

# Georgetown University Library Collection Development Policy

Prepared by Georgetown University Library,  
Collection Development Department

Assistant University Librarian for Collection  
Management and Organization Dr. Richard S. Ross  
and  
Coordinator for Collection Development  
Elizabeth W. Smith

Washington, D. C.  
Georgetown University Library  
August, 1994

Revised by Georgetown University Library,  
Collection Development Department

Assistant University Librarian for Collection  
Management and Organization Dr. Richard S. Ross  
and  
Coordinator for Collection Development  
Elizabeth W. Smith

January, 2000

## ACKNOWLEDGMENT

Georgetown University Library is pleased to present its Collection Development Policy. Its development has been a collaborative effort on the part of many who have served as researchers, writers, and editors. The commitment to fulfill the collection needs of Georgetown University has been enthusiastically embraced by the Library Liaisons who were assigned the responsibility of evaluating the collection in their subject areas. We are grateful to the faculty for the invaluable assistance they gave so willingly. A special thank you is extended to Regina Jackson for her able word processing assistance. Also, thank you to Janet Reinsch who served as an intern during the production of this document.

Lastly, for the critical work of the Collection Development Editing Committee, a very special thank you.

Collection Development Policy Editing Committee:

Mark Collier  
Ellen Dodsworth  
Gregory Kitsock  
Richard Ross  
Elizabeth Smith

1994

Once again, grateful acknowledgment is extended for the very constructive, invaluable work done by the Library Liaisons and their faculty representatives. Regina Jackson, as always, has ably assisted us in word processing, and finally a special thanks to Gregory Kitsock for his help in editing this document.

Richard Ross  
Elizabeth Smith

January, 2000

# GEORGETOWN UNIVERSITY LIBRARY COLLECTION DEVELOPMENT POLICY

## 1.1 INTRODUCTION

The collection development policy presents the current and anticipated needs of the library by identifying the scope and level of the existing collection and by identifying the collection goal level. Its basic purpose is to serve as a planning tool and communication device.

This statement contains the library's policies, its history, and an assessment of the collection. It includes quantitative data to help develop, maintain, and preserve a collection of resources to support the teaching and research efforts of the university community. In order to present a comprehensive view of the collection, the policy also provides brief descriptions of services that the library offers. In addition, it functions as a planning tool to assist in the budgetary allocation process.

The plan's most frequent users will be librarians who select, process, preserve, and weed the collection, as well as those who are responsible for funding activities. Other members of the university community will find it an important reference tool: faculty will find it useful for information about the library's collection as it relates to the university's curriculum; administrators will find information for planning decisions; and some students will find it a helpful guide to collection resources. Also, this document may be used by other university libraries for collection development information.

The policy is divided into two parts. The first part contains the library's mission statement, history, brief policy statements, services, and procedures. The second part, the collection conspectus, analyzes the current collection level and sets goals for continued development.

## 1.2 MISSION STATEMENT

The Georgetown University Library strives for excellence in providing the information resources and services to support the University's curricular and research activities.

### 1.2.1 VISION STATEMENT

Transform the library to meet the challenges of the dynamic information environment of the twenty-first century. We envision that the Georgetown University Library of 2025:

- will fully support the information needs of the teaching and research of all students and faculty, either by acquisition or access
- will have a staff that is a partner in the teaching effort with the faculty, outside as well as inside the library building
- will support a dedicated and flexible staff committed to service excellence, continuous learning, and leadership within the library profession
- will contain well-preserved materials in all formats; an active preservation program, using several techniques, has insured that materials are kept in optimum condition
- will have ample high-quality space to house collections and support the increasingly intensive study and research by both individuals and groups
- will support the needs of the university for exchanging information with remote locations (teleconferencing, sharing classes with other institutions, etc.)
- will deliver resources in traditional and electronic form with consistency and ease
- will have ample resources to call upon to accomplish the above

## 1.3 HISTORY OF THE LIBRARY

Georgetown University owes the beginnings of its library to Father Louis Guillaume Valentin DuBourg. DuBourg, the university's third president and an exile from the revolutions of the early 1790s in what would become Haiti, brought with him, in 1796, more than a hundred volumes.

The early development of the library was, for the most part, in proportion to the energy or private holdings of the college president or librarian of the time. When Father Giovanni Antonio Grassi (president from 1812-1817) left Georgetown to return to Italy, the library numbered well over 5,000 volumes. Strongest in theology, the collections included substantial holdings in the classics, European history, education, foreign languages, and the sciences. By the fall of 1824, the collections had grown sufficiently large to merit the appointment of Georgetown's first official librarian, Father Thomas C. Levins, a professor of mathematics and natural philosophy.

The 1820s and early 1830s marked the best years the library would experience for some time. Its collections rivaled any in the United States in size. Georgetown's 1853 annual academic catalog announced library holdings of 24,000 volumes. At the time, only Harvard could claim a larger collection. Georgetown's collection was unique in the country because its large theological and devotional component was Roman Catholic rather than Protestant.

Like most American college libraries at this time, the college library proper was not open to students, who were expected to supply their own reading needs by forming literary societies. Members donated books and provided the finances necessary to purchase more books and to maintain the collection. The various societies' collections were gradually consolidated into a single "Students' Library." A printed catalog of the principal holdings was issued in 1889, listing some 3,000 titles. The Students' Library existed as a separate unit until the first decade of the twentieth century.

The college library continued to grow after the Civil War. Early in 1889, E. Francis Riggs, of the Washington banking firm, donated funds to refurbish the south pavilion in the Healy Building for a spacious, modern library. This new room was designed for 105,000 volumes, more than twice the number to which the university laid claim. The new library grew rapidly, fueled by an outpouring of gifts unparalleled in the library's history.

Throughout the 1950s and well into the 1960s, the multiple university library collections that had sprouted over the past decades were consolidated gradually into the main Riggs Library collection. These included the specialized collection of the Institute (later School) of Languages and Linguistics, added in 1959, which contained 15,000 volumes. During the mid-1950s, the library of the School of Foreign Service was also absorbed into Riggs Library. In addition, Riggs Library acquired the departmental libraries, also called "seminar libraries," with specializations in particular subjects. Of these, the sciences and mathematics collections were brought together into the new Blommer Science Library in 1962, housed today in the Reiss Science Building.

By 1970, the main library collection had burgeoned to almost 450,000 volumes; Riggs Library had clearly more than reached its capacity. In 1967, construction began on the new library, later dedicated to Joseph Mark Lauinger, a 1967 alumnus who died in Vietnam in 1970. The building opened to the community at large on April 6, 1970.

Since the opening of Lauinger, the university library has continued to develop its resources and expand its holdings. Today, the library's collection numbers over 1,700,000 volumes and 12,000 serials, more than 1,500,000 microforms and large, growing collections of electronic journals, full-text scholarly resources, audiovisual materials, government documents, manuscripts, and photographs. CD-ROM databases and worldwide computer networks offer state-of-the-art research resources. In recent years, the application of the World Wide Web and other electronic resources have had a vastly significant effect on the

way the library serves its students, faculty, scholars, and visitors, greatly increasing the benefits to this community.

The university library continues to flourish as we head into the twenty-first century, achieving national recognition as a member of the Association of Research Libraries and the Chesapeake Information and Research Library Alliance. This collection development policy will serve as a planning document which will guide the library towards its goal of providing the information resources and services to support the university's curricular and research activities.

