, family and local historians, and members of the Society of Friends.

**7. Preserving and documenting the history of the College.** The purpose of the College Archives is to document the history, operations, and culture of the College. The College Archives serves as the repository of college records of enduring value. The College Archives collects, preserves and makes accessible materials that contain evidence of the College's organization, curriculum, function, decisions, procedures, operations, activities, student life, and culture. Materials come to the College Archive through the records management plan and records schedule, and gifts from campus groups and alumni.

## DESCRIPTION

The Libraries collect materials in formats that conform to disciplinary patterns of scholarly communication and take advantage of technological developments. Materials are acquired primarily through purchase or lease, the latter the predominating model for acquisition of electronic journal and database content. In such cases, attention is given to the future availability of electronic resources by the Libraries' participation in Portico, a non-profit digital preservation service, and membership in HathiTrust, a federation of academic and research libraries that maintains a digital archive of library materials. In addition to materials that the Libraries purchase, license, or otherwise acquire through financial outlay or gift, bibliographers include in Tripod, the catalog of the Tri-College Library Consortium, freely-available resources they feel relevant to campus interests. The materials most frequently acquired are noted in the categories below.

**Monographs.** The Libraries collect currently published monographs in subject areas studied at the College. The Libraries also acquire retrospective titles needed either to fill gaps in the collections or to build a collection in support of new academic programs and faculty research interests. The majority of books purchased are paperback, but an increasing number are electronic.

**Journals and magazines.** The Libraries maintain a collection of over 10,000 journal subscriptions, most of these basic to the disciplines represented by the course offerings of the College. As a matter of policy, the Libraries subscribe to journals in electronic format except in cases where a compelling need for print is demonstrated. The Libraries establish new subscriptions largely at the request of faculty, with whom decisions to cancel are also discussed.

**Databases.** In order to provide rich access to the journal collection, the Libraries subscribe to indexing and abstracting services in areas in which the College teaches. Increasingly the databases licensed by the Libraries include full text of the indexed item. In cases when full-text is not embedded within the database, the Libraries provide a service to connect users to the needed resource. Databases are highlighted on research guides, available on the Libraries' web site.<sup>4</sup>

**Audio and video recordings.** Documentary and feature films are increasingly purchased in support of class use, and therefore the Libraries are more actively budgeting for and collecting such materials. The Libraries purchase films in both physical (e.g., DVD, BluRay) and electronic (e.g., streaming) formats. Like film, the Libraries acquire music in physical (e.g., CD, LP) and electronic (e.g., streaming) formats.

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4. Research guides are available at <https://guides.tricolib.brynmawr.edu/>

**Reference works.** Bibliographers use the same criteria for selecting indexes, bibliographies, dictionaries, encyclopedias, directories, and handbooks as they do other materials. While reflecting the College's course offerings, the reference collection in many cases provides materials that are more specialized, or that give access to materials that are more specialized, than the Libraries ordinarily collect in order to support the diverse research projects associated with courses. As funds and availability allow, reference works are purchased in electronic format as a means of enhancing access and providing robust searching of these works.

**Digital collections of primary sources.** The Libraries collect digital versions of primary sources to aid humanistic exploration into these texts. These materials are often purchased at the collection level to provide researchers a breadth of related materials from which to conduct analysis.

**Newspapers.** The Libraries provide a small selection of U.S. and international newspapers in print. These publications are augmented by electronic backfiles of major newspapers, and more recent coverage of electronic versions of newspapers published around the world. Older issues of some newspapers are held in microfilm.

**Digital images.** The Libraries purchase digital images to support curricular and research needs. The Libraries also create digital images from physical media as copyright permits. Digital images and associated metadata are made accessible for teaching purposes through an image repository.

**Data.** Data are purchased in support of courses that feature quantitative analysis. Some data sets are licensed in support of broader curricular needs. Occasionally data are purchased for individual students, primarily those conducting thesis or high-level empirical research.

**Microforms.** The Libraries collect very little in this format, relying on research libraries for loans of or on-site access to microform sets of books, journals, manuscripts, and other collections of research-level materials. The Libraries consider purchase in microform of materials on the basis of probable use, largely to meet the comprehensive collecting necessary for the Quaker Collection.

**Government publications.** Haverford became a depository for U.S. government documents in 1897; in 1974 Bryn Mawr became a housing site for portions of the Haverford depository collection. In 2001 Haverford withdrew from its role as a depository. While deaccessioning many of the rarely used items, the Libraries have chosen to retain a portion of the collection, including the Congressional Serial Set. These items are located in a separate documents location in the stack block in the Printmaking Studio. Selected other government documents of historical or social significance have also been retained and have been reclassified into the general circulating stacks of Lutnick Library.

