BULLETIN

of the

Association of British Theological and Philosophical Libraries

BULLETIN 1990

The *Bulletin* is published by the Association of British Theological and Philosophical Libraries as a forum for professional exchange and development in the fields of theological and philosophical librarianship. ABTAPL was founded in 1956 to bring together librarians working with or interested in theological and philosophical literature in Great Britain. Twenty four issues of the *Bulletin* were issued between 1956 and 1966. After a period of abeyance, the *Bulletin* was revived in a New Series [Volume 1] by John Howard in 1974. It has been published in its present form, three times a year (March, June and November), since that time. Numbers 1-40 of the New Series (to November 1987) have been construed as Volume 1 of the New Series; Volume 2 began with March 1988. The *Bulletin* now has a circulation of about 270 copies, with about a third of that number in Europe, North America and the Commonwealth.

Subscriptions: Libraries and personal members £10.00/US$17.50 from October 1990 per annum. Retired personal members £2.00 (not posted to library addresses). Payments to the Honorary Treasurer (address below).

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Articles and Reviews: The Editor welcomes articles or reviews for consideration. Suggestions or comments may also be addressed to him at the address below.

COMMITTEE 1990

With this issue we return to our normal publishing timetable, having slipped backwards from November of last year. We expect the November 1990 issue to be on time. Our sincere apologies to our subscribers for the delays in publication; we hope the inconvenience has not been too great.

This issue is also a special issue. We are publishing as a consultation document, proposed *Guidelines for Theological College Libraries*, which we believe will be of interest to all of our readers. These *Guidelines* will be put to the Annual General Meeting of ABTAPL for formal adoption at the end of September 1990, and we would then hope for a wider distribution and publicity.

The *Guidelines* are intended for theological college libraries, but we have been mindful throughout the formulation process of elements common to all kinds of theological librarianship, in the same way that we have been mindful of the great diversity of circumstances even among theological colleges. We have tried above all to be flexible while still addressing real issues, and this document should therefore be taken strictly as *Guide*-lines rather than instructions.

These *Guidelines* have been almost two years in the making. Initial documents were drawn up after meetings of the working party. We took into account guidelines for Colleges of Higher Education libraries, as well as the then draft guidelines of the Australian and New Zealand Theological Library Association (since formally adopted by ANZTLA and approved by the Australian Library Association). We are especially grateful for the many comments and suggestions from our colleagues within ABTAPL and from overseas. It is not possible to name them all here, but it was significant that what we were doing aroused a lot of interest and comment, all of it helpful.

It will also become clear in reading the *Guidelines* that we have been helped enormously by the writing appearing in the pages of the *Bulletin* of ABTAPL and also the excellent material coming from the Australian and New Zealand Theological Library Association. In acknowledging these influences we wish to place our own *Guidelines* at the heart of practical professional writing for theological librarians. We cannot succeed in this unless we receive feedback from those most affected by these *Guidelines*: we invite responses both initially for the AGM in late September, and as a result of attempting to implement them. Any criticisms, advice, guidance or alterations will be gratefully accepted. Please send all such material to the Assistant Secretary, Dr. Veronica Lawrence (address on inside front cover). Finally, a special word of thanks to Ruth Gibson, who provided the last push to get these *Guidelines* out on time.
PJL

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ASSOCIATION OF BRITISH THEOLOGICAL & PHILOSOPHICAL LIBRARIES

GUIDELINES FOR THEOLOGICAL COLLEGE LIBRARIES

0.1 Aim

The aim of this document is to set out desirable guidelines for the provision of library services in theological colleges.

0.2 Scope

The guidelines are primarily designed for theological colleges which support courses of at least one year's duration, usually leading to a formal certificate, diploma or other recognised qualification.

Many of the recommendations, however, will also be relevant to other kinds of theological library, including libraries that serve part-time ordination courses.

0.3 Recommended Audience

The guidelines are addressed to:

1. College Librarians
2. College Principals
3. Academic Boards of Colleges
4. Validating Bodies of Colleges
5. Religious bodies or denominations to which the Colleges are affiliated.

0.4 Implementation

The variety of library provision and funding among theological colleges is such that not all of these recommendations will be realistic for all libraries. Each college will need to assess what is possible and practical within the constraints of its own situation. These guidelines are intended to provide a yardstick and an encouragement, against which goals can be measured.

The implementation of these guidelines is not merely a matter for the Librarian. The Library is the responsibility of the institution, and the Librarian will require the support of the entire institution for the implementation of these guidelines.

Full implementation of these guidelines will also involve extra staffing implications. It will not be possible to do everything envisaged in these guidelines with a staff of one Librarian and a clerical assistant. The Librarian is not a miracle worker!

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1. INTRODUCTION

Most theological colleges in this country do not have full-time professional librarians. Many college libraries have valuable collections of rare books and archives as well as modern, working theology collections that support the taught courses. Such collections require a variety of expertise, ranging from knowledge of conservation methods and practices to detailed subject knowledge.

Some collections have remained small, and cannot justify the cost of full-time professional administration; others have grown in size and scope, and increasingly need professional management.

The aim of these guidelines is to advise and make constructive suggestions about what can be achieved by a theological college in terms of library staffing, bookstock, user education, provision and use of equipment, and so on. The guidelines do not intend to dictate levels of staffing or particular patterns of budgeting or development, but to indicate the professional and educational standards against which individual libraries can assess their own needs.

2. STAFFING

2.1 Qualifications

These guidelines are of particular relevance to institutions which are making a new appointment. [*See Appendix A for a specimen outline job description for the appointment of a theological college Librarian*].

