Policy Name:	Library Policies	
Original Effective Date:	April 1, 2015	
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Responsible Office or Committee:	Academic Affairs Committee	
Applies to:	Entire Community	
Where Policy Resides:	SSW Policy Manual	
Review Cycle:	Three Year Cycle - 2026	

Sections

1.00 Seminary of the Southwest Mission and Vision
Per the Board, Southwest's mission and vision are as follows:

Mission: Rooted in the reconciling ministry of Christ, the mission of Seminary of the Southwest is to form people for vocations of ministry, service, and healing.

Vision: The insight and creativity with which Seminary of the Southwest engages the Christian tradition with the reality of the contemporary world will make it a leader among institutions of higher learning, both within and beyond The Episcopal Church.

Sustained by innovative teaching and research, Southwest will form servant leaders who minister in a diverse culture with confidence and humility. The seminary will possess the financial and spiritual capacity to discern and develop new programs to advance God's mission of healing and reconciliation.

2.00 Library Statement of Purpose

The Library is a study and meeting space, a collection of information resources, and a central point of library instructional services for the people being formed through Southwest for vocations of ministry, service, and healing.

2.01 Seven Essential Outcomes

The Library's resources will be used to produce seven essential outcomes that will assure its success:

Outcome 1: The Library will maintain, use, evaluate, and regularly update a statement of purpose and a collection development and access policy.

Outcome 2: The Library will be adequately staffed with trained professional and support staff. Library staff will be appropriately integrated into the school's leadership, faculty, and decision-making structures.

Outcome 3: The Library will provide access to a secure environment that is conducive to study and scholarly research, with appropriate agreements for contracted or consortial resources.

Outcome 4: The Library will be a central academic resource, providing information resources sufficient in quality, quantity, currency, and depth to support the academic work of Primary Users.

Outcome 5: The Library's budget, technology, and resources will be sufficient to meet its goals. Funds for information resources will be spent equitably across programs and modalities.

Outcome 6: The Library staff enhances student learning and formation by providing regular and timely instruction in the use of the Library's services.

Outcome 7: The Library's services will be regularly evaluated with appropriate stakeholders.

3.00 ACRONYMS AND DEFINITIONS

For the purpose of this policy, the following definitions are used.

AGST: Austin Graduate School of Theology

Alumni: All people who have received a degree, diploma, or certificate from Southwest, and all people who have received a certificate from the Iona Collaborative

APTS: Austin Presbyterian Theological Seminary, a neighboring institution of theological education

Atla: an organization that provides resources, collaboration opportunities, and research tools to promote worldwide scholarly communication in religion and theology (the Library is an institutional member of Atla)

Board: Southwest's Board of Trustees

Circulation: the process of a Library Account Holder borrowing a Library Item for a defined period of time and returning the Item in the same condition to the Library by the date that the Item is due

Collection: the group of information resources that are owned by the Library and the information resources that are made available to certain Library users through licensing agreements between the Library and various entities

Director: Director of the Library at Southwest

Guests: Library visitors who do not have a Library Card Account

Iona: Iona Collaborative at Seminary of the Southwest

Item: an information resource in a physical format (such as a print book or compact disc) in the Library's Collection

Library: refers to The Bishop Dena A. Harrison Library at Seminary of the Southwest, which includes all the indoor and outdoor spaces associated with the building at 606 Rathervue Place, Austin, TX 78705

Library Account: an arrangement between the Library and a person wishing to borrow Items that circulate from the Library's collection that is governed by this policy

Library Account Holder: any person who has been issued a Library Account with the Library and whose Library Account has not expired

Library Borrower: Library Account Holder who has borrowed an Item through the process of Circulation

Library Card: document issued by the Library to a Library Account Holder with a unique barcode that allows for use of the Library Account (for Southwest Students, Southwest Faculty, and Southwest Staff, the Library Card is the same physical card as their Southwest ID card, and for all others, the Library Card is issued from the Library upon approval of the Library Card Application)

