

# **Byzantine Catholic Seminary Library Collection Development Policy**

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## ***Introduction***

With nearly 25,000 cataloged items, 150 periodicals and a growing catalog of electronic resources, the Byzantine Catholic Seminary Library (hereafter Library) finds itself holding a specialized collection of unique items in the field of Eastern Catholic theology and music as well as Eastern European history.

The library collection holds publications from the 16th to the 21st century. It contains some manuscripts, but most of the collection consists of printed books and increasingly, other non-print media. It is a collection concentrating on the Byzantine Catholic Church and Eastern Catholicism specifically. But it extends its focus as well to the Eastern Orthodox Church, its theology, and history as well as seeking items to add to our extensive collection of musical resources unique to the practice of *prostopinije*, or Ruthenian liturgical chant. The library also has a general collection of Christian dogma and theology books and the other major religions of the world as well as Eastern and Central European history and languages.

The Library primarily serves the seminary student body, providing intellectual and technological support for course work as well as thesis research. Furthermore, the Library also responds to the research needs of its faculty as they produce scholarship in their chosen fields. While the primary focus of the Library is academic, by virtue of its unique collection of materials on the Byzantine and Orthodox Churches as well as liturgical music, it is also a research and special collections library.

- ***History***

The Byzantine Catholic Seminary of Ss. Cyril and Methodius has the unique distinction of being the only free-standing, English speaking, Byzantine Catholic Seminary in the nation. Since its inauguration in 1950, the Seminary has prepared hundreds of priests to serve the Church and its people in the Byzantine Tradition. Since 2000, it has also educated lay individuals for further work or scholarship with its MAT degree program. In 2010, the Seminary launched its distance education program, Byzantine Online, to further extend its geographical reach beyond the bounds of Western Pennsylvania.

The Byzantine Catholic Seminary broke ground in 1950 and launched its first theological program on October 16, 1950. The Library was completed and dedicated on May 17, 1953 by the Apostolic Delegate to the United States, the Most Reverend Amleto G. Cicognani. In his pastoral letter later that month,

Ruthenian Bishop Daniel Ivancho noted that while this was a glorious celebration, the Seminary, including the new library, were already in need of expansion. Its initial collections were established through gifts as well as donated items from various clergy and Byzantine Catholic schools, including the Byzantine Catholic High School in Parma, Ohio.

The student body at the Seminary continued to grow, with its largest class (111) in the 1960s. With this growth, the Library space was further expanded to include more areas for student reading and research.

In the 1990s, under the guidance of Librarian Fr. John S. Custer, important private collections were added to the library, including extensive Slavonic materials from Fr. Vladimir Vančik and Fr. Julius Kubinyi and unique sheet music (including some original manuscripts) from long-time Pittsburgh cantor, Basil Brody.

Technologically, in the early 1990s, personal computers were added to the existing library space. In 2007, the card catalog was replaced by a fully online catalog via a grant from Access PA and the Pennsylvania Department of Education. Wireless capabilities were established in 2013. In 2015, the Library's holdings were batch loaded to WorldCat, in order to share our holdings and unique research capabilities with a larger, more tech-savvy audience.

## Collection Development Policy

- ***Collection Development Responsibilities***

Given the small size of the library staff (one full-time library director and one part-time assistant librarian), responsibility for developing the collection will reside with the librarian in consultation with Seminary faculty. The librarian will set the broad collection priorities. However, faculty are encouraged to make recommendations; every effort is made to accommodate those recommendations.

- ***Subjects***

The *Guidelines for Collection Development* published by the American Library Association list three subject levels of collection development in libraries:

- *Collection Level.* A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined field.

- *Research Level.* A collection which includes the 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 also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

- *Study Level.* A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity.

These three levels define the Library subject collection. Below is a detailed outline of subject level collection for the Library. The class number will be listed first, followed by the subject to be included in the Library, and one of the three levels of collection, research, or study will be listed.

After reviewing the current Library holdings in the various subject areas, the degree programs and the class curriculum, the following list was developed. The level decisions- study, research and collection - were based on past use of library materials, the degree programs, and the depth of the various curricula.