## 1.4 GEORGETOWN UNIVERSITY LIBRARIES AND COLLECTIONS

The Georgetown University Library consists of Lauinger Library and Blommer Science Library, the latter located in the Reiss Science Building. Lauinger serves as the center for the following: the Durkin Collection, the McGhee Collection, the McGhee Center Collection in Alanya, Turkey, the Villa Le Balze Collection in Fiesole, Italy, the Woodstock Theological Center Library, and the Riggs Library. Lauinger Library shares its cataloging facilities with the National Reference Center for Bioethics Literature, which serves as the library for the Kennedy Institute of Ethics. Other Georgetown University libraries include Dahlgren Medical Library, the Edward Bennett Williams Law Library, and Information Services at the National Center for Education in Maternal and Child Health.

## 1.5 CLIENTELE

The library's primary clientele consists of Georgetown University's students, faculty, and staff.

## 1.6 COLLECTION SIZE

The numbers for FY98:

Volumes held: 1,731,187

Serials received: 13,357

Microform units: 1,533,875

Computer files: 5,392

Manuscripts/archives: 12,305 linear feet

Cartographic: 1,070

Graphic: 81,820

Audio: 48,286

Film and video: 8,936

## 1.7 COOPERATIVE COLLECTION DEVELOPMENT

In 1995, Georgetown University Library became a founding member of CIRLA, the Chesapeake Information and Research Library Alliance, a cooperative group of academic libraries dedicated to improving the library services and resources of its members.

The library offers reciprocal access privileges through Interlibrary Loan, Direct Borrowing services, and the OCLC program.

The library endeavors to develop cooperative acquisition programs with other Georgetown University libraries, particularly working closely with Dahlgren Medical Center Library, the Edward Bennett Williams Law Library, and the Woodstock Theological Center Library.

In addition, Georgetown University Library participates in the national OCLC reciprocal faculty borrowing program.

### 1.7.2 BORROWING PRIVILEGES

The Georgetown University Library checks out books to any borrower with a current GU ID or a current Special Borrower card. Non-Georgetown University affiliated users may apply for a Special Borrower's card. Fees and restrictions apply.

### 1.7.3 INTERLIBRARY LOAN (ILL)

As a supplement to the Main Campus libraries' collections, the Interlibrary Loan Office will request from other libraries materials not owned by Georgetown. This service is available for all Georgetown University Main Campus students, faculty, and permanent full-time staff.

## 1.8 ONLINE SYSTEM: GEORGE AND OTHER ELECTRONIC RESOURCES

The Georgetown University Library fully utilizes online and information technologies that facilitate providing information resources and services that support the University's curricular and research activities.

GEORGE, the online catalog, is an integrated library information system used to manage the Library's collections. GEORGE includes records for books, journals, government publications, audio-visual and multimedia materials, world wide web sites, and other library resources. Researchers can also connect to other library catalogs, both local and worldwide, including the catalogs of the Georgetown University Law and Medical Centers and the catalog of the consortium of other local college and university libraries. WorldCat,

the OCLC online catalog containing over 42 million records from more than 8,650 libraries, can be used to locate bibliographic information on needed material that is not locally available.

The Georgetown University Library has embraced the world wide web as an essential tool for directing faculty and student researchers to the wealth of information available. The Library website <[www.library.georgetown.edu](http://www.library.georgetown.edu)> serves as a gateway to research tools and resources such as online periodical index databases, electronic journals, and information available on the web from other scholars. In addition, information about the library and its services, ways to contact the library, including online forms, simplify use of library resources.

The Library also acquires and provides access to a variety of databases on CD-ROMs. More than 250 multimedia CD-ROMs are available in the Picchi Electronic Information Resource Center. The Government Documents and Microforms Department collects a vast array of databases on CD-ROM distributed by the United States Government to depository libraries. Periodical indexes, and other information databases are accessible through the Library's network and on single-user workstations in the reference areas.

### 1.8.1 ELECTRONIC RESOURCES SELECTION

Selection of electronic information for the collection, as with other formats, must support the teaching and research needs of the university community.

For the purposes of this policy, the library considers electronic resources equivalent to print materials as long as the policies and procedures for their use permit at least an equivalent information-gathering experience. Electronic journals, whether remotely or locally stored, or a full text electronic archive of monographs, periodicals, images, etc., whether loaded locally or accessed over the Internet, are at least equivalent to print journals if:

- access to the electronic resource is at least equal to access to the print product (including graphics, charts and other features)
- there is access to a sufficient number of terminals and lines
- the information comes at no additional cost to the patron

### 1.8.2 ELECTRONIC RESOURCES SELECTION: E-books

(New June 2006)

There are various categories of e-books. Some of these can be identified as

- Vendor Collections, e.g., netLibrary, ebrary, Safari Books, Books 24x7, etc.
- Historical Collections, e.g., Acta Sanctorum, Acta Patrologica, EEBO, etc.

- Reference resources - individual volumes or collections, e.g., OED, xrefer, etc.
- Single titles - sold separately, e.g., PastMasters, etc.
- Single titles available through multiple format packages, e.g., SourceOECD

Due to the increasing utility, popular acceptance, and the need to provide access to e-book collections to our various campuses worldwide, all types of e-book collections should be considered for the collection.

E-book titles and collections that are selected for the collection should meet one of the following criteria -

SPECIFICITY:

- Selections can be made on a title by title basis in response to specific patron requests.
- Access to specific titles can be canceled as demand warrants.
- The format does not require special support by the Library.

CONSULTATIVE:

- Basic reference resources that foster independent research.

ADDED VALUE:

- Targeted historic collections that provide access to unique material not easily accessible in print.
- Collections that provide cross title searching and other advanced searching functionality.
- Individual titles that provide advanced searching functionality.
- Provides a lower cost delivery option for duplicate copies of in demand titles.

Titles in core disciplines and topics within various disciplines may be duplicated in both print and e-book formats. Print copies can be added for course reserves as needed.

### 1.8.3 POLICY ON SUBSCRIBING ONLY TO THE ELECTRONIC VERSIONS OF SERIALS

Date approved: 6/15/06

Note: "Print" refers to all formats other than electronic, including, but not limited to, paper and microform.

PURPOSE: The e-only serials policy is designed to provide guidance in determining when to collect only the electronic version of a serial.

RATIONALE: Given limited and decreasing space for growth and storage, an e-only serials policy can help manage and expand collections. Unnecessary duplication of content stretches financial resources and limits our ability to offer a wide range of resources.

POLICY: When serials are available in multiple formats, the preferred procedure is generally to choose the single best format for our needs, as determined by the bibliographer, in consultation with faculty as needed. In some circumstances both formats may be selected.

Below are factors to consider in deciding between print and electronic formats of individual titles. Decisions to purchase a particular title should follow the Collection Development Policy.