Library Card Application: document that collects the personal data necessary to create a Library Account

Partners: currently enrolled students and currently employed faculty and staff from APTS, UT, and AGST, as well as Atla Reciprocal Borrowing program participants and TexShare program participants

Patrons: all Library Account Holders that are not Primary Users, Alumni, or Partners

Primary Users: currently enrolled Southwest students, currently employed Southwest faculty, Southwest faculty

emeritus, currently employed Southwest staff, and currently enrolled Iona Collaborative students (Primary Users are prioritized and the bulk of Library resources and services are aimed towards supporting Primary Users)

Recall: request issued from Library staff to return borrowed Library information resources

Reciprocal Borrowing: an agreement between two institutions in which limited library borrowing privileges are offered to the other institution's students, faculty, and staff, and vice versa (the specific terms of Reciprocal Borrowing agreement(s) are not in the scope of this policy)

Southwest: Seminary of the Southwest

TexShare: a consortium of Texas libraries joining together to share print and electronic materials, purchase online resources, and combine staff expertise

UT Austin: University of Texas at Austin

4.00 Library Accounts

Library Accounts allow Library Account Holders to borrow Items that circulate from the Library. Library Accounts are automatically created for Primary Users. Southwest student Library Accounts automatically become Southwest Alumni Library Accounts upon student graduation. All other Library users wishing to obtain Library Accounts must complete a Library Card application and show a valid photo ID during the application process. Some Library Accounts expire and require periodic renewal. (Refer to section 4.01 below). To renew a Library Account, the user must visit the library and show the proper credentials. Library Accounts expired for longer than 12 months will be deleted.

Please note that access to Library electronic resources is not connected to Library Account category and is instead governed by licensing agreements the Library has in place with various entities. Please see section 6.06 in this policy for more information about electronic resources.

4.01 Library User Groups, Library Account Categories, and Expiration Dates (Chart)

Library User Group	Library Account Category	Expiration Date
Primary Users	SSW Primary Students	Upon completion of program, SSW Primary Students become SSW Primary Alumni
	SSW Primary Faculty	3 years from creation date
	SSW Primary Staff	3 years from creation date
	SSW Primary Iona Students	Upon completion of certificate, SSW Primary Iona Students become SSW Alumni Iona
Alumni	SSW Alumni	3 years from creation date
	SSW Alumni Iona	3 years from creation date
Partners	SSW Partners Students	Annually on May 31st
	SSW Partners Fac/Staff	1 year from creation date
	SSW Partners Atla	Annually on May 31st
	SSW Partners TexShare	Expiration date on TexShare card
Patrons	SSW Patrons	1 year from creation date

4.02 Reciprocal Borrowing

Southwest currently enrolled students and Southwest currently employed faculty and staff are eligible to apply for a free library account at APTS and UT. Some limitations on borrowing privileges may apply. Typically, the accounts expire after one year. Proof of affiliation with Southwest and valid photo ID are required to open a Reciprocal Borrowing account and to renew borrowing privileges. See the policies of the libraries at APTS and UT for more detail.

Currently enrolled students and currently employed faculty and staff from APTS and UT are eligible to apply for a free Library Account at the Library. The Library may need to limit what APTS and UT students, faculty, and staff borrow from the Library in order for the Library to meet the academic needs of its Primary Users. Library accounts expire according to the chart in section 4.01. Proof of affiliation with APTS or UT and valid photo ID is required to open a Library Account.

5.00 Library Items: Circulation Rules
Items circulate according to the Loan Rules posted in the Library. The most commonly used loan period is 30 days, but Loan Rules can vary from Item to Item. Due dates for Library Items will be posted in or on the Item at the time it is borrowed.

5.01 Renewals
If a Borrower wishes to borrow an Item past the due date, the Borrower can request a renewal. The renewal will be granted as long as no one else has the Library Item(s) on hold and as long as the Borrower renewing the Item has a Library Account in good standing. After 3 renewals, the Library material must be returned to the Library. Library material may not be renewed on an expired account.