\* indicates collection level for materials in that area specific to the Byzantine Catholic and/or Orthodox Eastern Churches.

## **SUBJECTS POLICY - LIBRARY LIBRARY**

### *General Works - A*

<b>Classification</b>	<b>Subject</b>	<b>Level</b>
AE	Encyclopedias	Study
AG	Dictionaries	Study
AI	Indexes	Study
AN	Newspapers	Study
AY	Yearbooks, Almanacs	Study

### *Philosophy, Psychology – B-BJ*

<b>Classification</b>	<b>Subject</b>	<b>Level</b>
B	Philosophy (general)	Study
BC	Logic	Study
BD	Speculative Philosophy	Study
BF	Psychology	Study
BJ	Ethics	Research

*Religion – BL-BX*

<b>Classification</b>	<b>Subject (with range)</b>	<b>Level</b>
BL	Religion/ Mythology/Rationalism	
175-290	Natural Theology	Study
300-325	Mythology (general)	Study*
425-490	Religious doctrine	Research
500-547	Eschatology	Study
550-619	Worship	Research*
660-2670	Religions; history and principles	Study*
2700-2790	Rationalism	Study
BM	Judaism	Study
BP	Islam	Study
BQ	Buddhism	Study
BR	Christianity (general)	
45-85	Collections	Research*
140-1600	Church History	Research*
1690-1725	Biography	Research*
BS	The Bible	Collection
BT	Doctrinal Theology	Collection*
BV	Practical Theology	
5-525	Worship	Collection*
590-1650	Ecclesiastical theology	Collection*
2000-3705	Missions	Research
3750-3799	Evangelism	Study
4000-4470	Pastoral theology	Research*
4485-5099	Practical religion	Research
BX	Denominations and sects	
1-9	Church unity. Ecumenism	Study*
100-189	Eastern / Oriental churches	Collection
200-754	Orthodox Eastern Church	Collection
800-4795	Roman Catholic church	Collection*
4800-9999	Protestantism	Study

*Auxiliary Sciences of History – C*

<b>Classification</b>	<b>Subject</b>	<b>Level</b>
CB	History of civilization	Study
CC	Archaeology	Study
CD	Diplomatics. Archives. Seals	Study
CE	Technology chronology. Calendar	Study

CN	Epigraphy. Inscriptions.	Study
CR	Heraldry.	Study
CT	Biography. National biography.	Study

*History and Topography (except American) — D*

<b>Classification</b>	<b>Subject (with range)</b>	<b>Level</b>
D	History (general)	Study
51-95	Ancient History	Study*
111-203	Medieval History	Study*
204-849	Modern History	Study*
501-680	World War I	Study
731-838	World War II	Study
901-1075	Europe (general)	Study
DB	Austria, Czechoslovakia, Hungary	Study*
DE	Mediterranean; Greco-Roman World	Study*
DF	Greece	Study*
DK	Russia	Study*
DR	Eastern Europe. Balkans. Turkey	Study*
DS	Asia	Study

*America — E*

*U.S. (Local) as well as America except U.S. — F*

*Geography, Anthropology, Recreation — G*

<b>Classification</b>	<b>Subject (with range)</b>	<b>Level</b>
E		
11-143	America (general)	Study
51-99	Indians of North America	Study
151-904	United States (general). Immigration	Study*
F		
1-975	United States (local)	Study*
1001-1140	British North America. Canada.	Study*
G		
149-570	Voyages and travel to New World	Study*
GR	Folklore	Study*
GT	Manners and customs	Study*

*Social Sciences — H*

<b>Classification</b>	<b>Subject (with range)</b>	<b>Level</b>
H	Social Sciences (general)	Study
HA	Statistics Sociology. Social Psychology	Study

HQ	The family. Marriage. Women	Study*
HS	Societies: Secret; benevolent	Study
HT	Communities. Classes. Races.	Study
HV	Social Pathology. Social and public welfare.	Study
5001-5720	Alcoholism	Study*
5725-5840	Smoking. Drug Use.	Study*
HX	Socialism. Communism. Anarchism.	Study