#### GENERAL GUIDELINES:

Publisher reliability is paramount. Considerations:

- Type of publisher (scholarly or commercial)
  - Reputation, longevity, and stability
  - Record of publisher's relations with libraries
  - Stability of website and availability of a backup server to provide ongoing access during a main-server outage
- Preference is given to the "format of record," when that can be determined.
- Both the print and electronic versions of a serial may be maintained in some circumstances.
  - The need for any given format may differ by discipline, resulting in a preference for the print version from one department's faculty and for the electronic from another.
  - The criteria that apply to core titles may differ from those that apply to secondary holdings. (Core titles are the essential titles in a particular field of study, as determined by the bibliographer and faculty, usage, indexing sources, reputation, and impact factor when available.)
  - Cost differential is a factor. Both may be selected if:
    - there is no additional cost; or
    - the difference is minimal; or
    - both formats are equally preferred.
- Decisions must be made in concert with larger consortial efforts to ensure access (print or electronic) in perpetuity, such as the Chesapeake Information and Research Library Alliance (CIRLA) agreement [in process].
- Availability of a title in an aggregator service should not substitute for a subscription, as the aggregator cannot be considered a reliable source. (Aggregator services provide access to individual articles from various resources;

a journal package provides complete cover-to-cover access to a collection of individual journals.)

#### CONTENT GUIDELINES:

- Comprehensive coverage: The e-version should include all the material from the print version (e.g., illustrations, reviews, graphs, tables, references, letters, advertisements, errata, special issues).
- Are graphics of the same quality as those in the print version?
- Do value-added enhancements (e.g., rotation of molecules, animation, sound clips) give the e-version a clear advantage over the print?
- If the serial is offered as a package with other publications, are the additional publications relevant to Georgetown University Library collections? Can individual serial titles be purchased separately rather than in a package?
- Does the e-version fill in gaps in the print collection?
- Currency considerations: How important is the currency of a journal to the discipline? If it is critical, then preference should be given to the format available first (usually, but not always, the electronic version). If the title is freely available after an embargo period, the importance of currency must be analyzed; it may be different for core titles than it is for secondary titles.
- If content is removed from an e-resource, is there any provision for accessing it elsewhere? If the publisher does not offer alternative access, is the content available through other means?

#### ACCESS GUIDELINES:

- Provide remote-site and off-campus access whenever possible.
- Permitted users" must include at least current faculty, staff, students, and on-site users.

Licensing agreements must clearly delineate the following:

- Precise description of the content of the e-serial purchase (title by title for packages)
- Duration of and penalties for canceling the license
- Cancellation restrictions on titles within the package
- Type of negotiation: purchase or lease?
- Access to the leased material if we cancel the subscription
- Limitations on use (e.g., InterLibrary Loan, e-reserves, course packs, multi-campus access, downloading, printing)
- Restrictions on the Library's right to reformat and/or provide links to the data

- Availability of usage data

See “Georgetown University Libraries Guidelines for Review and Negotiation of License Agreements for Electronic Resources” in the staff wiki at <https://staffwiki.library.georgetown.edu/display/CD/Licensing>.

#### FUNCTIONALITY GUIDELINES:

- Availability of value-added features that enhance access to and usability of the data, such as:
  - Ease of use
  - Search options (index, full-text)
  - Capacity to save or manipulate a search
  - Online help
  - Format of full-text (html; pdf; both)
  - Export features (print, download, email)
- Consider any difficulties with the product that would deter use and/or detract from the content, such as:
  - Requires individual registration and/or a password
  - Problematic interface
  - Unstable website
  - On-campus-only access
  - Slow response time
  - Printing restrictions (requires special paper size or other modifications; printing not permitted at all)

Ask: When any/all of these issues exist, when is it still viable to purchase the title, especially if only electronically?

#### COST GUIDELINES:

- Favorable e-only pricing options (vs. print only or a combination of print and electronic)
- FTE-based pricing considerations: Does FTE refer only to the number of students in disciplines that will use the title or to the official University-wide FTE?
- Consider pricing for remote-site access
- Are backfiles included in the price? If not, what is the cost to include them? Are they free after an embargo period?
- Is consortial pricing available?
- If the price is introductory, what will annual costs be?
- Consider cost in determining number of simultaneous users permitted.

#### ARCHIVING GUIDELINES:

- Are backfiles available for purchase or for lease?
- Is perpetual access needed? I.E., if a title rolls off the “current” subscription or becomes unavailable because of cancellation, could InterLibrary Loan or document delivery fulfill researchers’ needs?

When perpetual access is deemed necessary:

In deciding between print or electronic formats, consider whether the Library can be reasonably certain that access to the electronic format will be available at reasonable cost in the future. Consider:

- Reputation of the publisher
- Publisher’s commitment to mirror sites or preservation programs such as LOCKSS, CLOCKSS, or PORTICO
- Archiving options offered in available models:
  - American Physical Society’s Physical Review Online Archive (PROLA) <<http://prola.aps.org/>>
  - JSTOR <http://0-www.jstor.org.library.lausys.georgetown.edu/>
  - OCLC’s Electronic Collection Online <<http://www.oclc.org/electroniccollections/>>

For the related issue of whether to purchase an electronic journal archive, see the staff wiki for Collection Development Policy: Electronic Journal Backfiles:

<https://staffwiki.library.georgetown.edu/download/attachments/11141167/backfilespolicy.pdf>

## 1.9 COLLECTION DEVELOPMENT ORGANIZATION

The Collection Development Department, as directed by the University Librarian, was initiated in September, 1992 under the auspices of the Assistant University Librarian for Collections and Organization, consonant with the goals and objectives outlined in the University Library’s Mission Statement: specifically, to provide the information resources and services to support the university’s curricular and research activities.

The Assistant University Librarian for Collections and Organization is responsible for overseeing the writing of a Collection Development Policy and monitoring the collection development process; writing the Library Preservation Policy; and planning, implementing, and coordinating the Library Liaison Program, including the writing of a liaison training manual.

It is the primary responsibility of the library liaisons to coordinate, with faculty, selection decisions in accordance with the overall Collection Development Policy.

Periodic formal revision of the Collection Development Policy and regular ongoing changes are necessary to reflect the dynamic needs of the university community.

Assistant University Librarian for Collections and Organization: Richard S. Ross

Coordinator for Collection Development: Elizabeth W. Smith

Collection Development Policy Editorial Committee: Gregory Kitsock and Elizabeth Smith

## 1.9.1 LIAISONS AND COLLECTING RESPONSIBILITIES

See <http://www.library.georgetown.edu/selectors>

## 1.9.2 PRESERVATION

Once selected in accordance with this collection development policy, texts are assumed to remain of value unless deselected by competent faculty or librarians in accordance with the deselection policy (1.9.3 below). It is the task of the Preservation Department to coordinate retention of texts in the collection in number and format to meet users' needs. This may require repair, replacement, change of format, or protective packaging.

## 1.9.3 DESELECTING (Weeding)

The collection is weeded on a regular basis in order to maintain its usefulness as a working collection. The expertise of Library Liaisons, most frequently in a collaborative effort with other librarians and faculty, is utilized for decisions regarding the disposition of items within the context of the overall Collection Development Policy.

## 1.9.4 STORAGE (Revised 2005)

Due to lack of sufficient space in Lauinger, Blommer Science and Riggs, the library must periodically remove a number of volumes to off-site storage. On-site access to material most in demand is uppermost in the selection process which is carried out in a systematic way with faculty consultation and review.

Volumes in storage at the WRLC are retrievable within 24-48 hours. Therefore, volumes borrowed from storage will be returned to storage unless a permanent return to the local collection is requested by a faculty member.