5.02 Recalls
The Library staff can issue a recall on any Library Item at any time. Usually the reason is that the Item is needed for the course reserve list or for the research of a Southwest student or Southwest faculty member. Upon receiving a recall notice (by either email or phone), it is expected that the Library Card Holder will return the Item(s) or contact the library to make arrangements to return the Item(s) as soon as possible.

5.03 Unreturned Library Items
If a Borrower does not return a Library Item, the Borrower will be charged an Item replacement fee and an Item processing fee. If the Item is available for purchase, the replacement fee will be the cost of the Item at its currently available price plus a $5.00 processing fee. If the Item is no longer available, the replacement cost will be determined by the Library Director but shall not be less than $25.00.

5.04 Library Items Returned in Damaged Condition
If a Borrower returns the Library Item in damaged condition, the Borrower will be charged an Item replacement fee and an Item processing fee. If the Item is available for purchase, the replacement fee will be the cost of the Item at its currently available price plus a $5.00 processing fee. If the Item is no longer available, the replacement cost will be determined by the Library Director but shall not be less than $25.00. An Item will be considered "in damaged condition" if, upon return, it shows water damage, mold growth, food stains, pages ripped beyond repair, damage from pets, and/or highlighting. All Library Borrowers are responsible for informing Library staff if an Item they are borrowing shows signs of damage or an Item they are returning shows signs of damage.

5.05 Viewing Library Account Online
All Library Account Holders may view their Library Account online by visiting the Library's website. Library Account Holders will be required to enter the Library barcode, which can be found on Library Card or on the Southwest ID card in the case of Southwest students, faculty, and staff.

5.06 Interlibrary Loan
Interlibrary Loan (ILL) service is available for Primary Users, local Alumni, local former Southwest faculty, and local former Southwest staff. All others in need of ILL service will be referred to their public or academic library.

6.00 Library Collection Development and Access
This section describes the life cycle of information resources in the Library Collection, including how they are discovered, accessed, evaluated.

6.01 Subjects of Information Resources Selected
The Library collects information resources supporting the academic and formational work of Primary Users. To the extent that the budget allows, information resources will be obtained to support the research and professional development of Southwest Alumni and Library Account Holders working in fields related to the academic studies at Southwest.

6.02 Quality of Information Resource
To ensure the quality of the materials selected, librarians consult with faculty on selection. Librarians also consult resources such as published reviews, publisher catalogs, recommended reading lists generated by subject experts, and news and social media. The list of Library items purchased each academic year is reviewed by the Academic Affairs committee once a year.

6.03 Quantity of Information Resources
The Library aims to purchase an ample supply of resources for students and to spend funds equitably across seminary programs. To do so, the Library acknowledges that the students in the Diploma of Anglican Studies, Master of Arts in Religion, Master of Divinity, and Master of Spiritual Direction programs generally use theological resources and students in the Master of Arts in Clinical Mental Health Counseling program typically use psychology resources. Based on these usage patterns we group the five Southwest programs into two sets: theological studies and counseling studies.

Next, the Library develops an appropriate procedure for spending the information resources budget across theological and counseling studies. The procedure will use objective data such as FTE, head count, credits in the program, or other measurable data points, as well as subjective but equally important factors such as special consideration of new and or rapidly growing academic programs, purchase suggestions brought by new faculty members, emerging programs or concentrations, and/or programs or concentrations facing challenges that may require additional information resource support. This procedure will be brought to the Academic Affairs committee every fall for conversation and feedback

6.04 Currency of Information Resources
A portion of the resources purchased annually are discovered in publisher catalogs, in vendor halls at conferences, and through various alerts from publishers and authors. These titles are new publications and often reflect the latest research in a subject area. Databases to which the library subscribes, such as ATLASerials (ATLAS), continually add newly published material. The librarians also acknowledge that the Library carries older material that is still relevant and/or foundational to the work of current scholars.

