

# John M. Kelly Library

## Collection Development Policy in support of St. Michael's College

October 2024

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## Introduction

The circulating collection of the John M. Kelly Library is particularly strong in Catholic Theology and Catholic Studies. Other significant collection strengths include Book and Media Studies, Celtic studies, Medieval Studies, Philosophy, and English and French literature. Following the federation of Regis College with the University of St. Michael's College Faculty of Theology, the Kelly Library assumed the custodianship of the collections of the newly formed Regis St. Michael's (RSM) Faculty of Theology. The arrival of the collections formerly held in the Regis College Library has added substantially to materials relating to St. Ignatius and Ignatian theology and of Jesuitica.

Part of the mission of the John M. Kelly Library is to develop and maintain collections and services in support of the mission of the University of St. Michael's College, with special emphasis on the teaching and research needs of St. Michael's College and the Regis St. Michael's Faculty of Theology. The John M. Kelly Library is committed to developing, maintaining, and making accessible comprehensive resources for the study of the Catholic tradition. In pursuing its mission, the John M. Kelly Library benefits from, and contributes to, the cooperative efforts of the University of Toronto and the Toronto School of Theology to provide access to library services and collections.

The policy statement outlined in this document has been created to further the systematic, appropriate, and timely selection, deselection, and preservation of circulating materials in the John M. Kelly Library. This document exists in parallel to a Collection Development Policy specific to the Regis St. Michael's Faculty of Theology which defines the Library's commitment to developing collections in support of graduate studies. See Appendix B.

The Kelly Library also maintains special collections, including rare book and archival materials. Additions to these collections is managed through the separate Special Collections Development Policy. See Appendix C.

The Kelly Library ensures that faculty and students have access to a broad range of library materials:

- Online through the University of Toronto Libraries;
- In print in the John M. Kelly Library;
- In print at other libraries of the University of Toronto, including at its St. George, Scarborough and Mississauga campuses;
- In print or in digital copy through inter-library loan;

The Kelly Library is part of the University of Toronto Libraries (UTL), a core benefit of which is the integration and accessibility of collections across all libraries. Our mandate to collect materials at a level appropriate to the needs of our users is realized not just through our physical collection but through a reciprocal relationship with the UTL.

## **Selection responsibilities**

Items listed as required or recommended texts in course syllabi prepared by SMC faculty and instructors are automatically acquired by Subject Librarians if not already accessible online or through the University of Toronto Libraries. Duplicate materials may be considered for purchase for high-use materials.

Subject Librarians are responsible for developing the collections within their subject areas pursuant to this policy.

“Suggested purchase” forms are available on the library website; suggestions may also be provided directly to Subject Librarians and library staff. Any patron, instructor, or faculty member may suggest an item for purchase; suggestions are reviewed by librarians.

Collection management includes the deselection of material that is no longer required. Subject Librarians will deselect items in accordance with established professional standards. Decisions to deselect items are made on a title-by-title basis; no item will be removed from the collection if it is the only remaining circulating copy within the University of Toronto Libraries system.

This policy does not limit the academic freedom to select materials. The inclusion of materials in the collection is not an endorsement of the content of those materials.

## **Language guidelines**

Most purchases are of English-language materials.

Non-English materials are purchased selectively largely in support of University of Toronto Resident Departments. Most non-English language materials are purchased as a result of a specific request from faculty.

## **Format guidelines and duplication of materials**

Electronic is increasingly the primary format for library purchases across the University of Toronto Libraries system, of which the John M. Kelly Library is a part. Subject to availability and budget, an unlimited user licence is prioritized when electronic resources are acquired.

Through the Kelly Library's relationship with UTL, we are granted automatic access to all those electronic materials, including ebooks, journals, and other resources, purchased by the UTL through our shared catalogue. This relationship allows the Kelly Library to focus its attention on purchasing print materials otherwise unavailable in electronic format and electronic materials not automatically acquired through UTL approval plans.

Print materials are purchased when an electronic format is not available, at the request of faculty and instructors, for high-use items, and to ensure the relevance and responsiveness of our onsite collections.

Audio/visual materials, including DVDs and videogames, are purchased upon faculty and instructor request for classroom use if the title is not available through the University of Toronto Libraries' online licencing or subscription services.

Items will be purchased in alternative accessible formats upon request.