## 1.9.5 DUPLICATES

Decisions to purchase multiple copies are based on heavy demand, either present or anticipated, due to class assignments, course reserves, status of a title or author, or high circulation of a title.

## 1.9.6 DISSERTATIONS AND THESES

Copies of Georgetown University dissertations and theses are deposited with the library and listed in the catalog.

Non-Georgetown University dissertations and theses are acquired for the permanent collection on a highly selective basis.

## 1.9.7 FACULTY PUBLICATIONS

An effort is made to add to the collection faculty publications.

## 1.9.8 Library Resources and Academic/Intellectual Freedom

(December 2007)

Georgetown University Library provides materials and information presenting all points of view on current and historical issues. Materials are not proscribed or removed because of partisan or doctrinal disapproval and materials will not be excluded or withdrawn because of the origin, background, or views of those contributing to their creation. The role of the Library is to preserve and document the scholarly communication record and make it available for review, rebuttal, substantiation, support, or further inquiry.

## 1.10 Library Departmental/Division Policies and Services

### 1.10.1 NEW MEDIA CENTER (Revised Spring 2005)

#### **The Collection**

The Library collects scholarly audio-visual material to support the curricular needs of Georgetown University faculty and students. The collection is interdisciplinary and international in scope, but its strength lies in classic feature films, and foreign features which comprise nearly half of the video titles. The documentary collection is strong in humanities (approximately 20% of collection) and social sciences materials (approximately 30% of collection) as well as international and area studies, particularly Middle East and Islamic Studies. The collection continues to grow significantly in all areas of the curriculum, but especially in the areas of film studies, English literature, business and

American music to support the research and teaching needs of Georgetown faculty and students.

### **Collection Development**

Titles selected by faculty are primarily targeted to support the courses and research of Georgetown University's students and faculty. Additionally, following the model for other library formats, faculty, subject bibliographers and Center staff collaborate to proactively expand the collection in anticipation of expected needs. Requests for purchase or rental may be made by contacting a subject bibliographer.

### **Material and format**

The Gelardin NMC houses audio and videocassettes, DVDs, multimedia CD-ROMs, music CDs, 16mm films, and slides; other formats will be added as developed.

### **Gifts**

Gifts are welcome and reviewed by the collection development subject liaisons.

### **Circulation of Materials**

In January of 2002 the Gelardin Center implemented a new policy of circulating most materials outside of the Library to faculty for 24 hours and to students for 4 hours. Unless specifically noted by the requestor or bibliographer, media housed in the Gelardin NMC will circulate for the aforementioned period. Faculty reserves are integrated with other print and electronic reserves accessible in GEORGE. Materials can be checked out from the Gelardin NMC service desk. With a minimum of 48 hours notice, faculty can also request that Classroom Educational Technology Services bring materials directly to the classroom.

### **Services**

The Center allows researchers to convert into digital format any material collected by the Library and then use the converted material to present their research findings in many different ways. The Gelardin NMC, through its partnership with the Center for New Designs in Learning and Scholarship (CNDLS) also plays an important role in assisting faculty to explore new technologies and techniques to improve student learning.

### **Services Offered:**

Equipment/Software Loans (Short-Term)	Media Duplication
Graphic/Photographic Production	Multimedia Consultations
Media Circulation	Multimedia Workshops
Media Collection Management (ordering of replacement and additional copies)	Streaming Media for Course Reserves
Media Course Reserves	Video and Audio Production
	Viewing/Listening Facilities

## 1.10.2 COPYING SERVICES

Copying Services, located on the first floor of Lauinger Library, provides photocopying services within the bounds of copyright law. Large jobs may be brought to the Copying Services desk; self-service photocopiers are available on every floor in Lauinger Library and in the Blommer Science Library. Microform copiers are located in the Government Documents and Microforms Department.

## 1.10.3 GIFTS POLICY (Internal)

Donations of scholarly materials that fall within the guidelines of the Collection Development Policy Statement for Lauinger and Blommer Libraries are welcome and encouraged with the understanding that the university library will dispose of anything not needed for the collection.

The library accepts gifts with the aim of enriching research and special collections, graduate and undergraduate studies. The primary purpose is to acquire materials that will be added directly to its collections. Faculty or librarians with subject area expertise are routinely consulted for this purpose.

Secondary benefits are derived from the gifts program. The acceptance of some gifts may enhance relations with potentially important donors. It may be necessary to accept unwanted material along with the desired. Some gifts which do not fall within the scope of the university library are sold at book sales which provide revenue for the acquisition of library material. However, gifts are not accepted for these benefits alone except in unusual cases.

The gifts program is a cooperative effort: the University Librarian, Heads of Collection Development, Special Collections, and Acquisitions, and Library Liaisons with subject area expertise are jointly responsible for the acceptance of gifts, coordinated through the Coordinator for Collection Development/Gifts Librarian. The program is committed to excellence in managing the donated resources through timely review and assessment of priorities.

The gifts unit reports to the Coordinator for Collection Development.

The library adheres to the provisions and implications of the Tax Reform Act of 1984 and its subsequent revision in 1986, which requires two-year storage of gifts if the amount claimed as a charitable deduction by the donor for a year exceeds \$5,000. According to U.S. tax regulations, library staff members cannot appraise gifts for the tax purposes of the donor. This is the responsibility of the donor; the fee for professional appraisal is tax deductible.

## PROCEDURES

**INITIAL CONTACT:** All calls relating to gifts should be routed to the Coordinator for Collection Development/Gifts Librarian. Gifts delivered directly to the public services units should be referred to the gifts unit if possible; otherwise, donations should be delivered to the gifts area with the donor's name and mailing address clearly recorded.

In some cases, the University Librarian will make the initial contact. The Coordinator for Collection Development/Gifts Librarian will then be notified regarding arrangements for pick-up, special handling, bookplating, etc.

**NOTIFICATION/ACKNOWLEDGEMENT:** When a gift arrives, the gifts unit will notify the University Librarian, Head of Special Collections, and any other appropriate staff or faculty. Acknowledgments are sent to most personal donors. These will be either form letters or personal letters from the University Librarian, as designated.

**RECORDING/HANDLING:** The Gifts Assistant counts and records all gifts received in the department using the "Notice of Gift" form. The buff copy of this form is always sent to the University Librarian's office and whenever appropriate should include a concise description of the gift, including condition. The Acquisitions Department does a final count of the gifts material which has been selected for collection.

**THE HEAD OF SPECIAL COLLECTIONS:** The Head of Special Collections should see all gifts before any decisions are made regarding dispersal. The Coordinator for Collection Development/Gifts Librarian is responsible for selecting books for addition to the stacks. As needed, faculty members or librarians with subject expertise may be asked to assist in selecting gift books for the collection.

**SERIALS AND GOVERNMENT DOCUMENTS:** When a gift shipment includes serials, they are counted and recorded in the gifts unit. The Coordinator for Collection Development/Gifts Librarian makes selections in consultation with Library Liaisons. Government documents published in 1969 or later should be routed to the Head of Government Documents and Microforms Department for selection.

**GIFT PICK-UPS AND DELIVERIES:** The library may arrange pick-ups for donations, using library messengers. The donor is encouraged to deliver gifts when possible. When shipping costs are involved, the University Librarian must be consulted.