6.05 Depth of Information Resources
Over the course of its history, the Library's Collection has developed significant depth in subject areas that have been studied at the institution for decades. The Collection must also grow in new directions, to support all of its programs and all of its learners. To ensure the Collection's depth reflects the needs of the seminary, the librarians pay particular attention to three things:

- The Collection offers material beyond what is introduced in class, especially in the areas of study that are newer, undergoing significant change, and/or emphasized in Southwest's strategic plan.
- The Collection represents diverse points of view on topics studied in the curriculum.
- The Collection includes thinkers from a broad range of peoples and experiences, especially voices that have been underrepresented in the Collection since its formation in the 1950s.

The former Research Libraries Group (RLG) developed a system of collecting levels, known as the RLG Conspectus. These collecting levels are used in Southwest's policy statement to define the extent of the Library's collections. The general definitions of these collecting levels are:

0. Out-of-Scope: The Library does not collect in this area.

1. Minimal Level: A subject area in which few selections are made beyond very basic works.

2. Basic Information Level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses of independent study in the subject area involved.

3. Instructional Support Level: A collection that is adequate to support Southwest's curriculum, or most sustained independent study; that is, adequate to maintain knowledge of a subject required for limited general purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject.

4. Research Level: A collection that includes major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

5. Comprehensive Level: A collection which, so far is reasonably possible, includes all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection." The aim, if not achievement, is exhaustiveness. Older material is retained for historical research.

6.06 General Commitment to Instructional Support
The Library provides information resources at the Instructional Support level in all areas of the curriculum.

6.07 Format of Purchases, Benefits of Electronic Resources, and Licensing Agreements
Whenever possible, the Library purchases information resources in electronic format. The Library purchases print when an electronic format is not available, or in special circumstances in which print might have special value, such as a print book signed by Southwest's founder, Bishop John Hines.

Examples of electronic format include ebooks and databases such as PsycArticles. Electronic format is preferred because, in some cases, electronic resources can be offered to Primary Users and Alumni who cannot make regular trips to the Library to borrow physical Items. Another benefit of collecting electronic resources is that they are available beyond the hours that the Library building is open. In some cases, such as with the Library's subscription to ATLASerials (ATLAS), the electronic resources are updated and expanded on an ongoing basis.

All Patrons may access electronic resources in the Library during its hours of operation provided that they use such resources in accordance with this and all other Southwest policies. The rules regarding who may access electronic resources remotely (from outside the Library building and away from Southwest's campus) are

governed by the licensing agreements the Library enters at the time of the purchase or subscription. All Primary Users do not necessarily have remote access to all electronic resources. All Alumni do not necessarily have remote access to all electronic resources. Patrons and Partners almost never have remote access electronic resources. The licensing agreements governing who may access electronic resources may change from year to year and are managed by the Library staff. Instructions for how to access electronic resources remotely are maintained on the *Instructional - Accessing e-Resources LibGuide*.

6.08 Suggestions for Purchase
The Library acknowledges that the community it serves offers much value through its expertise, diversity, and experience. Suggestions for purchase broaden the Library's ability to find quality information resources and adds to the depth of the collection. The Library encourages purchase suggestions from all its Library Account Holders and provides instructions for making suggestions on the Library website. All requests are considered. All Library purchases of information resources will be made according to the guidelines set forth in this policy.

6.09 Decision Making Responsibility
Final decisions on information resource purchases are based on the Director's interpretation of this policy, Section 6, Library Collection Development and Access. The Director will offer a reason for the refusal, which is usually one of the following: The format of the item is not supported by the Library The cost of the item is too great The item's subject matter does not support the institution's academic programs The item is not recommended by professional reviews and not recommended by Southwest faculty The item is readily available in other regional libraries Librarians will provide useful alternatives or access to the item(s) through direct access at other institutions or interlibrary loan. When multiple items are requested, the item(s) may be purchased in installments. In rare cases, it may not be possible to provide the item(s) or a useful alternative. Requests to reassess a purchase decision can be made in writing to the Academic Dean's Office.