> **2.11** *Professional Training*
> The institution should recognise that a degree or diploma in librarianship is essential. If a Librarian in post is not professionally qualified, provision should be made for a qualification to be achieved if the Librarian so desires.[1]

> **2.12** *Subject Knowledge*
> Although a high degree of subject knowledge is not absolutely essential, it is very desirable. The person appointed must at least have an interest in the subject and be in sympathy with

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1. For an important statement of the importance of professionalism in theological librarianship, see Laurence D. McIntosh, 'Professionalism in theological librarianship' *ANZTLA Newsletter* No.2 1987 and *Bulletin of ABTAPL* Vol.2 no.5 1989.

the aims of the college. Some subject knowledge will be picked up in the ordinary course of the job, but the college should also make provision for further training in the subject, by encouraging the Librarian to attend courses/seminars etc., within the college itself and/or externally.

2.2 Conditions of Employment and Salary

The Librarian should have a formal contract of employment. Salary should be in accordance with Library Association recommendations for Colleges of Higher Education. [*Address of Library Association given in Appendix B*].

2.3 Status

The Librarian should be responsible directly to the Principal and should be treated as a member of the academic staff.

The Librarian should be a member of the *Academic Board* in order to represent and promote the interests of the library within the college, and in order to ensure that the library and the teaching curriculum are properly coordinated.

2.4 Authority

The Librarian should have overall responsibility for the direction and development of the library, including supervision of its use. She or he must have sufficient *authority and autonomy* to be able to organise and carry out the work.

2.5 Library Committee

The Librarian should be supported by a *Library Committee*, which should meet at least once a term and act in an advisory and consultative capacity on all matters relating to the running of the library.

The Library Committee should be composed of the College Principal, the Librarian, representatives of the teaching and student body, and an external professional librarian (if possible with experience of theological libraries).

2.6 Terms of employment

The Librarian should be employed throughout the calendar year and not merely during college terms. He or she should be present during vacations in order to ensure the continuity of the library's activities: ordering, accessioning, cataloguing, enquiries, stock-taking, library development, etc.

2.7 Clerical and support staff

The Librarian *must have clerical/secretarial support,* however small the institution, in order to make the most efficient use of the Librarian's professionally-paid time. He or she should be able to concentrate on *professional* duties. Larger libraries will require more than one professional member of staff.

2.8 Professional development

It is in the institution's own interests to further the Librarian's professional development, since much is gained from contacts with other librarians, and valuable expertise and knowledge is gained from attendance at conferences, courses, etc. This is especially the case with small theological college libraries, where the Librarian may be working in professional isolation, facing a wide range of demands on her or his expertise [see Introduction].

The Librarian should be encouraged to attend relevant courses, meetings and conferences organised by professional associations such as the Library Association or the Association of British Theological and Philosophical Libraries. The Librarian should be allowed paid leave for this purpose and expenses provided from the college's conference budget. [*See Appendix B for a list of relevant professional associations and useful organisations*].

Visits to other theological college and related libraries in the local area should also be counted as part of the Librarian's normal duties, as should any activities/projects undertaken for an appropriate professional association, so long as they are relevant to the purposes of the college library, and so long as they do not detract from the normal running of the library.

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3. STOCK

In most theological college libraries, the stock falls into two main categories:

1. *Rare books and archives*: involving issues of conservation and security;

2. *Current theological materials*: involving acquisition, processing, and circulation.

3.1 Rare books and archives

3.11 It is important to understand why rare books and archives should be present in the theological college: they may represent important historical resources relating to the sense of identity of the college or its parent church group, or they may commemorate benefactors or historically significant figures; alternatively, they may have ended up there more by accident than by design. The value and significance of the collection needs to be carefully assessed.

3.12 The college should be aware of the responsibility entailed in possessing such collections. Neglect is a slow but inevitable form of destruction.

3.13 Archives in particular have special needs, but are prone to greater neglect. A common problem is the institution's assumption that archives merely require storage space, and not space for consultation or listing work: in fact, archives require substantially more workspace than printed books, and they require more specialised workspace. A second common assumption is that archives are very much like books, and can be left to the Librarian to deal with. In fact, archives administration is quite different from library administration, and requires special skills that many librarians have not been trained in. It is also often assumed that archives have no special security requirements: in fact, many archives, particularly modern archives, contain sensitive materials that may not be published. Free access to archives cannot be given in the same way as it can to books.

Where an institution possesses substantial archives and wishes to retain them, it should employ a qualified archivist to look after them. In any event, the institution should be in touch with the professional bodies and national agencies that provide advice and guidance on the

treatment and conservation of archives. Significant archives are normally regarded as part of the nation's heritage, and archive collections can therefore expect much more help in terms of free advice and nationally funded assistance. [*Appendix B lists relevant organisations*].

3.14 It is legitimate to pose two major alternatives to the college in the matter of collections of rare books and archives:

> **3.141** (i) *either* the college recognises and accepts its responsibilities (financial and moral) for maintaining these collections within the library;
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> **3.142** (ii) *or* the college considers if these collections would not be better preserved and housed elsewhere.

3.141 *Maintaining the collection*
The decision to maintain such collections involves full support for the Librarian in the following measures:

3.1411 Conservation
There needs to be a regular budget to maintain a programme of conservation measures and repairs to books and documents.

There needs to be expenditure on physical alterations to the environment in which the books and documents are kept, so that they are not exposed to danger from theft, vandalism, direct sunlight, heat, high humidity, flooding, fire, mould, rodents or insects.

There needs to be a fund for retaining the services of a specialist conservation consultant to advise on: storage conditions; the development of a disaster plan in case of fire or flooding; priorities for conservation and repair work.

The Librarian should be encouraged to gain further knowledge and experience in the field of conservation; this will include gaining an awareness of where specialist help and funding might be sought for conservation projects - for example, from a local university, British Library grants, the Pilgrim Trust, and so on.

3.1412 Accessibility and security

Provision should be made for the adequate listing or cataloguing of the collection so that it is accessible to researchers.

Adequate provision for supervised consultation of rare books and archives needs to be made.

Security should be a particular concern in the housing and storage of rare books and archives.

The Library should have a written policy on its special collections, governing security, conservation, access, exhibitions policy, and insurance.