The Kelly Library will not acquire print duplicates of materials already available in print by the UTL (a "Kelly Library copy") unless:

- The item is a community request (faculty, staff, students)
- The item is likely to be of high use, especially within our sponsored undergraduate programs
- The item is requested for print course reserves
- The item is complementary to our collection strengths or relevant to our programs (e.g. publications by faculty members or program-specific titles)

The Kelly Library will not acquire print duplicates of materials already available electronically through the UTL unless:

- The item is a community request (faculty, staff, students)
- The item is likely to be of high use, especially within our sponsored undergraduate programs
- The item is requested for print course reserves
- The item is complementary to our collection strengths or relevant to our programs (e.g. publications by faculty members or program-specific titles)
- Items for disciplines that still have a marked preference for print monographs, such as purchases made in consultation with faculty

## **Areas of Collection Development Emphasis**

### **1. Theology, Regis St. Michael's Faculty of Theology (RSM)**

The John M. Kelly Library's international reputation is largely founded on the strength of its Theology collections.

Theology materials are purchased by the Kelly Library using funds allocated by the Regis St. Michael's Faculty of Theology and guided by the Collection Development Policy in support of the Regis St. Michael's Faculty of Theology. See Appendix B.

### **2. College Programs**

St. Michael's College offers four College Programs: Book and Media Studies, Celtic Studies, Christianity and Culture, and Mediaeval Studies. The College also offers several first year-

oriented seminar courses on a wide variety of topics related to its four programs.

The John M. Kelly Library is mandated to provide resources to support these programs by providing “advanced study or instructional support” level<sup>1</sup> collections adequate to support the course work of advanced research at the undergraduate and master’s degree program levels, or at the level of sustained independent study. This includes a wide range of primary resources, basic monographs both current and retrospective, collected editions of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

This allocation will allow the library to purchase all the materials students and faculty in these programs require, plus unique items that create depth and breadth across these collections. The allocation will be distributed approximately evenly across the programs with some consideration being made to enrolment, usage, and uniqueness.

### **3. St. Michael's College**

This is the largest constituency that the John M. Kelly Library serves. Over 95% of SMC student course enrolments are outside of college programs and resident language departments.

The Kelly Library will provide “basic study or instructional support” or “intermediate study or instructional support” level<sup>2</sup> collections adequate to support a wide range of student uses. The Kelly Library will also purchase high-use material in subject areas with high SMC student enrolment.

Among the more than 40 libraries at UofT, there are those that collect in one discipline only (e.g. Music, Law, Business, Physics), those that collect in one general subject area only (e.g. Gerstein Science Information Centre ) and those that collect more widely, but have one or more areas of subject strength (e.g. International Relations at the University of Trinity College’s John W. Graham Library; Women’s Studies at New College’s Donald G. Ivey Library; and Cinema Studies at the Innis College Library). The Kelly Library purchases high-use items in areas which are covered in depth at other libraries only when current demand warrants. The Kelly Library acquires broadly by purchasing course materials and resources in areas of high demand and produced by scholars in disciplines and subject areas (e.g. political science, history, human geography) that do not have dedicated libraries or collections.

This allocation will allow the library to purchase materials to satisfy the needs of all SMC students while contributing to the larger collection objectives of the wider University of Toronto Libraries.

### **4. University of Toronto Resident Departments**

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<sup>1</sup> See Appendix A for Collection Level Definitions.

<sup>2</sup> See Appendix A for Collection Level Definitions.

At present there are four UofT departments resident on the USMC campus, including:

- Department of French
- Department of Italian Studies
- Department of Germanic Languages and Literatures
- Department of Slavic Languages and Literatures

UofT departments can move on and off the USMC campus as both the University of Toronto and the University of St. Michael's College reconfigure their space or strategic plans. While a UofT department is resident on the USMC campus, the Kelly Library will provide the department and its students and faculty with an "basic study or instructional support" level<sup>3</sup> collection; a collection which is adequate to support undergraduate courses. We purchase all the materials on course syllabi, any materials requested by professors (for course reserve or for other reasons), all high-use material, which include a judicious selection from currently published basic monographs, seminal retrospective monographs, and a broad selection of works of important writers.

### **Accepting Donations and Gifts for the Collections**

The John M. Kelly Library, in usual practice, does not accept donations of materials to its circulating collection. Through partnership with the University of Toronto Libraries and several years of careful selection, the collections available to students are of sufficient depth and breadth to meet users' needs.

There are exceptions to this, most notably items that are unique, rare, or otherwise suitable for the Kelly Library's non-circulating special collections. Additions to these collections is managed through the separate Special Collections Development Policy. See Appendix C.