6.10 Gifts of Books and Other Physical Collections to the Library
Gift collections play a valuable role in collection development, especially as a source for out-of-print books and replacement copies. The Director reserves the right to refuse any proposed gift for any reason. Gifts are accepted only if there are no restrictions placed on their use by the donor. Gift materials are selected for the Library's Collection under the same selection criteria that apply to purchased materials. Gift materials are integrated into the Collection, exchanged, sold, supplied to other libraries, or otherwise dispersed at the discretion of the Director. Appraisal costs are normally borne by the donor. Appraisals of gift collections are never provided by the Library staff.

6.11 Evaluation of Collection
The Collection is evaluated on an ongoing basis. Regular communication between Library staff and faculty facilitates evaluation, particularly at the beginning of each semester as course material is requested. Data is gathered yearly to assess the department goals of the Library. The Director completes an annual assessment based on this yearly data. If the goals are not met according to our benchmarks, the Director, in consultation with the Academic Dean, initiates improvements. Every three years a committee is formed to assess improvements, review department goals, evaluate data collection, note trends, and suggest further improvements to the program.

6.12 Reconsideration of Library Information Resource Requests
Primary Users who wish to challenge an information resource's inclusion in the Collection must fill out a "Request for Reconsideration of Information Resources Form" and submit it to the Director. Upon receipt of the form, the Director will arrange to bring the request to the Academic Affairs committee. This committee will make a decision regarding the Item's status. At the earliest possible date, the Director will communicate this decision and the reasons for it, in writing, to the Primary User who submitted the request form.

6.13 Withdrawal of Library Information Resources
The Director or their designee, often in consultation with the Southwest faculty, assesses the Collection on an ongoing basis. Information resources judged to be superseded, outdated, or no longer within the scope of the Collection are withdrawn from the Collection, as are duplicate copies that are no longer needed. Items in poor physical condition are evaluated based on uniqueness, extent of availability digitally or in other libraries, and availability of replacement. Based on that evaluation, a decision is then made for withdrawal, replacement, or

repair. Whenever possible and at the sole discretion of the Director, withdrawn material is:

- offered for sale to the Southwest community
- redistributed through the Theological Book Network, Better World Books, or other organizations
- donated to the Recycled Reads, the Austin Public Library bookstore

6.14 Information Resources Budget
A draft of the Library budget is prepared by the Director every spring and presented to the Executive Vice President & CFO, Controller, and Academic Dean. The administration's general operating budget draft, including the Library's budget draft, is submitted to the Investment and Finance Committee of the Board and voted on at the May Board meeting. For the purposes of the collection development policy, Library budget refers to the budget for information resources, a set of budget accounts used to purchase books, ebooks, databases, subscriptions, media items, and other resources supporting the academic life of Southwest. The annual budget for information resources is shared with the Academic Affairs committee and evaluated as part of the Library's assessment activities every year.

6.15 Discovery of Information Resources
The Library offers *Seeker*, an all-inclusive discovery tool used to find information resources. *Seeker* allows users to discover millions of resources beyond what the Library owns, such as print resources at the nearby Wright Learning & Information Center at APTS and open access electronic resources. Items of special interest to Primary Users in the Library's collection are curated onto topical subject guides such as the Latinx Studies LibGuide and Resources for Racial Reconciliation & Justice LibGuide. While these guides often point users to resources within the Library's Collection, they also link to other helpful resources that are freely available on the internet. The New eBook LibGuide allows for browsing of the latest ebook purchases.

6.16 Partnerships with Other Institutions Wright Learning and Information Center (Formerly The Stitt Library)
The Library shares an integrated library system and library catalog with the Wright Learning and Information Center Stitt Library at the nearby APTS. The Library and the Wright Learning and Information Center have in place a Cooperative Library Agreement (updated October 2022) that summarizes and codifies shared library privileges, cooperative reserves systems, and acquisitions. This effort in coordinated collection development strengthens the offerings of the Library.