3.1412 Disaster planning

The Library should have a written policy which is regularly reviewed, covering: (1) disaster prevention; (2) actions in response to a disaster (fire, flood or theft); (3) salvage operations after a disaster. Guidelines and further reading are suggested in the November 1989 issue of the ABTAPL *Bulletin*.

3.142 *Disposing of the collection*

The responsibility for rare books and archives does not cease with the decision to dispose of them. From a moral as well as a public relations point of view, the college must consider very carefully where the collection should go.

A collection of books or archives that has historical significance *as a collection* should not be dispersed, but so far as possible should be housed with related collections in an institution that is equipped to conserve, maintain and make accessible the collection without disturbing its integrity. This may for example be a local university library, or it may be a specialist research library.

In general, sale of individual items is bad public relations. If absolutely necessary, it must be handled as carefully and as responsibly as possible. The college should check that it has the right to sell; where relevant, it should consult with donors of the items or their heirs, and seek their agreement; in the case of scarce items, it should approach national deposit and research libraries and suggest a direct purchase before placing them on the open market.

3.2 Current Collection

Adequate provision needs to be made for the maintenance and development of the current collection that supports the teaching and research activities of the college.

3.21 Book selection

Teaching staff should be responsible for *recommending* the books that are required to support the courses they teach, and their own personal study. This is facilitated if the Librarian works in close liaison with the teaching staff.

There should be a means by which students may also make recommendations.

The Librarian should be responsible for making the final decision on such recommendations, if necessary with the assistance of the Library Committee. The Librarian should ensure that there is an adequate reference collection, that the collection is balanced and does not have major gaps, and that a wide range of views are represented.

Since budgets are always limited, the Librarian has to monitor the books selected and purchased, and ensure that a reasonable balance is maintained between the needs of the teaching staff (e.g. specialist research interests, foreign language materials, etc.) and those of the students (e.g. basic text books). The library should reflect the needs of the full range of library users. A procedure for decision-making should be in place for purchase of particularly expensive items -- for example, through staff consultation or Library Committee.

It is also most important for the Librarian to be aware of and have good relations with other relevant collections held locally - for example, other theological college libraries, university libraries, specialist libraries, public libraries, resource centres organised by the local education authority or diocese, and so on. This is particularly relevant for specialised materials such as audio-visual materials. There is no point in buying expensive specialist items if they are easily accessible elsewhere.

3.22 Inter-Library Loans

The Library should have a clearly defined inter-library loans policy, so that it is possible to obtain materials for students and teachers that cannot or need not be purchased.

3.23 Audio Visual Materials

The use of audiovisual materials (cassettes, video, slides, posters, etc.) and computer software in learning and teaching has become common and inexpensive in recent years. Their appropriateness to theological education is becoming more relevant through their increasing use in parish work.

In terms of stock management, such materials have traditionally been shelved separately, but recent trends have been towards integration with printed books and journals. If the latter solution is adopted, the Librarian should ensure that they are shelved in the correct environment, and that adequate provision is made for their issue and use.[2]

3.24 Book processing: Cataloguing and Classification

The Librarian should be responsible for all aspects of book processing, from ordering and accessioning to cataloguing and classification, with appropriate clerical assistance.

Cataloguing should be done so far as is possible according to the *Anglo American Cataloguing Rules* 2nd edition, 1988 revision. (London: Library Association, 1988). ISBN 0-85365-509X.

Some theological collections are classified according to unconventional, home-grown schemes. Others use major schemes such as Dewey or Library of Congress. Others use a major scheme with modifications or expansions.

Local schemes often date relatively quickly and become inflexible to new developments in the subject. There may be nothing wrong with retaining it, but it might well outgrow its usefulness -- such schemes

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2.   See Richard Fothergill and Ian Butchart, *Non-book materials in libraries: a practical guide* 3rd ed. (London: Clive Bingley, 1990).

were often designed for a very much smaller collection of books by a non-professional.

New professional appointments and/or the advent of automation often inspire thoughts of reorganisation and reclassifying the collection. This inspiration should be treated with initial caution, because the work involved in reclassification is immense. It entails making a new decision on each and every book over a relatively short period of time, while the Library is probably expected to offer its normal services.

Should the Librarian decide to go ahead, there are two major options:

3.241 (i) Using another home-made scheme and/or enlarging the present system. This would probably entail least disruption, and may appear much cheaper and less demanding on the part of the Library staff. However, it will almost certainly be less satisfactory, and it will certainly require revision again in years to come.

3.242 (ii) Using one of the major classification schemes, for example Dewey (DDC 20th ed.), Library of Congress, Bliss, or the Pettee Classification (designed for theological libraries).[3] This option will be far more expensive, and will be a matter of pounds rather than pence for each item reclassified. The exercise will also raise the possibility of simultaneous recataloguing if necessary. For this option, the Librarian will need to consider the time required to complete the project, the disruption to the users and the need to appoint additional temporary staff so that the work can be completed in as short a time as possible. The adoption of Dewey or Library of Congress is advisable for libraries who are considering joining a computerised cataloguing cooperative.

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3. There is a useful discussion of choosing a classification scheme in Jannette Newhall, *A theological library manual* (London: SPCK/TEF, 1970) ISBN 0-281-03641-1, ch.7. There have been useful discussions of the relative merits of Dewey and Pettee in recent issues of the ABTAPL *Bulletin* and in the *Newsletter* of ANZTLA (*BABTAPL* vol.2 no.4, vol.2 no.5, vol.2 no.7; *ANZTLA Newsletter* no.9, no.10). Dewey 20th ed., *Class 200 (Religion)* schedules are now available as a separate publication at a fraction of the cost of the entire 3 volume set.

3.25 Journals

The Librarian should ensure that an appropriate selection of current journals are subscribed to, the selection to be determined and monitored regularly in consultation with the academic staff and Library Committee.

Unnecessary duplication of expensive periodicals which are easily available in other local libraries should be avoided, although the factor of having a much-used journal immediately to hand should also be taken into account.