The majority of materials offered to us via gift or donation fall into one of the following categories:

1. Materials outside our collecting interests or not of suitable level for a university collection;
2. Materials that fall within our collecting interests but that we already own;
3. Materials that fall within our collection interests but that we do not add because there is already a copy within the University of Toronto Libraries system;
4. Materials that fall within our collecting interests but have not been added previously because they have already been deemed peripheral and/or not worth purchasing.

Under ideal circumstances every book that is given to the library would be reviewed. This, however, is a time-consuming process with little benefit to our users. Unless prior or special arrangements are made (e.g., estate planning or pre-arranged donations), all donations intended for the circulating collection are sent directly to the Friends of the Kelly Library

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<sup>3</sup> See Appendix A for Collection Level Definitions.

(FOTKL) to be sold at their annual book sale. Through partnership with the FOTKL, items of unique research value received through donation are brought to the attention of Subject Librarians on a case-by-case basis for review and possible addition to the collection.

## **Appendix A: Collection Level Definitions**

Taken from *Guide for Written Collection Policy Statements*, 2nd edition, (Chicago, Illinois: American Library Association, 1996).

### **5. COMPREHENSIVE LEVEL:**

A collection in which a library endeavours, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

### **4. RESEARCH LEVEL:**

A collection that includes the major published source materials required for dissertation 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. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

### **3. STUDY OR INSTRUCTIONAL SUPPORT LEVEL:**

A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

#### **3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL:**

The basic sub-division of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and subject-based indexes, the fundamental reference and bibliographical tools pertaining to the subject. This subdivision of level 3



supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner.

**3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL:**

The intermediate subdivision of level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. These materials are adequate to support advanced undergraduate course work. It is not adequate to support master's degree programs.

**3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL:**

The advanced subdivision of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation. This level collection can support master's degree level programs as well as other specialized inquiries such as those of subject professionals within special libraries.

**2. BASIC INFORMATION LEVEL:**

A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopaedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

**2a BASIC INFORMATION LEVEL, INTRODUCTORY:**

The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.

**2b BASIC INFORMATION LEVEL, ADVANCED:**

At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals and indexes that serve to introduce and define a subject. Access to appropriate bibliographic databases (online or CD-ROM), a selection of editions of important works and a greater quantity and variety of materials is typical. This level is sufficient to support the basic informational and recreational reading needs of a highly educated public or community college students.

**1. MINIMAL LEVEL:**

A subject area in which few selections are made beyond very basic works. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

**1a MINIMAL LEVEL, UNEVEN COVERAGE:**

Few selections are made; there is unsystematic representation of the subject.

**1b MINIMAL LEVEL, EVEN COVERAGE:**

Few selections are made; basic authors, some core works, and a spectrum of ideological views are represented.

**0. OUT OF SCOPE:**

The library does not collect in this subject.

**Appendix B: Collection Development Policy in support of the Regis St. Michael's Faculty of Theology**

**John M. Kelly Library**

**Collection Development Policy in support of the  
Regis St. Michael's Faculty of Theology**

January 2024

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## Introduction

Part of the mission of the John M. Kelly Library is to develop, maintain, and provide access to collections and services in support of the mission of Regis St. Michael's Faculty of Theology.

The Kelly Library ensures that faculty and students have access to a broad range of library materials:

- Online through the University of Toronto Libraries
- In print in the John M. Kelly Library;
- In print at other libraries of the Toronto School of Theology and the University of Toronto;
- In print or in digital copy through inter-library loan;

A special effort is made to ensure access to library materials from the Catholic and Eastern Christian traditions. For the most part, the John M. Kelly Library leaves the purchase of other denominationally specific materials to the other theological libraries on the St. George Campus.

Regis St. Michael's benefits from extensive collections in the Kelly Library acquired to support other programmes of the University of St. Michael's College, including Christianity and Culture, Medieval Studies, and Irish and British Studies.

The John M. Kelly Library will ensure that the combination of resources available meets the Standards of Accreditation of the Association of Theological Schools which requires as follows:

6.7 The library curates and organizes a coherent collection of resources sufficient in quality, quantity, currency, and depth to support the school's courses and degree programs, to encourage research and exploration beyond the requirements of the academic program, and to enable interaction with a wide range of perspectives, including theological and cultural diversity and global voices.

6.8 The library has a collection development and access policy that is consistently used, regularly evaluated, and periodically updated to ensure it meets the current and future needs of the school.