*Political Science – J ; Law -- K ; Education -- L*

<b>Classification</b>	<b>Subject</b>	<b>Level</b>
JK	U.S. Emphasis on ethnic groups, religion	Study*
KA	Immigration	Study
KC – KZ	Canon Law. Emphasis on Rome; Byzantium; Russia; Eastern and Central Europe	Collection*
KF	Abortion	Study*
L	Education (general)	Study
LB	Theory and practice of education	Study
LC	Special aspects of education	Study

*Music — M*

<b>Classification</b>	<b>Subject (with range)</b>	<b>Level</b>
M	Music	
1495-2199	Vocal music	Study*
ML	Literature of music	
111-158	Bibliography	Study
159-3795	History and criticism. Emphasis on Eastern Europe and Russia.	Study*
3545-3776	National music. Emphasis on Eastern Europe and Russia.	Study*
MT	Music instruction and study	Study
820-949	Singing and voice culture	Study

*Fine Arts - N*

<b>Classification</b>	<b>Subject (with range)</b>	<b>Level</b>
N	Visual Arts (general)	Study
5300-7418	History of Art; emphasis on Byzantium; Russia; Central and Eastern Europe	Study*
7790-8199	Religious Art	Research
NA	Architecture	
190-1613	History. Historical monuments; emphasis on Byzantium; Russia; Central and Eastern Europe	Study*
4100-8480	Special classes of buildings; emphasis on Byzantium; Russia; Central and Eastern	Study*

	Europe	
ND	Painting	
1290-1460	Special Subjects; emphasis on Byzantium; Russia; Central and Eastern Europe	Study*
NK	Decorative Arts. Applied Arts	
3600-9955	Other arts and arts industries; emphasis on Byzantium; Russia; Central and Eastern Europe	Study*
NX	Arts in general	
654-694	Religious arts	Study*

*Language and Literature – P*

<b>Classification</b>	<b>Subject</b>	<b>Level</b>
PA	Classical languages and literatures	Study
PC	Romance languages	Study
PG	Slavic. Baltic. Albanian	Research
PH	Fino-Ugrian; Basque languages and literature	Study
PJ	Oriental languages and literature	Study
PK	Caucasian. Georgian.	Study
PZ	Fiction; emphasis on biblical, historical novels; Byzantine, Russian, and Eastern European authors.	Study

*Science – Q; Medicine – R; Agriculture – S; Military Science – U*

Given the size and focus of our collection, materials in these areas will only be collected when requested and then, specifically to support curricula or research (such as military chaplaincy; medical research in bioethics, etc.).

*Bibliography and Library Science – Z*

Given the explosion in online information repositories and the ephemeral nature of these printed resources as well as the significant amount of information provided by online sources (subscription as well as free), bibliographies will no longer be actively purchased except by special request.

- **Languages**

By definition, subjects that are developed to the collection level will be collected in original as well as languages. This is particularly true in the areas of Byzantine and Orthodox theology. Catholic scriptural interpretation, and Church history.

As a general rule, the Library will collect in the original language of publication and the English translation. If publication is simultaneous, we will

acquire only in English. It is no longer true that the average seminary student has command of a foreign language. Therefore, English has become the primary language of the collection.

The Library is also a research library and must continue to maintain appropriate materials for scholarship in all languages. Faculty and professional staff with language skills recommend books for acquisition.

- ***Serials***

Serials will be selected in accordance with the subject and language collection development policies. Priority will be given to electronic formats over print. As many North American Catholic and Orthodox publications will be collected as is possible. Eastern and Middle Eastern publications will be considered on a case-by-case basis, pending budgetary concerns.

The library will maintain a subscription to the ATLAS on-line full-text database of journal articles. The addition of ProQuest Religion (2016) will further enhance our digital access to periodical literature. Our online catalog is actively adding URLs to the catalog record in order to link to online or full-text access.

New serial subscriptions will be added at the request of a faculty member or the librarian as the budget allows. Priority will be given to electronic formats over print; however, many small European publications which would be germane to our specialized collection are only available in print.

- ***Non-Print Media***

Non-print Media (primarily DVD as well as a limited number of videocassettes) will be selected and/or added in accordance with the subject and language collection development policies. If the material is available on microform, the hard copy will be collected only if the subject matter is at the collection level of the subject policy.