Union lists of journals held in related Libraries that are close to each other are a popular method of cooperation between Libraries. They can influence decisions on which journals are appropriate for a particular College.

3.26 Library use and book circulation

The Librarian should have full control over the day to day operations of the library, including discipline within the library and the organisation and running of the issue system. Changes to the existing book issue system should be considered cautiously. A more sophisticated and "foolproof" system often seems attractive, but will cost much more in staff time and stationery than a simpler signing out system.

3.27 Stock weeding

An important part of the maintenance of any collection is weeding of little-used books, both for reasons of space and for reasons of maintaining a clearly defined subject collection that is relevant to the courses being taught. The key factor in the usefulness of any library is not numbers of books, but the relevance of the books to the needs of the users.

Awareness of which books are relevant and which are not can be gained by close awareness of borrowing patterns, subject knowledge, and close liaison with academic members of staff.

A factor to take into account is that some little-used material may nevertheless be of historical or research value, so that if it is little-used now, it may be useful again in the future.

Stock weeding is therefore best carried out in a two-tier system: the first tier being relegation of little-used books of historical interest to a stack area. Compact shelving (i.e. rolling stacks/mobile shelving) represents a considerable capital outlay, but can double the storage capacity of a room where there is a serious space problem, and is usually much cheaper than building alterations or extension.

The second tier of such a policy would be actual disposal of the books that are deselected. As with the disposal of special collections, though to a lesser extent, it pays to be careful about disposing of books. Good will can be engendered by passing on unwanted books to other libraries that find them more relevant, and the favour may be reciprocated in the future. In most cases, it is unlikely that much money could be gained from selling unwanted books.

3.28   Stock-taking

It is important that there should be a regular stock check. In heavily-used libraries of more than 8-10,000 volumes, this should be done annually - not merely to monitor book losses, but also as an annual exercise in tidying and relocating all the books that have been "lost" through mis-shelving through the year.

For smaller and less used libraries, an annual stock-check may be too ambitious; a certain awareness of book losses can be maintained by a limited monitoring of subject areas in heavy demand.

However, a full stock-check, though time-consuming, can prove to be cost-effective in the long run. In libraries with "do-it-yourself" issue systems and no supervision for much of the time, a clear indication of the scale of book losses can be used to argue for improved security arrangements.

Such arrangements can take many forms: from electronic detection systems, to limiting opening hours, to increased hours of supervision (using student volunteers at a small hourly rate of pay), to attempts to inculcate an improved sense of responsibility for the state of the library's collection among staff and students. To do anything about book losses, hard figures are necessary.

In addition, stock-checks maintain the Librarian's familiarity with the current state of the collection, and can be used in conjunction with annual or biennial weeding exercises.

3.29 Donations of books and archives

Donations, from the single book to the entire library, need to be considered on their merits. Without giving a negative impression, it should be clear to the donor and the college that "free" books are not free: they cost money to process, store and keep in good repair.

The gift needs to be carefully considered to see if it is of relevance to the needs of the college or of historical significance to the college.

The Librarian should consider whether the library is able to house and maintain the gift adequately.

Each of these comments applies to the donation of archives as much as to donation of books.

Since it involves the institution as a whole, the decision about the gift should be made by the Librarian in consultation with the Library Committee. While not conveying an ungrateful attitude, the college should discourage donors from attaching strings to their gifts. Donors should be encouraged to agree that the gift be used to the best advantage of the Library, at the Librarian's discretion in consultation with the Library Committee. This may mean adding the books or archives to the collection; it may mean selling the books and putting the proceeds into the library funds; or it may mean advising the donor on a more appropriate repository for the books or archives.

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4. USER EDUCATION AND LIBRARY INFORMATION SERVICES

4.1 User education

A thorough and comprehensive user education programme will ensure that the Librarian's time and the library's resources are used to the best advantage.

If students and staff are to make the best use of the library, they need to be shown how the library is arranged and be instructed in its basic rules. It is therefore essential that the Librarian undertake *induction sessions* for new students as part of the time-table for the first week of the new

academic year. There should also be individual induction sessions for new academic members of staff.

To assist in this, and also as a help for visitors to the library, the provision of a good *Library Guide* is most important. Extra information sheets about various aspects of the library will also save the Librarian's time.

Later in the students' college careers, when longer, more detailed essays/dissertations are required, it will also be helpful to provide further information and training sessions, preferably written into the time-table. In these sessions, detailed assistance can be provided in the use of reference resources such as indexes and abstracts.

In addition to providing information about resources within the library, the Librarian should also provide information about other local library resources that may be relevant to the work of staff or students. This will be particularly relevant to the use of major reference sources, which may not be available in the college library.

The Librarian should also be responsible for making contact with other relevant libraries, and making any formal arrangements that are necessary for students to use these libraries.

4.2   Signposting

The layout and signposting in the library are an important aspect of helping students and staff to find their way around the collection. Signposting should be eyecatching and appear attractive. Shabby and illegible notices do not help users, and give the Library a poor image.

4.3   Reference and information services

It is important that there should be up-to-date reference material available in the library, both general and of a more specific theological nature. Out of date reference materials can be a hindrance rather than a help to the user. However, particularly in the former case, the Librarian will have to consider the financial implications of purchasing expensive items, balanced against the availability of such items in other local libraries.[4]

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4.   The *Newsletter* of ANZTLA has had several articles devoted to the subject of reference work and the reference collection, and the 1989 Annual Conference of ANZTLA concentrated on this theme: see *Newsletter* no.8 and no.9.

The Librarian should also keep staff and students aware of new acquisitions. This can be done through display of new books as well as regular publication of lists of new accessions.

4.4 Public relations

Every effort should be made by the Librarian to make the college and the individual library users aware of the mechanisms of library operation, and the constraints and problems that are faced by the Librarian. In particular, users and the college should be aware that operation and development of a library extends beyond book stamping and shelving, and involves a range of sophisticated skills.

The awareness of the library can be heightened in a variety of ways: through formal bodies such as Academic Boards and Library Committees and through informal contact with academic staff and students.