**THE COLLECTION DEVELOPMENT DEPARTMENT HEAD:** The Collection Development Department Head is the final arbiter, after seeking subject area expertise. Gift books should not be discarded without first bringing the books in question to the attention of the Coordinator for Collection Development/Gifts Librarian.

## GUIDELINES FOR SELECTING GIFT BOOKS FOR COLLECTION

### BOOKS ROUTINELY ACCEPTED FOR ADDITION TO STACKS:

- Works published by university or scholarly presses if within scope.
- Works authored by G.U. faculty.
- Scholarly editions, special editions, standard editions of literary works, but considered on an individual basis.
- Subscriptions to scholarly journals, and back-runs (fill-ins) to journals to which the library subscribes.
- Items that the library might not be able to purchase, but which enhance the collection: e.g., Judaica, O.T. Scripture, Talmudic studies; local/regional history; Protestant theology; popular culture.
- Copies: copies of scholarly works in heavy demand relating to the Georgetown curriculum; usually one copy is sufficient.

### BOOKS ROUTINELY NOT ADDED:

- Copies of titles already owned by the library in sufficient quantities.
- Sets: no partial sets unless Acquisitions intends to purchase missing parts, or the parts have value individually, or if they serve as fill-ins for missing volumes. No indexes or supplements to works not owned by the library.
- Textbooks: no textbooks, introductions, or student guides.
- Translations: no translations from English into foreign languages. There are exceptions, notably, scholarly editions of classical studies translated into foreign languages are added. Also, area study materials, when language is native to area, are added.
- Languages: generally, no languages not part of the curriculum or not of scholarly interest.
- Popular level: no mass-market paperbacks or undistinguished editions of standard works; no superficial treatments; no ephemera not selected for Special Collections. Some exceptions such as science fiction, terrorism, e.g., one copy of works by Tom Clancy or LeCarre. Add modern writers if used by the faculty.
- Vanity presses: no vanity press titles unless Georgetown University author or special donor; care should be taken to evaluate titles individually.
- Out-of-scope: no technical/instructional materials in fields not taught at Georgetown University: e.g., education, engineering. Interpret "out-of-scope" narrowly rather than broadly: that is, we add all for which we can make a case rather than excluding as much as possible.

- Outdated: no outdated directories, reports. Care should be taken to evaluate the publication date; definition of currency, cumulative information should be considered.
- Physical condition: works underlined or brittle, but bound well and in otherwise good condition are acceptable, and should be considered on a case-by-case basis. Books annotated heavily by noted scholars are welcome to the collections (Magnum Weeks, Edwin Cady). Evaluate books individually.
- Works below college level: e.g., juveniles, unless by standard literary authors (Randall Jarrell, T.S. Eliot, Andrew Lang's fairy books).

NOTE: Consider research value of all books, e.g., books on baseball, well-written, are of particular interest to American Studies Program.

#### BOOKS TO BE REVIEWED BY:

- Special Collections - sees all books. Consult "Special Collections Division Acquisitions Policy".
- Science - sees science books in question.
- Reference - sees any reference material in question.
- Middle Eastern or Oriental language specialists - see all books in these languages.
- Woodstock - reviews appropriate material as necessary.
- Coordinator for Collection Development/Gifts Librarian consults subject specialists (Library Liaisons) and/or faculty for books in question.

## 1.10.4 GOVERNMENT DOCUMENTS DEPARTMENT

### I. INTRODUCTION

#### A. Purpose

The Government Documents Department of Lauinger Library at Georgetown University is a selective depository for U.S. government documents distributed through the Library Programs Service (LPS) of the Government Printing Office (GPO). Currently, the depository selects 47% of the U.S. government publications made available, and acquires additional materials not made available through the depository system. The Government Documents Department supports and enhances the general collection development goals of the University Library, collecting heavily in areas that support the research and curricular needs of the university.

In addition, the depository with its collection provides public access to government information to all residents of the metropolitan area. The depository is one of a number of Government Documents Depository libraries serving the D.C. area's resident population of

approximately 600,000 (based on the 1990 U.S. Census), and it is one of the major referral libraries in the metropolitan area.

The depository administers and develops the collection according to the requirements of Title 44 of the United States Code, the guidelines in Instructions to Depository Libraries, and the Federal Depository Manual issued by the Library Programs Service, Superintendent of Documents, U.S. Government Printing Office.

#### B. Description of the Institution

Since 1789, Georgetown University has been known both as a national and international school, attracting students and faculty from many different countries and cultures. The University is composed of three graduate and professional schools (Law, Medicine, and the Graduate Schools) and four undergraduate schools (the College of Arts and Sciences, and the Schools of Foreign Service, Nursing, and Business).

#### C. Georgetown University Library Constituents and Constituents' Needs

"The Main Campus libraries, in accordance with the mission of the University and its educational goals, strive for excellence in providing the information resources and services needed to support the curricular and research activities of the Main Campus ..." (taken from the Mission Statement of the Georgetown University Libraries). The primary clientele consists of Georgetown University's students, faculty, and staff.

#### D. History and Description of the Documents Collection

##### Federal

Lauinger Library became a depository for U.S. government documents in 1969. A separate documents collection was established at the outset and was structured as a section within the Reference Department. The depository became the central acquisition, receiving, housing, and service point for U.S. federal document monographs, pamphlets, and serials. Documents were accepted both in paper and microfiche. (Today, electronic products are continually being added to the collection.) Most new items were housed in the depository unless it was felt that individual titles would receive greater exposure if cataloged and added to the main collection of the library. Ongoing serial titles were reviewed on a title-by-title basis to identify those to be transferred (complete runs or split runs) to the Serials Department.

The documents unit became a separate department as of April 1991, reflecting the growing importance of the collection and the service its staff provides both to the university community and to the community at large. Presently, most documents that were formerly integrated into the main collection remain within the depository.

A centralized documents department serves as the principal source of information for government publications. The collection reflects the curricular and research needs of the University. Its strengths include legislative and presidential documents, social and economic policy and statistics, demography, industry and commerce, and international relations. The depository collects minimally from the Departments of Agriculture, Interior, and Transportation. Topographical maps from the United States Geological Survey are not selected.

The Superintendent of Documents Classification System (SuDoc) remains the primary filing scheme for the depository collection. However, commercially produced indexes, guides, and bibliographies utilize the Library of Congress Classification System; any CIS microfiche product is filed by CIS number; any government publication that is part of the Readex microprint set is filed by Monthly Catalog number; United Nations microform documents are arranged by UN number; and materials in the Declassified Documents set are filed by the year of the respective index and the entry number.

#### International

In keeping with the centralization of government publications, the Government Documents Department will incorporate international and foreign documents into its collection, together with their various indices and access tools from the main collection. The processing of this category of materials will continue to be done through the Technical Services Division. The majority of the non-reference tools will continue to be housed in the main collection. The international documents collection will include publications of the United Nations, European Communities, Organization for Economic Cooperation and Development, and other international, intergovernmental organizations. Foreign documents will include those of the governments of Great Britain, Germany, and other foreign governments as appropriate.

Since 1997, the library has been designated as a World Bank Depository. The administrative responsibilities of the Depository are handled by the Government Documents Department. Reference materials are housed in Government Documents Department. Reference materials are housed in Government Documents; other materials received on deposit are processed by technical services and housed in the main stacks of the library.

#### State and Local

The Library does not, to date, attempt to collect state or local documents. Referrals are made to area collections when appropriate.