Given the prejudice against microfilm, audio cassettes and microfiche, items available in these formats will only be collected if essential to research. Materials already available in our collection in these formats will be considered for conversion to digital or print as the need arises.

Microforms will not be sought for materials already in the collection in hard copy. The exception to the rule is the acquisition of microfilm copies of periodicals. To preserve rare or unique material by Eastern Catholic authors or on the Eastern Catholic Church, budgetary constraints will decide its conversion to a digital format.



- **Gifts**

The Library will accept donations that meet the same physical and intellectual acquisitions criteria as new materials. The Library reserves the right to determine suitability for inclusion in the collection and to discard any gifts in poor physical condition (brittle paper, water or mildew damage, missing pages, etc. -- see attached *Donor Agreement* for further clarification). The Library has the right to offer for sale those items that are duplicates or are not suitable for the collection. The monies from sales will go to the general library fund.

The Library will not appraise materials for income tax purposes, but will direct donors to appraisers if they so desire. The Library will acknowledge in writing all donations received, thank the donors, and include book plates in all books received.

The Library will use serials donations to complete sets. The Library will continue to develop serials exchange programs with other institutions.

- **Inter-Library Loan**

The Library seeks to more robustly participate in inter-library loan (ILL) with other academic as well as theological institutions in the United States. It is a valuable resource to supplement our acquisitions policies. The Library currently has joint lending and borrowing agreements with Pittsburgh Theological Seminary as well as Duquesne University.

The Library is currently spearheading the development of a regional theological library consortium. Part of the mission of PATLA (Pittsburgh Area Theological Library Association) is a shared catalog function as well as an ILL delivery service for its area. ILL is seen as one of the greatest benefits to this membership.

- **Weeding, Multiple Copies**

Weeding will take place on a regular basis in processing of new materials and retrograde cataloging using the computer records and the card catalog. Weeding will be done along the same subject guidelines as the acquisition of new materials using the Subjects Policy and the Languages Policy.

Duplicate copies will be kept in the collection only at the collection level or as determined by the use on the reserve shelf. Hardback books will be kept in preference to paperbacks and duplicate books in poor physical condition will be discarded.

Duplicate copies from special collections (donations) will be weeded if they are in poor physical condition. When shelf space becomes an acute problem, weeding to separate site storage may occur in lesser-used subject areas

- ***Reference Collection Development Policy***

Reference materials will be collected in print form and eventually will move to the addition of online sources. Materials will be included in the reference collection that are used frequently and need to be "ready reference." Currency of materials at the collection level will be the first priority. Responsibility for acquisition and weeding will rest with the librarian in consultation with the faculty.

Subject scope will follow that of the general collection development policy with special emphasis on the following types of materials:

1. Dictionaries, Foreign-English and Foreign-Foreign
2. Encyclopedias, general and specialized
3. Atlases (primarily biblical as well as historical)
4. Liturgical texts
5. Sacred Scriptures
6. Other standard non-religious reference tools to meet the general needs of the patrons

The primary language of the reference collection will eventually be English (to support patron use), but no appropriate reference materials will be excluded because of language.

Weeding will be done as needed (title-by-title when possible), with some materials moving to the stacks and others that are out of date discarded. Assessment of the reference collection strengths and weaknesses will be accomplished concurrent with weeding.

The librarian and other staff members will observe the use of the reference collection and make suggestions, additions and deletions when appropriate, to support patron use.

Materials will be maintained in good physical condition, rebinding materials where necessary.

### ***Collection Development Policy Review and Revision***

1. The Library's professional staff will review the policy every five years and make suggested changes.
2. The amended document will be distributed to all faculty for changes and approval.
3. The policy will also be available in the library and on the library website for anyone who wishes to read it.

**As the library grows organically, additions or subtractions can be made on an informal basis by the library staff, but these should eventually be brought before the faculty for discussion and approval.**

*The statements made here are for information only and do not constitute a valid contract between library users and the Byzantine Catholic Seminary. The Board of Directors and the Rector reserve the right to change the information, regulations, requirements and procedures announced in this policy;.*



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