This aspect of public relations also encourages a mutual sense of accountability between the institution and the library.

4.5 Photocopying and Copyright

Provision of photocopying facilities in the Library for users can provide an important service and an income, but should be balanced against negative factors: photocopiers require regular maintenance and refuelling with toner and paper; they can be noisy and messy; they and their users take up space; the administration of copying and charges can take time.

The Library is responsible under the law for the copying that takes place on its machines. Copyright law sets out what can and cannot be copied by users of the Library and by the Library itself. The allowances and prohibitions are complex. The law also differentiates between different types of Library. It is important to be familiar with these restrictions, allowances and distinctions.[5]

Some Librarians have advised that self-service (card or coin operated) photocopiers with a copyright notice adjacent to them, are the most effective means of avoiding some of the difficulties of interpretation over

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5.   See Graham Cornish, *Copyright: interpreting the law for libraries and archives* (London: Library Association Publishing, 1990) ISBN 0-85365-709-2; Graham Cornish, 'The new United Kingdom Copyright Act', *Bulletin of ABTAPL*, vol.2 no.7 1990, p.5-9.

responsibility for what is copied in the new Copyright Act.

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5. EQUIPMENT

The Librarian should have an office attached to the Library but distinct from it, where he/she can type, conduct conversations, make telephone calls etc., without disturbing readers. The office and the library should provide adequate working conditions in terms of equipment and furniture, heating, ventilation, lighting and decoration.

The following should be taken into consideration when planning essential equipment and requirements:

5.1 Office

Desk and chair (ergonomically sound);
Desk lamp;
Filing cabinet;
Shelving and surface area for new books during processing and current periodicals;
Chair for visitors;
Telephone with national STD dialing;
Typewriter (preferably electronic) / wordprocessor;
Adequate power points;
Sundry items such as stapler, puncher, scissors, etc.

5.2 Library

Shelving;
Desk and chairs for readers;
Card catalogues and/or computer terminals;
Photocopier;
Microfilm/fiche reader(s);
Display rack for current periodicals;
Display rack / noticeboard for new books and other displays;
Ladder(s);
Provision of room for use by readers of their own personal computers/portable typewriters.

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6. LIBRARY DEVELOPMENT

The British Council of Churches discussion document on theological education in Britain, *Partners in Practice* (BCC, 1989) highlights the need for adaptiveness, openness and responsiveness in theological education. The library can play a part in this only if the Librarian is involved in the development of the college as a whole.

6.1 Planning

For the library itself to remain effective, it must develop. However, the only effective development is planned development. It is important that the Librarian spend time, often considerable time, analysing proposals and possible costs and problems *before* decisions are made. Particularly when such plans involve large capital and/or recurrent expenditure (as in automation), it will also be necessary to consult with external bodies/experts for professional advice and assistance.

6.2 Adaptability

One area for consideration so far as library development is concerned is an openness towards newer types of materials such as audio-visual media; another is for traditional book materials but from non-traditional sources - for example, from overseas theological publishers - where these materials effectively challenge the presuppositions that deter fruitful theological and pastoral development. Openness to such ideas involves an openness to new methods of practice, and the making of new contacts.

6.3 Automation

Another major area of potential development is library automation. This is now a subject which cannot be avoided by Librarians. There is some very good recent literature on automation in small theological libraries,[6] and Appendix C deals with some of the practical questions, possibilities and issues that need to be faced.

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6. See Ann Davies, 'Automation in a special library: a personal view', *Bulletin of ABTAPL* vol.2 no.5 1989 p.13-17; Trevor Zweck, 'Automation and theological libraries in Australia and New Zealand', *ANZTLA Newsletter* no.10 1989 p.10-29.

6.4 Forward planning

It is unlikely that great changes in library operation and development can be accomplished quickly or all at once. It should be recognised, however, that an over-all long-term strategy is important if developments are not to be haphazard and piecemeal. The Librarian in consultation with the Library Committee/ Academic Board might consider establishing a plan for library development over the next few years. Maximum flexibility should be retained in such a plan, and staffing and finance levels will need to be taken into consideration. However, it would give concrete goals to aim for, and establish markers against which the Library's progress can be perceived.

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7. FINANCE

Adequate financial support is necessary for the development of the library. The Librarian should be responsible for planning the annual budget in consultation with the Library Committee.

The budget should include:

1. Salaries;
2. Book fund (divided into subject areas);
3. Journal fund;
4. Routine binding and repair;
5. Stationery supplies;
6. Equipment;
7. Inter-library loans;
8. Professional development;

and where appropriate:

9. Conservation budget;
10. Automation budget.

With the exception of salaries, the Librarian should be responsible for administering the budget as detailed above, including authorisation of routine invoice payments.

Where large sums are concerned, there should be a procedure for decision-making on authorisation of the expenditure without involving lengthy delays. This might for example involve a small sub-committee of, say, Librarian, Bursar and Principal.

Allowance should be made each year for inflation and other factors affecting costs. It is also essential that the library budget be kept separate from other college funds, so that financial planning can be fully successful. Diversion of funds in mid-year does not help a planned budget.

Accountability can be maintained by providing regular information to subject teachers on the progress of spending in their subject areas.

Where major fund-raising exercises are envisaged that involve the library and its development (such as automation or a new library building), the Librarian should be fully involved at all stages in the planning.

Financial transparency is very important for the Librarian to be able to assess and advise on the Library's position, stability and possibilities for the future. He or she needs to know where money comes from, how income is generated and allocated, and how much the Library can and should have.

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8. COOPERATION

Several of the sections in these guidelines have stressed the importance of professional contacts, and good relations with other libraries, both locally and nationally.

No library can now afford to ignore its neighbours, because no library can supply all of the resources its constituency requires. Cooperation, both formally and informally, is essential. The dimension of automation also offers the possibility for better communication between related library collections through the use of datalinks which give access to the catalogues of other libraries, as well as the facility for electronic mail. The college should encourage cooperation at all levels. It is in its own self-interest to do so.