#### E. Responsibility for Documents Selection

Selection of government documents and supporting materials is made by the Head of the Government Documents Department. The librarian evaluates and selects new items offered through GPO surveys and annually reviews and re-evaluates items currently selected. This annual review coincides with GPO's annual selection process. Zero-based selection is the starting point for each annual review. As appropriate, item selection cards and surveys are routed to the Georgetown University Science Library and Medical Library (Reference Department) for possible acquisition. The depository has and maintains selective housing agreements with these separate libraries on campus.

The depository develops and utilizes patron information request forms which are useful for collection development purposes.

Gifts are accepted in accordance with the Library's collection development policy.

## II. COLLECTION DEVELOPMENT LEVELS

### A. General Collection Policy

The philosophy of selection for the Government Documents collection reflects the library-wide collection development policy of Lauinger Library.

### B. Detailed Intensity by United States Government Agency (Depository)

#### U.S. Government Agency Level

Agriculture Department 2  
National Archives and Records Administration 3c  
Commerce Department 3c  
Census Bureau 4  
Civil Rights Commission 3b  
Defense Department 3b  
Energy Department 3b  
Education Department 3a  
Environmental Protection Agency 3b  
Federal Emergency Management Agency 3c  
Federal Reserve System Board of Governors 3c  
General Accounting Office 3c  
Government Printing Office 4  
General Services Administration 3b  
Health and Human Services Department 3c  
Housing and Urban Development Department 3c  
Interior Department 2  
International Trade Commission 3c

Justice Department 3b  
Labor Department 3c  
Library of Congress 3c  
National Aeronautics and Space Administration 2  
National Foundation on the Arts and the Humanities 3c  
National Science Foundation 3b  
Overseas Private Investment Corporation 3c  
United States Postal Service 3b  
Peace Corps 3c  
Personnel Management Office 3b  
Executive Office of the President 4  
State Department 4  
Small Business Administration 3b  
Securities and Exchange Commission 3c  
Smithsonian Institution 3b  
Treasury Department 3c  
Transportation Department 2  
Veterans Affairs Department 2  
U.S. Congress 4

#### D. Electronic Information

As the Federal Depository Library Program (FDLP) grows increasingly reliant on intangible electronic information, GPO is repositioning itself to ensure permanent accessibility to electronic information products. GPO has defined for itself an "Electronic Collection" including core legislative and regulatory material. GPO directly manages this collection since it resides on its servers.

Other electronic material has no central coordinating authority, and GPO is advocating a system of shared responsibility for storing and preserving this information. GPO hopes that these information resources will be maintained by depository libraries, federal agencies, consortia, or other institutions such as OCLC. However, with no actual policy in place, Government Documents is not archiving any of this material, and, networked resources are being "lost" to our users.

#### E. Non-Depository Materials

Not all federal government publications are printed by the Government Printing Office and are thus not distributed through the Depository Library Program. There are several categories of such publications: those printed in-house by an agency, those contracted out by an agency, technical reports done under government contract by a university or private firm, and those published by quasi-governmental presses such as the Smithsonian Press

and the National Academy Press. Receipt of such publications through the depository program is not guaranteed.

The Government Documents Department is on the mailing lists of various agencies for a variety of series, including annual reports, newsletters, publications lists, and individual periodical titles.

Individual orders to the GPO Sales Division or to such vendors as Bernan and NTIS are utilized for obtaining non-depository items.

The Documents Expediting Project (DocEx), operated out of the Library of Congress's Exchange and Gift Division, is a subscription service that distributes many elusive titles not designated as depository and not available by purchase or from the issuing agency. Publications distributed range from CIA publications and maps to Federal Reserve Board statements. In addition, individual requests may be made to DocEx for specific current or retrospective publications.

Commercially produced guides, indexes, bibliographies, and full-text services are purchased to enhance both the bibliographic access and the actual collection. These tools include:

1. CIS Masterfile 1 and Congressional Universe
2. Statistical Universe
3. Marcive - Web index to GPO Monthly Catalog
4. CIS Index to the Federal Register
5. CCH Congressional Index and the Code of Federal Regulations
6. World News Connection
7. Access UN
8. Index to British Parliamentary Papers
9. European Community References
10. Declassified Documents Index
11. International Population Censuses
12. GIS/ArcView
13. other services available through GEORGE

The depository also has a contract with Marcive to provide cataloging tapes for the federal documents collection. All documents are catalogued and are in GEORGE.

In addition, electronic access is provided to both bibliographic and non-bibliographic resources including:

1. Agency Websites
2. GPO Access

### 3. Locator Services

## III. LIMITATIONS ON COLLECTION DEVELOPMENT

The following items are not collected:

- forms, other than IRS materials
- posters
- USGS topographical maps
- technical reports of research prepared under government contract, except if they are distributed through the Depository Library Program
- patents
- audio-visual materials
- computer tapes

## IV. MAINTENANCE

Disposal of government publications - Libraries served by a Regional Depository may dispose of a publication after it has been retained for at least five years. Permission and instructions must first be received from the Regional Depository for such disposition. Items which have been superseded are exceptions to this rule. Superseded titles are listed in GPO's Superseded List.

Binding - 1) periodicals which are retained are bound; 2) binding decisions for monographs are made on a case by case basis.

Replacement of materials - 1) lost or damaged materials will be replaced from GPO if available; 2) photocopies may be obtained for out of print materials; 3) DocEx is also a potential source for replacement materials.

## V. RESEARCH INSTRUCTION

The Government Documents librarians will actively participate in the Library's research instruction program in order to promote the use of government documents to both students and faculty.

## VI. COOPERATIVE COLLECTION DEVELOPMENT AGREEMENTS

The Government Documents Department administers the paperwork for depository materials chosen by the Reiss Science and Dahlgren Medical Libraries. These publications are housed in the selecting libraries.

The University of Maryland at College Park is the Regional Depository for the area. By definition, the Regional collects and retains 100% of the available depository items. It also maintains a complete collection of material (since 1925) for referral and interlibrary loan by both its clientele and its Selective Depositories in the region.

The Government Documents Department does not have a formal cooperative arrangement with the Georgetown University Law Library for collecting Depository material. Some cooperative purchasing of commercially-produced sources has been instituted. Referral and interlibrary loan are used when appropriate.

There are no formal cooperative collection development agreements with area depositories. Government Documents Librarians at area universities provide referrals to each other's collections, with informal discussions between these librarians being routine.

## VII. POLICY REVIEW AND REVISION

Periodic review of this Government Documents policy statement promotes government documents collection development as an ongoing process. This statement should also be reviewed whenever there are significant policy changes with the Depository Library Program to ensure compliance with program requirements, or when the Library's general collection development policies have been revised.

## 1.10.5 MICROFORMS

The library encourages recommendations of research and reference materials in non-paper formats. This collection, which is housed in the Government Documents and Microforms Department, ranges from popular newspapers to special microform sets. A number of reader/printers are available.

The library endeavors to add microforms, rather than hard copy, under the following conditions:

Backfiles of most periodicals, newspapers, and documents because of the expected low usage and minimal space consumption;

Highly specialized monographic or documentary sets or series, providing the quality and type of indexing is sufficient to assure scholarly use of the contents;

Titles whose chief function is to provide rapid, comprehensive and cumulative updating in a field, such as indexes and services, that are available, manageable, or affordable only in microform;

Material whose high cost would be unaffordable in hard copy; and

Material subject to mutilation, theft, or rapid deterioration, because of the greater permanency and availability of the format.