7.00 Library Guest Policy
The Library welcomes Guests seeking to use Library resources for research, reflection, and study. Guest hours are posted on the Library front door and webpage. While the Library does have hours when it is open to the public, the Library is not a public library. The time and expertise of the Library staff must remain focused on its Primary Users, and the Library's spaces and resources must first serve its Primary Users in order to carry out the Library and Southwest's mission. Guests looking for general internet access and information services are referred to the Austin Public Library.

7.01 Limit on Guest Usage of the Library
To be sure that the Library can serve its mission in providing adequate space, information resources, and services to its Primary Users, we ask that Guests limit their time in the Library to two hours a week. Any Guest wishing to use the Library for longer than two hours a week should apply for a Research Pass by contacting the librarians at library@ssw.edu.

7.02 Computer Access for Guests
The Library has a limited number of computers and the Library's first priority is to support its Primary Users. For this reason, the Library's computer terminals are not available to library Guests.

7.03 Research Assistance
The Library staff will help Guests use the Library's Collection for conducting research, but because the Library's mission is to support the academic work of our Primary Users, the Library limits time spent on requests from Guests as needed.

7.04 Library Seating
The Library's Primary Users have first priority when it comes to Library seating, including the Library's outdoor seating. The Library staff may limit seating to Primary Users at any time.

7.05 Library Guests Experiencing Homelessness
Some Library Guests visit the Library because they are experiencing homelessness. The Library does not offer sustained services to people experiencing homelessness, but the Library does have information available that refers people to the services available in Austin to assist those experiencing homelessness. Please ask a staff member for details.

8.00 Library Environment
The Library needs to maintain a safe, controlled, and clean environment to carry out its mission and protect its collections and equipment.

8.01 Code of Conduct for Southwest Students, Faculty, and Staff in the Library
Expected conduct for Southwest students, faculty, and staff in the Library is described in Southwest's policies, including but not limited to:

- Sexual Harassment Policy
- Mandatory Reporting of Sexual Harassment and Abuse of a Child
- Weapons Prohibitions Policy
- Alcoholic Beverage Service Policy
- Drug Abuse Prevention Policy
- Copyright and Licensing Agreement Compliance Policy
- Pet Policy
- Vaccination Policy
- Information Technology Use Policy

Additionally, the following policies describe expected conduct for Southwest students in the Library:

- Academic Code
- Student Handbook
- Student Rights and Responsibilities Policy
- Student Dismissal Policy

Additionally, the following policy describes expected conduct for Southwest staff in the Library:

- Personnel Handbook

Additionally, the expected conduct of all people in the Library is described in Section 8.02 of this policy.

8.02 Code of Conduct for All People in the Library
Expected conduct for all people in the Library is described in Southwest's policies, including but not limited to:

- Sexual Harassment Policy
- Mandatory Reporting of Sexual Harassment and Abuse of a Child
- Weapons Prohibitions Policy
- Alcoholic Beverage Service Policy
- Drug Abuse Prevention Policy
- Copyright and Licensing Agreement Compliance Policy
- Pet Policy
- Vaccination Policy
- Information Technology Use Policy

Additionally, all people in the Library must comply with the following Library code of conduct:

- Cell phones may be answered in the Library, but users must immediately take the call outside or to a designated cell phone area.
- Meals should be eaten in designated areas. All beverages should be covered.

- Soliciting, petitioning, or distributing materials in the Library is prohibited.
- Personal belongings should not be left unattended at any time.
- Personal items should not block others from using Library resources, walkways, or seating.
- The Library is not responsible for any lost belongings.

A copy of Southwest policies that pertain to behavior on campus will be available at the Welcome Desk. This Section, *8.02 Code of Conduct for all people in the Library*, will be posted in the Library.

8.03 Southwest's Uninvited Visitors and Loitering Policy
A copy of Southwest's *Uninvited Visitors and Loitering Policy* is available at the Welcome Desk and posted in the Library.

8.04 Cleanliness of Library Environment
The Library aims to offer a clean environment for study and for the protection of collections and equipment. All Library users are encouraged to report any area that is unclean to the Library staff.