APPENDIX A

*Specimen Outline Job Description For the Appointment
of a Professional Librarian in a Theological College Library*

The College wishes to appoint a *full time/ part time Librarian to be responsible for the management and day to day supervision of the Library. The Librarian will be responsible to the *Principal/ Chairman of the Library Committee. The Librarian is responsible for the supervision of other members of the Library staff.

The chief responsibilities will be:

1. To oversee the day to day running of the Library.

2. To report on library matters to the Academic Board which meets *1/ *2/ *3 times a term.

3. To look at the possibilities of automating the cataloguing and/or issue systems.

4. To order books and periodicals (Book fund for academic year 19-- is £-----).

5. To classify books (*and audio visual materials) using *Dewey, *Library of Congress (etc.) and catalogue using *AACR II etc.

6. To be responsible for user education in the Library.

The College hopes to appoint a Librarian who is professionally qualified, has some knowledge of theology and has a sympathy with the College's aims. A degree in theology would be an asset. He or she should be willing to tackle a wide range of tasks and be happy to work as a member of a team but also from time to time in isolation.

Give a paragraph of information about the College, its aims, its student population, and the size of the staff. Mention any forthcoming projects in which the new Librarian will hopefully become involved. Mention whether the College Library is open to outsiders.

Salary: Scale if appropriate. Date for commencement of employment if appropriate.   * = **Delete as appropriate**

APPENDIX B

Addresses of Useful Organisations and Contacts

B.1 Professional Associations and Useful Organisations

B.1.1 *The Association of British Theological and Philosophical Libraries (ABTAPL)*

ABTAPL organises two meetings each year - a weekend
conference in the Spring and the Annual General Meeting in a London
Library in the Autumn. It publishes a *Bulletin* three times a year.

Annual Subscription £10.00.

Membership enquiries: Alan Jesson, Bible Society's Librarian, University
Library, West Road, CAMBRIDGE CB3 9DR. *Bulletin* enquiries: Patrick
Lambe, Librarian, Selly Oak Colleges, Bristol Road, BIRMINGHAM B29
6LQ.

B.1.2 *The Library Association (LA)*

Members of the Association receive a monthly journal and a fortnightly
vacancies supplement. The latter is probably the best place for advertising
vacancies. The LA arranges courses, seminars, visits. (Reduced rates for
members). It also published guidelines and standards on professional
practice, salaries, staffing levels, etc.

Annual Subscription is related to earnings.

Address: 7 Ridgmount Street, LONDON WC1E 7AE Tel: 071 636 7543.

The Library Association's Library (British Library Information Service -
BLISS) is also at Ridgmount Street. Postal requests may be sent.

The University College and Research Section of the LA is an example of
its many sub groups which produces its own newsletter and holds its own
annual conference. Other sub groups which may be of interest - The
Information Technology Group and The Audio Visual Group.

B.1.3 *ASLIB (The Association for Information Management)*

ASLIB is chiefly concerned with the needs of librarians working in specialised libraries. To date it has done more than the LA to foster the needs of librarians working by themselves by forming the One Man Band Group (OMBS). The OMBS have an active programme of visits and seminars but these are mostly held in London. This group also publishes a *Newsletter*. The membership fee is high, even for Associate Membership.

Annual subscription (1990): £40 per year.

Address: 20-24 Old Street, LONDON EC1V 9AP   Tel: 071 253 4488.

B.1.4 *The Society of Archivists*

This is the professional equivalent of the Library Association, although it is smaller and less formal in its activities. It publishes a journal, and has several special interest groups. The most relevant of these for theological colleges is the Specialist Repositories Group, which convenes meetings of the Religious Archives Group. This latter is a loose gathering of archivists and librarians (not necessarily belonging to the Society of Archivists), which has held one-day conferences in 1989 and 1990.

Annual subscription to the Society of Archivists depends upon salary.

Addresses: *Society of Archivists*: Liz Rees, Assistant Secretary, Library and Information Services Division, Central Library, Snow Hill, WOLVERHAMPTON, WV1 3AX.

Specialist Repositories Group: Alistair Tough, Hon. Secretary, University of Warwick Library, Modern Records Centre, COVENTRY CV4 7AL.

Religious Archives Group: Rosemary Seton, Convenor, The Archives, School of Oriental and African Studies, Thornhaugh Street, Russell Square, LONDON WC1H 0XG.

B.1.5 *The Catholic Archives Society*

This is a society for largely diocesan and religious foundation archives in the United Kingdom and Eire. They run workshops for members, have an annual conference and publish a journal. They have also published

Guidelines for the classification of diocesan and religious archives (nd) and a *Directory of catholic archives in the United Kingdom and Eire* 2nd ed. 1989.

Annual subscription (1989): £5.00.

Address: Sr. M.-A. Kuhn-Regnier, St. Peter's Grange, Prinknash Abbey, Cranham, Gloucester, GL4 8EX.

B.1.6 *The Royal Commission on Historical Manuscripts*

This is a government funded body set up to preserve the nation's manuscript and archive heritage. They maintain the *National Register of Archives*, which is a finding aid to archives and manuscript collections within the UK, and they also provide free consultancy and referral services for archive collections that need their help. They have published a set of *Guidelines for Record Repositories* (1989) and guidelines on seeking funding for work on archive collections.

Address: The Royal Commission on Historical Manuscripts, Quality House, Quality Court, Chancery Lane, London WC2A 1HP.

B.2. Addresses of Library Suppliers

B.2.1 *Inter-Library Loans*

Coupons and other information about inter-library loans can be obtained from the Document Supply Centre, BOSTON SPA, Wetherby, West Yorkshire LS23 7BQ   Tel: 0937 843434.

B.2.2 *Binding and Restoration of Books*

Riley, Dunn & Wilson, Free Post, FALKIRK FK1 4BR   Tel: 0324 21591. (Prices reasonable: library and journal binding as well as specialist binding and conservation work).