## 1.10.6 PERIODICALS

Most periodicals (scholarly journals, popular magazines, and international newspapers) are located on the second floor of Lauinger Library. Access to a number of full-text electronic journals is available to the library's users. Selection of periodicals is determined by the current teaching and research needs of the community.

## 1.10.7 PICCHI ELECTRONIC INFORMATION RESOURCE CENTER

The Picchi Electronic Information Resource Center is designed to provide access to electronic information resources, to multimedia publications and to permit the creation of multimedia materials.

Access to electronic information is necessary for academic excellence today. In addition, students and faculty need to be able to convert all library materials into a digital format for

inclusion in papers and presentations. The Picchi Electronic Information Resource Center allows the libraries to meet the need and demand for electronic information.

The center has 29 microcomputers, each attached to a networked printer. Each workstation is on a Local Area Network providing connectivity to a variety of other resources located both in the library and outside the library.

The Picchi Multimedia Room, located in the center, includes workstations capable of creating and viewing original as well as published multimedia productions. Multimedia allows the user to combine text, graphics, animation, full motion video, voice and music in computer-controlled applications. What distinguishes current multimedia from earlier film or videotaped manifestations is the interactivity possible using a computer. Multimedia has the potential of becoming an exciting, effective, new method for teaching and learning.

The center provides students and faculty with a variety of computer applications and connectivity to local and worldwide electronic information networks. The center permits access to:

- GEORGE, our online catalog. GEORGE includes the holdings of Lauinger, the Science Library and the National Reference Center for Bioethics Literature
- the online catalogs of Georgetown University's Williams Law Library and Dahlgren Library and the Medical Center
- the online catalogs of the Library of Congress, Washington area university libraries, and other libraries around the world
- a variety of resources on CD-ROM
- electronic texts with accompanying textual analysis software for the works of Shakespeare, Hawthorne, Thoreau and Hegel, among others
- electronic journals
- electronic resources located around the world and accessible via Internet published multimedia resources

## 1.10.8 REFERENCE DEPARTMENT

### REFERENCE COLLECTION MANAGEMENT POLICY

#### I. BACKGROUND INFORMATION

Although often described as the reference collection for the areas of humanities, social sciences, and business, the Lauinger Library Reference Collection is in many respects a general reference collection intended to meet the needs of a large academic/research community with a clientele ranging from beginning undergraduates to post-doctoral researchers and established scholars in many subject fields.

## II. OBJECTIVES OF THE REFERENCE COLLECTION MANAGEMENT POLICY

- A. To establish guidelines, as concrete and definite as possible, for both the subject scope of the reference collection and the materials included in it.
- B. To set procedures for acquiring new materials and for weeding the collection which will ensure the development and maintenance of a complete, current, and convenient reference collection.

## III. DESCRIPTION OF THE REFERENCE COLLECTION

The Reference Collection at Lauinger closely reflects the curriculum and research interests of the faculty and students, but also aims for basic coverage of subjects of general interest to our clientele.

Areas emphasized within the collection include religion, world history, business, linguistics, and literary criticism. Reference also provides access to an extensive collection of electronic reference tools and full-text sources through the Library Homepage on the Internet (<http://www.library.georgetown.edu>), and through the Library CD-ROM Network and stand-alone workstations. These have greatly enhanced access to both the library's collections and external sources.

The Reference Collection currently holds approximately 28,000 volumes and makes full use of the space available. To stay within these bounds while adding useful sources it is necessary to perform weeding regularly, and either transfer outdated items to the stacks or discard them. The Reference staff also keeps abreast of user demand, of changes in the University curriculum, and in program enrollment, to make informed decisions on the rate of growth for various subject areas.

### A. Subject Scope

1. Basic and in-depth information sources to support the curriculum and research needs of Georgetown University faculty and students in the social sciences, humanities, and business.
2. Materials of current interest not directly related to academic disciplines. In general, only a few basic sources are provided in areas where the University does not have a curricular interest.
3. In the Q-V and K call numbers, covered in depth by the Science and Law Libraries respectively, Reference collects basic materials to support research in the social sciences and humanities, generally including:

- directories of manufacturers
- basic science and medical dictionaries
- technical dictionaries
- military science and armaments manuals
- selected legal materials

## B. Locations

The Reference Collection is housed in the Forsgren Reference Area on the third floor of Lauinger Library. There are several sub-collections in addition to the Reference stacks, as follows:

REFDESK: The "ready reference" collection immediately surrounds the reference desk. It includes frequently used business sources, directories of national and international organizations, statistical annuals, and other heavily used and closely monitored items from the collection.

REFBIOG: Biographical reference materials are shelved separately from the main Reference Collection.

COLLEGE CATALOG COLLECTION: This area includes directories of graduate and undergraduate institutions, scholarship and grant information, study abroad and other titles relevant to further education.

EFL: This is a cataloged but unclassified collection of textbooks, mostly paperback, for the teaching of English as a foreign or second language. They were gifts to the collection from the University's ESL program and may be checked out by patrons (informally) as vertical file items.

REF INDEX: A small print collection of current newspaper indexes is shelved for convenience on tables in the Forsgren Reference Area. Older editions are kept in the regular Reference stacks.

## C. Formats

In addition to print sources, the Reference Department collects a wide range of indexes and abstracts on CD-ROM and in digital format via the Web. The Reference Collection does not include microforms.

## IV. COOPERATIVE ARRANGEMENTS AND RELATED COLLECTIONS

There are no formal cooperative arrangements for print materials. Electronic subscriptions are often shared with the GU Law Library and in some cases with the GU Medical Library.

Generally, expensive print titles are not duplicated, unless use is very high, if held in the Blommer Science Library, Woodstock Theological Center Library, Bioethics Library, Special Collections Division, Picchi Electronic Information Resource Center, or the Government Documents and Microforms Department Reference Collection. A separate reference section for Chinese/Japanese/Korean materials is housed near that collection and is maintained by the CJK bibliographer/cataloger.

## V. CRITERIA AND GUIDELINES FOR COLLECTION DEVELOPMENT

As indicated above, the Lauinger Reference Collection serves a diverse clientele. While emphasis is on reference tools for scholarly research supporting the curriculum and graduate and faculty research, the general needs of undergraduate students and general interest inquiries are also taken into account. (See also section VII. Electronic Formats.)

A. Almanacs and yearbooks: Current editions of general U.S. and major foreign titles and those for subjects in which the University has a curricular interest.

B. Atlases: Major world and regional atlases and major atlases on broad subjects. Atlases on very specific subjects go into the open stacks.

C. Bibliographies: Those with narrow subject scope, such as single author bibliographies, are normally kept in the stacks. More general bibliographies on broad subjects are included in the Reference Collection. Exceptions are made for topics in great demand or of considerable current interest. National bibliographies of major countries are kept in the national bibliographies section of Reference. Trade bibliographies are kept in Reference.

D. Biography: Comprehensive works dealing with national, international, or professional areas where the University has curricular interests. Current and retrospective items are included. Science, law, medicine, and U.S. regional materials are excluded.