**Alumni publications.** Donations of alumni-authored works are added to the alumni publications display, located in the Morley Alcove of Lutnick Library. A corresponding list of these donations is available on the Libraries' web site.<sup>5</sup> In cases where the donated item fits within the Libraries' collecting profile, an additional copy will be purchased for the general collection.

**Leisure Reading.** The Libraries maintain a number of popular magazines and a collection of comic books in the Lutnick Library for leisure reading. The White Science Library maintains a collection of science fiction books for the reading enjoyment of students studying in that library.

### **Quaker & Special Collections.**

--**Rare and unique materials.** The collecting of rare and unique materials supports the teaching and research needs of the Haverford College community. Material types include rare books, manuscripts, and photography. Current collection strengths include American history and politics, with particular attention to reform movements such as abolition, Native American history, and Americans abroad, American and English literature, natural history, and printing and book studies.

--**Quaker history and practice.** The Libraries' collect family and personal papers, journals and diaries, organizational records, photographs, art works, ephemera, oral histories, printed publications by and about Quakers, serials, and electronic resources. Haverford's Quaker & Special Collections, along with Friends Historical Library at Swarthmore College, are the official repositories of the records of Philadelphia and Baltimore Yearly Meetings and their constituent meetings.

--**College Archives & Haverford College history.** The Libraries collect materials in all formats that document the history and operations of Haverford College from its conception in 1831 to present. These materials include, but are not limited to, records produced by offices, committees, or student groups, published monographs about the College, materials documenting student life, student publications, photographs, artifacts, and audio-visual material, among others. Records are added to the College Archives through a process of evaluation and assessment at the conclusion of the records life cycle in accordance with the College's records retention schedule. Materials are also collected through gifts and relationships with campus groups and alumni. Strong efforts are made to collect materials that represent the diversity of student experiences at Haverford.

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5. Available: <https://www.haverford.edu/library/services/alumni>

- Haverfordiana.** The Libraries designate as Haverfordiana and house in its circulating collections monographs published by Haverford faculty and those by alumni that fit current collecting interests.
- Fine arts.** The collecting of fine art takes place in three areas: material in support of the College's curriculum, material that documents the College's history, and material that documents the history of Quakerism. Additional information on the acquisition of art may be found in the *Haverford College Art Collection, Collection Management Policy*.<sup>6</sup>
- Maps.** Rare maps are included among the Libraries' special collections, which contains maps of historic importance with a particular strength in Pennsylvania and regional maps. Maps for classroom use are purchased at faculty request, but are not part of the Libraries' permanent collection.
- Digital scholarship.** The Libraries work with faculty and students to produce scholarship in digital forms across a variety of media, including websites, web applications, databases, and digital audio/video. Where appropriate, these locally-created works are made accessible and preserved by the Libraries for the benefit of the larger scholarly community. Represented in these preserved works and collections are major research projects of faculty; also included are databases of rare materials assembled and interpreted by the librarians and their collaborators.
- Senior theses.** Departments and students submit copies of theses to the Libraries in print and electronic form. In consultation with their faculty advisors, students select the level of access they wish for their theses when contributing them to the online archive.<sup>7</sup> Haverford students majoring at Bryn Mawr or Swarthmore Colleges are asked to contribute to the online archive, as are students from these aforementioned colleges who are majoring at Haverford.

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6. Available: <https://haverford.box.com/s/si8rg1cnmxgjp2kez32zvs4rpdgc2g6d>

7. The online archive of student theses is available at <http://thesis.haverford.edu>.

## POLICIES

**Duplication.** While the Libraries usually do not duplicate items within their collections, they are most likely to do so if an item is needed for course reserve. In order to increase the pool of locally available materials, the Libraries keep to a low level the duplication of titles with Bryn Mawr and Swarthmore, duplication occurring most predictably for reference works, titles for which demand will be high, titles in fields where two or three colleges have strong curricula, or titles that qualify as primary works or otherwise basic sources for an academic discipline.

### Gifts.

**--Gifts intended for the general collections.** The Libraries consider for inclusion in its general collection gifts of materials that meet the criteria noted in the “Goals” section of this document. Additional factors, such as the physical condition of the materials, and whether they are held in the library collections at Bryn Mawr or Swarthmore Colleges, are also taken into consideration. When possible, and especially in the case of substantial gifts, the appropriate bibliographer will inspect the gift before it comes physically to the Libraries in order to segregate those items that might be wanted and thereby avoid having to dispose of large numbers of unwanted books and other materials. Donors receive an acknowledgement of their gift, but the Libraries do not offer appraisals of value.