Cedric Chivers - Contact Russ Pocok, The Portway, Combe Park, BATH BA2 3NF   Tel: 0225 336336. (Specialists in antiquarian binding and conservation work).

Remploy, London Road, NEWCASTLE-UNDER-LYME, Staffs. ST5 1RX Tel: 0782 711300. (Mostly library and journal binding at the cheaper end of the market).

For information about book preservation and disaster planning contact: The National Preservation Office, The British Library, 41 Russell Square, LONDON WC1B 3DG.

ABTAPL's *Bulletin* of November 1989 was entirely devoted to this subject, and contains further contacts and addresses.

B.2.3 *Library Computing Services*

BLCMP Library Services, Birmingham Research Park, Vincent Drive, BIRMINGHAM B15 2SQ   Tel: 021 471 1179

GEAC Computers, Hollywood Tower, Hollywood Lane, Cribbs Causeway, BRISTOL BS10 TTW   Tel: 0272 509003

OCLC Europe, 7th Floor, Tricorn House, 51-53 Hagley Road, Edgbaston, BIRMINGHAM B16 8TP   Tel: 021 456 4656

B.2.4 *Suppliers of Library Stationery and Equipment*

Librex Educational Co. Colwick Road, NOTTINGHAM   NG2 4BG   Tel: 0602 504664

Don Gresswell, Bridge House, Grange Park, LONDON   N21 1RB

Terrapin Interiors Ltd. Bond Avenue, Bletchley, MILTON KEYNES   MK1 1JJ   Tel: 0908 270900

B.2.5 *Library security systems*

3M United Kingdom PLC, Freepost, BRACKNELL, Berkshire   RG12 1BR Tel: 0344 58874

APPENDIX C

Automation in a Theological College Library

Electronic equipment can be effectively utilised and exploited at many different levels. A personal computer with hard disk and a good wordprocessing software package can automate much of the time-consuming clerical work in the office. A slightly larger system with more expensive database software can do fairly sophisticated cataloguing with card printout.

For more money, the library could purchase an OPAC module (online public access catalogue) which allows users to search the catalogue on computer under various headings (author/title/subject, etc.). More software could add a circulation module which monitors loans of books; a periodicals module for periodical subscriptions; accounts software for budgeting and financial planning; accessions software for book orders.

A personal computer linked up to a CD ROM player can operate as a sophisticated reference tool: entire encyclopaedias, databases or indexing/abstracting services can be mounted on a single CD ROM disk and searched, releasing yards of shelving and often improving search times. This is becoming a cheap way of replacing database searching online.

Both hardware and software are becoming more sophisticated and less expensive. Microcomputers should be within the slim budgets of most theological colleges. As the wider library world becomes progressively more automated; as many of the students coming into theological training will have been using computers since their early days at school; and as academic staff use computers more and more for teaching, there will be increasing pressure on theological college libraries to automate. To remain effective, they must be linked with the technology of the future.

The decision process for automation is complex and time-consuming. Several key factors must be taken into account.

    C.1   *Is the Librarian computer literate?*
        The Librarian should be given the opportunity to become acquainted with the automation scene, and to maintain awareness of current developments. It is no good to expect professional advice on a system if she/he is not aware of current trends.

The Library Association organises short courses for librarians who want to learn or update automation skills. They may seem expensive, but the knowledge gained can save considerable amounts of money in terms of costly mistakes avoided. Training takes time.

In the decision process, the Librarian must also be given time to visit suppliers of equipment and software for demonstrations, and libraries that have installed computers to see the systems in operation.

C.2 *Is this the right time?*

The automation of the library should be considered in the context of the institution as a whole. If a larger system is envisaged for the whole college for administration purposes, perhaps it would be better to buy something compatible with it. In addition, it is not worth trying to force a development through if there is clear hostility from staff and users. The most positive case for automation should be investigated, and presented, and wide consultation should determine the course of action to be taken.

C.3 *Is a computer appropriate?*

The computer will simply automate clerical and administrative procedures that are already in existence - hopefully making them more efficient and speedy. The computer is not, however, magic: it will not create order where chaos already exists. It is essential that the Librarian decides in advance what he/she expects from the computer (eg. cataloguing, circulation, acquisitions, etc.), and that she/he discusses these functions thoroughly with potential suppliers. There is no point in automating if the computer will not do more efficiently and quickly what the library is already doing with manual systems.

C.4 *Automation costs*

Purchasing hardware and software requires initial capital expenditure, but the college must also plan to budget for annual injections of money for maintenance and updating of the system.

C.5   *Stand alone system or join a cooperative?*
Should the college join a co-operative system such as
SWALCAP, BLCMP or OCLC, or buy its own hardware and
software? The advantages of cooperatives are that the system
has a greater security in terms of training, support, and
updating, as well as great reductions in cataloguing time (most
catalogue records are taken from the collective database). The
annual costs of membership can be quite expensive, however.

A stand-alone system has the advantage of independence; the
system can be tailored more exactly to the requirements of the
individual institution, and costs can be kept relatively low by
not purchasing all of the modules. However, it is necessary to
ensure that the hardware and the software purchased are
entirely compatible, and that the suppliers of both are reputable
and reliable businesses that will be able to service and upgrade
the system, and are not likely to go out of business in the near
future.

Some systems offer a combination of stand-alone and
cooperative elements. The college must decide which is the
most cost-effective solution, in terms of both time and money.

C.6   *The myth of the automated library*
Computerising a library will *not* decrease the number of
person-hours required to run it effectively. The function of the
computer is: (i) to *improve* services by automating routine
procedures and thereby making them faster and more efficient;
(ii) to *release* the Librarian from clerical tasks so that
professional duties such as collection development and
information services can be undertaken to a greater extent.