## **Selection responsibilities**

Items listed as required or recommended texts in Regis St. Michael's course syllabi are automatically acquired if not already accessible online or in the John M. Kelly Library print collection.

Most other selections are made by librarians, principally the Theology Librarian, with input from faculty. The Theology Librarian makes selections based on current catalogues of major theological publishers (especially Catholic and Eastern Christian).

"Suggested purchase" forms are available on the library website. Any patron can suggest an item for purchase; suggestions are reviewed by librarians.

Collection management includes the deselection of material that is no longer required. The Theology Librarian will deselect items in accordance with the Collection Development Policy.

This policy does not limit the academic freedom to select materials. The inclusion of materials in the collection is not an endorsement of the content of those materials.

### **Language guidelines**

English-language materials make up the bulk of purchases.

French language materials are bought selectively.

Some primary materials in the original language are purchased in Biblical studies, Patristics, and Liturgy. Most non-English language materials are purchased as a result of a specific request from faculty.

Non-English language materials are acquired by donation if in an appropriate subject area.

### **Format guidelines**

Electronic is the primary format for library purchases. Subject to price, an unlimited license is usually preferred.

Print materials are purchased when an electronic format is not available or is only available at a very high price.

Print, video, and audio materials are purchased on request for accessibility reasons.

Print, video, audio, and microform materials which are already in the collection are retained.

Manuscripts are acquired in areas of Comprehensive level collecting.

Rare books are normally acquired only by donation.

## Collection levels by subject

### 5. Comprehensive Level:

- Henri Nouwen

### 4. Research Level:

- Editions of the Spiritual exercises of St. Ignatius
- Material about the Spiritual Exercises

### 3c. Advanced Study or Instructional Support Level:

- Biblical studies
- Catholic systematic theology
- Theology of Bernard Lonergan
- Jesuitica, spirituality, history, biography, theology
- Christian ethics, especially Bioethics, social justice, environmental ethics
- Patristics
- Catholic liturgy
- Byzantine theology and church history
- Christian spirituality
- Ecumenism
- Inter-faith dialogue
- Religious education
- Ecotheology
- Canadian Catholic church history
- Irish Catholic church history
- John Henry Newman
- Truth and Reconciliation

### 3b. Intermediate Study or Instructional Support Level:

- Church history
- Non-Byzantine Eastern theology and church history
- Pastoral counselling and psychology
- First Nations spirituality especially Huron – Wendat and Ojibwa – Anishinaabe
- Religious studies – particularly the spirituality of other faiths

### 3a. Basic Study or Instructional Support Level:

- Canon law
- Homiletics
- Ministerial formation

- Theological Education
- Christian outreach and inculturation

2b. Basic Information Level, Advanced:

- Judaism
- Philosophy
- Academic language, writing and research skills



## **Appendix C: John M. Kelly Library Special Collections Development Policy**

### **John M. Kelly Library**

### **Collection Development Policy Special Collections**

**October 2018**

The Special Collections of the John M. Kelly Library acquires materials to support classroom and research activities of instructors and students in the graduate Faculty of Theology and in the four undergraduate programmes of St. Michael's College. Special Collections selectively acquires materials, in consultation with faculty as appropriate, in the following subject areas:

- Catholic history and theology
- Christianity and culture
- Celtic studies
- Medieval studies
- Book and media studies (including book and printing history)
- 19<sup>th</sup> century French studies

Special Collections also acquires materials related to the history of the University of St. Michael's College which fall outside the collecting mandate of the USMC Archives.

#### **Formats**

Items are acquired in a variety of formats including manuscripts, printed books, photographs, prints, and audio-visual and digital materials. Occasionally realia are acquired, particularly if they are appropriate for classroom use. Works of art – other than items which demonstrate printing processes – are normally held by the University Art Collection.

#### **Languages**

Most items acquired are in English or another European language (especially French, Latin, Italian, or German). Occasionally items in other languages are acquired.

#### **Condition**

Before acquisition the physical condition of an item is reviewed against usability requirements. An item may not be accepted if it needs significant conservation efforts to make it usable by

patrons.

### **Budget**

Most items are acquired by donation. There are no operational Library funds specifically for the purchase of Special Collections material.

### **Donation Committee**

All external incoming donations are reviewed by the Kelly Library Donation Committee before acceptance. The Library requires a deed of gift to be signed before acceptance of a donation.

### **Collection Management**

Items may be transferred to a more appropriate collection within the Kelly Library or deaccessioned, subject to the terms of acquisition.