**--Gifts intended for Special Collections.** Special Collections gladly accepts gifts of materials which align with our collecting areas and interests, support the College curriculum, or provide exciting new opportunities. Staff will work with donors to craft a deed of gift or deposit upon the receipt of materials. Special Collections will not accept any gifts which are restricted from public access in perpetuity. Materials which are damaged, out of scope, or duplicative may be deaccessioned in accordance with deaccessioning policies, terms of acquisition, College regulations, and state and federal laws.

### Cooperative agreements.

**--The Tri-College Library Consortium.** Haverford’s collections are augmented by those of nearby Bryn Mawr and Swarthmore Colleges. The cooperative relationship, known as the Tri-College Library Consortium, is rooted in collaborative collection building and sharing, activities facilitated by Tripod.

**--LIBRA (Penn Libraries Research Annex).** Haverford has contracted with the University of Pennsylvania Libraries for use of LIBRA, Penn’s high-density storage facility located in Deptford, New Jersey. General collection materials stored at LIBRA are available by request via Tripod and delivered usually within two business days.



--**PALCI (Pennsylvania Academic Library Consortium Inc.)**. Haverford participates in PALCI, a regional federation of academic and research libraries with a combined collection of more than 36 million volumes. PALCI augments the breadth and depth of local collections, and provides delivery of requested books in three business days.

--**OCLC SHARES**. Haverford's participation in OCLC's SHARES network further enhances access to materials not available in the Tri-Colleges or in the circulating collections of PALCI libraries. This cooperative provides both delivery of and on-site access to some of the world's most important library collections.

--**Friends Historical Library**. Haverford's Quaker & Special Collections unit maintains cooperative agreements with several area institutions. Haverford's Quaker & Special Collections and Swarthmore's Friends Historical Library jointly serve as the repository of Philadelphia and Baltimore Yearly Meetings and their constituent quarterly and monthly meetings. Haverford and Friends Historical Library also engage in cooperative cataloging and digitization programs.

--**PACSCL**. Haverford College is a member of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) and works through this organization on collaborative collections projects.

**Digital Collections**. Digital collections, comprised of both digitized and born-digital assets, are developed to support the ongoing educational and scholarly mission of the College.

--**Digitization Criteria**. Digitization supports the Libraries' aim to make its analog materials widely accessible and to ensure their long-term preservation. Materials to be digitized are evaluated against criteria established and maintained by the Libraries' Digital Initiatives group (DigIt). These criteria are promulgated through the Libraries' web site.<sup>8</sup>

--**Digital Preservation**. The Libraries have a strong commitment to preservation of its collections in all formats. To attend to the unique challenges inherent to preservation of digital collections, such as authenticity, reliability, and integrity assurance, the Libraries, with

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8. See: <https://www.haverford.edu/library/services/digitization>

partners Bryn Mawr and Swarthmore Colleges, are in the process of building infrastructure to manage and preserve these assets. Preservation of digital collections of enduring value is considered an ongoing core function of the Libraries, and a central component of the larger preservation and conservation program.

For purposes of this policy, enduring value may be derived from one or more of the following values as defined by the Society of American Archivists:<sup>9</sup>

- **Administrative Value:** The usefulness or significance of records to support ancillary operations and the routine management of an organization.
- **Legal Value:** The usefulness or significance of records to document and protect the rights and interests of an individual or organization, to provide for defense in litigation, to demonstrate compliance with laws and regulations, or to meet other legal needs.
- **Fiscal Value:** The usefulness or significance of records containing financial information that is necessary to conduct current or future business or that serves as evidence of financial transactions.
- **Evidential Value:** The quality of records that provides information about the origins, functions, and activities of their creator.
- **Historical Value:** The usefulness or significance of records for understanding the past.
- **Informational Value:** The usefulness or significance of materials based on their content, independent of any intrinsic or evidential value.

In addition to the asset types noted above, the Libraries will digitize, for the purposes of preservation, analog materials that are unique or rare and at risk of deteriorating. In a similar vein, the Libraries will digitize, as copyright law permits, analog materials that are frequently used in order to prevent or delay deterioration of the original.

**Weeding.** In consultation with faculty, bibliographers weed (withdraw materials from) the collection in order to keep it aligned with the curricular and research needs of the College while at the same time creating room for new acquisitions. Bibliographers weed individual titles in the collections as new works, new editions of works, or lost, missing, or worn volumes come to their attention. Regular weeding has the benefit of allowing bibliographers to identify subject areas that need more attention, for example, those that need updating; this aspect of weeding is especially important for those parts of the collections which do not support the College's course offerings and hence do not figure in the consultation process between librarians and faculty.

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9. See: <https://www2.archivists.org/glossary/terms/a/archival-value>