BIBLIOGRAPHY

a). ABTAPL's *A guide to the theological libraries of Great Britain and Ireland* compiled by Emma Lea and edited by Alan Jesson (ABTAPL, 1986) lists almost 400 theological collections in the U.K. and Eire. It is a very useful source of reference for librarians who wish to contact librarians working in similar institutions.

b). *Bulletin of the Association of British Theological and Philosophical Libraries* (see section on organisations). 3 times per year, £10.00 annual subscription. ISSN 0305-781X. This has articles on aspects of theological librarianship, review sections which concentrate on works of reference or bibliographical value, and news and notes of relevant events and activities.

c). *Australian and New Zealand Theological Library Association Newsletter*. 3 times per year, A$20.00 annual subscription. ISSN 1030-701X. This Association is very active and carries excellent professional writing, relevant beyond the confines of Australasia.

d). *Summary of Proceedings ... Annual Conference of the American Theological Library Association*. Annual, covered by ATLA subscription. ISSN 0066-0868. This is the best printed means on keeping up with the many high-powered activities of ATLA. Committees and projects present their reports, and there are conference papers and workshops. Something of a mixed bag, but should not be missed.

e). *UK Christian Handbook* edited by Peter Brierley (Bromley/ London/ Swindon: MARC Europe/ Evangelical Alliance/ Bible Society, Annual). £14.95 (1989/90 edition). Provides a wealth of information and addresses useful to theological colleges and their librarians.

f). *A Bibliography of Basic Theological Books* compiled by H. S. Wilson (Geneva: World Council of Churches Programme on Theological Education, 1990) (US$5). The Theological Education Fund published a series of theological booklists beginning with Raymond Morris in 1960 and ending with Marcus Ward in 1971. This is seen as a supplement, with books published 1971-1989. There is special effort to include books from the third world, and overall it is a balanced and interesting collection.

g). *Religion and Theology* (London: SCM, Annual) c.£3.00. Contains brief, annotated listings of the major English language works in a broadly classified subject arrangement, with indications of which works are in print.

h). *Theological Book Review* (Guildford: Feed the Minds, 3 times per year) £10.00 annual subscription ISSN 0954-2191. Aimed specifically at theological librarians, this journal provides brief reviews of the previous six months' worth of theological publishing, with full cataloguing and publisher information, arranged by Dewey Decimal Edition 20. Useful for book selection. Address: Feed the Minds, Robertson House, Leas Road, Guildford GU1 4QW.

i). *Whitaker's Religious Books in Print*. (London: Whitakers, Annual) ISSN 0305-960X. £28.50 (1990 edition). Contact address: 12 Dyott Street, LONDON WC1A 1DF. Compilation of entries for all books in the religion class currently in print.

j). *A Theological Library Manual* by Jannette Newhall (London: SPCK/TEF, 1970) ISBN 0-281-03641-1. Now beginning to be dated, but still the only guide of its kind. Unfortunately out of print.

k). *Managing the one person library* by Guy St. Clair and Joan Williamson. (London: Butterworth, 1986) ISBN 040801511X.

l). *Library jobs: how to fill them and how to find them* by Barbara I. Dewey. (Oryx Press, 1987)   ISBN 0897743008.

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Ruth Gibson
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August 1990.

Guidelines Working Party

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ABTAPL Autumn Meeting 1990
This will take place at Heythrop College, London on Friday 28th September 1990, beginning at 2.00pm. The meeting will begin with a demonstration of the new computer system at Heythrop, followed by the Annual General Meeting at 3.30pm. The meeting will be followed by a social gathering with the delegates of the Conseil International. Further information on the AGM will follow.

Conseil International
This is a mainly European council of theological library associations. Their annual meeting will be held this year to coincide with the Autumn General Meeting of ABTAPL, in September. The Conseil will begin on the 27th September. They will join the Autumn General Meeting of ABTAPL on the afternoon of Friday 28th September at Heythrop College, and there will be a small reception afterwards. The main business meeting of the Conseil will take place on Saturday 29th September.

Mission Librarians Day Conference
There will be a day conference for Missions Librarians on Tuesday 9th October 1990, from about 10am to 4pm, at the Oxford Centre for Mission Studies. The content includes an address on Missions Librarianship by Professor Andrew Walls of the University of Edinburgh, computer demonstrations, exchange of information on participants' libraries and projects, and an address on non-book materials in missions libraries. The cost will be in the region of £12.50 per person, and will include coffee, lunch and tea. For further information or booking, please contact Dr. Veronica Lawrence, Librarian, Oxford Centre for Mission Studies, PO Box 70, Oxford OX2 6HB.

Religious Archives
The Specialist Repositories Group of the Society of Archivists are to sponsor a second day conference on Religious Archives September 11th 1990, at Friends' House, London. Topics include the theology of religious archives and Baptist archives, with workshops on small computer systems, selection and weeding, etc. For the 1989 *Proceedings*, contact Rosemary Seton, Archivist, SOAS, Malet Street, London WC1E 7HP. For details of the 1990 day conference, contact Josef Keith, The Library, Friends House, Euston Road, London NW1 2BJ.

Subscriptions
A reminder that subscriptions to ABTAPL for 1991 fall due in October 1990. Prompt payment would be appreciated!

Essay Prize
£75.00

Is being offered by ABTAPL for an essay of up to 3,500 words by a young librarian (library school student or librarian in their first five years of professional work) on any subject that furthers the cause of theological or philosophical librarianship. Best entries will also be considered for publication in the **Bulletin**.

Enquiries to The Editor, ABTAPL Bulletin, Selly Oak Colleges Central Library, Bristol Road, Birmingham B29 6LQ. Tel. 021-472-4231. **Closing date extended: 15th December 1990**.

Theological
Book Review

A current awareness journal for theological librarians and those responsible for selecting books for libraries.

Previous six months publications covered, arranged by DDC 20th edition, with full cataloguing information and brief notes and reviews on most entries. About 250 books noted in each issue; *TBR* appears three times a year.

Subscription: £10.00/ US$20.00, from Feed the Minds, Robertson House, Leas Road, Guildford, GU1 4QW, U.K.