E. College catalogs: U. S. college catalogs are available full-text through the electronic subscription to CollegeSource . Major foreign college catalogs are held in microfiche format, located in the Government Documents and Microforms Department. Major companion guides of college and university information, professional programs, scholarships, and grants are kept in the Reference College Catalogs section.

F. Concordances: Only concordances for very important authors and works (e.g., Shakespeare, the Bible) are included in the Reference Collection; others are housed in the stacks. Electronic text is available in the Electronic Information Resource Center.

G. Corporation Reports: Current paper copies of annual reports of Fortune 500 companies (industrial, service and global) are collected in Reference. Microfiche holdings of current and retrospective annual reports, 10-K reports, and proxy statements are held in the

Government Documents and Microforms Department. Electronic access to SEC filings is provided through Global Disclosure on the Web.

H. Dictionaries: Bilingual, unilingual, polyglot, and special subject dictionaries for languages taught at Georgetown University, as well as bilingual dictionaries in as many other languages as possible, are collected. Also in Reference are specialized dictionaries (for example, covering slang, idiomatic expressions, and historical aspects of language). Dictionaries with very limited use go to open stacks.

I. Directories: The Reference Collection includes the current edition of major directories in all fields within the social sciences, humanities, and business. City directories are not collected.

J. Encyclopedias: A current version of at least one print title and at least one electronic title of major college-level English language encyclopedias is maintained. Major foreign language encyclopedias (emphasis on languages taught at Georgetown University) and authoritative specialized encyclopedias in the humanities, social sciences and business are also collected.

K. Geographical Sources: Reference provides authoritative atlases, maps and gazeteers covering all areas of the world. Topographical and geological maps are not collected.

L. Handbooks: Reference attempts to collect current and authoritative handbooks in all fields of the social sciences, humanities and business.

M. Indexes and Abstracts: Reference provides as many indexing and abstracting services as possible in social sciences, humanities, and business, within budgetary limitations. New indexes or abstracts must provide access either by subject or form that is substantially different from those now in the collection. Reference recommends titles in electronic format to the Assistant University Librarian for Collection Management based on predicted high use, need for coverage for a curricular program, or the criteria of improved access.

N. Legal Materials: Reference collects basic legal materials, primarily related to the U. S. Supreme Court, constitutional law, U.S. statutes, and general international law. Codes of law for the District of Columbia, Maryland and Virginia are maintained.

O. Library Catalogs: Electronic access is provided through the Library Homepage to library catalogs in the U.S. and throughout the world. Print versions of catalogs of special collections not accessible electronically and of interest to GU graduate students and faculty will be considered. For space reasons, some printed library catalogs are in the regular stacks, non-circulating.

P. Plot Summaries: Reference collects major comprehensive collections of plot summaries. Summaries by individual title are not collected.

Q. Sacred Books and Religion: Reference provides major translations of the Bible and other major sacred works; related dictionaries and handbooks for interpretation of those works; and all basic materials dealing with religion, the Catholic Church, and the Society of Jesus. Specialized research material is available in the Woodstock Theological Center Library.

R. Statistics: Reference retains current and retrospective statistical annuals for the United States. Reference has current editions of statistical annuals for foreign countries (especially in areas of the world where Georgetown University has a curricular interest); older editions are in the open stacks. Reference also collects major statistical publications of international organizations and specialized statistical publications in areas of strong curricular interest (e.g., business, foreign trade). Electronic formats are available for data from the IMF, the World Bank, and the OECD.

S. Style Manuals: Reference collects all major style manuals, excluding those in scientific fields.

T. Telephone Directories: Reference maintains print telephone directories for the local D.C., Maryland, and Virginia areas. Other directories are available through the Library's Homepage (Electronic Reference Shelf).

U. Theses and Dissertations: Reference provides bibliographic information about academic theses and dissertations through Digital Dissertations on the Web.

## VI. MATERIALS NOT INCLUDED IN THE LAUNGER REFERENCE COLLECTION

- Architecture, except as related to art history
- Children's literature
- Coin and stamp books
- Computer technology, except basic dictionaries and works relating to use of computers with statistics, business, and the social sciences and humanities
- Education, except basic sources and directories of higher education, language and linguistics
- Engineering
- Environment and ecology, except as they relate to public policy
- Genealogy, except selected works of early Catholic families
- Law, except Supreme Court cases, U.S. statutes, D.C., Maryland, and Virginia statutes, D.C. Regulations, U.S.C.A.N., constitutional law history, basic sources in international law, treaties, and tax law
- Medicine/nursing, except basic dictionaries and layman's encyclopedias
- Recreation, except selected books and basic travel guides to the U.S.

- Science, pure and applied, except for basic dictionaries and encyclopedias.
- Technology, except dictionaries and material relating to public policy
- Test preparation books, except for TOEFL and Graduate Record examinations

Note: Some items normally excluded may be added to the Reference Collection because of format (e.g., CD-ROM, loose-leaf binders).

## VII. ACQUISITION OF NEW MATERIALS

A. The Head of the Reference Department, with the assistance of the reference librarian designated as Collection Development Coordinator, has primary responsibility for pursuing a systematic and continuous acquisition program for the Reference collection. All reference librarians participate in the selection process, each having specific subject and call number area responsibilities.

B. The following principles, not in order of importance, serve as guidelines for the reference staff in deciding which titles will be ordered:

1. Judged usefulness of the publication or publication, considering the existing collection
2. Strengths and weaknesses of the existing collection related to current needs of the University
3. Favorable reviews or inclusion in basic reference collection guides
4. Reputation of the author
5. Currency of the topic
6. Date of the publication
7. Price of the publication
8. Language of the publication

C. The Reference Department staff searches relevant professional literature to ensure that important reference works within the subject scope of Reference are in the collection. This literature searching consists primarily of:

1. Scanning review sections of these journals regularly:

- Booklist
- Choice
- College & Research Libraries
- Journal of Academic Librarianship
- Library Journal
- RQ
- RSR

2. Examining publishers' leaflets and catalogs
3. Reviewing annual lists of reference books

D. Subject liaisons and bibliographers are responsible for checking approval form slips, and reviews in their respective areas for titles appropriate for Reference. They then consult with the Head of the Reference Department or order the items, marking them "Show Ref".

## VIII. WEEDING THE REFERENCE COLLECTION

A. The Collection is weeded on a regular basis in order to maintain its usefulness as a working collection and remain within space limitations.

B. Each subject differs in terms of the type of research materials required; in general, these guidelines are followed:

1. Significance of the publication
2. Age and currency of the information in consideration of research needs of library patrons
3. Availability of later editions
4. Physical condition of the publication
5. Duplication of the contents in more recent works
6. Language of the publication

C. Two types of weeding are carried on in the department:

1. Automatic weeding because of new editions (e.g., yearbooks, directories). "LVO" (latest volume only) indicates that only the most current volume is retained in Reference; all superseded items are discarded. "Current in Reference; earlier in stacks" indicates that the most current volume is kept in Reference and other volumes are retained in the open stacks, either circulating or non-circulating depending on the title.
2. Systematic weeding done every other summer, or more often as needed.

## IX. PIERCE READING ROOM REFERENCE COLLECTION

This collection provides "ready reference" materials for late night studying when the rest of the library is closed. Materials included are intended to answer basic questions which might be needed as a result of studying or paper writing. These include tools for definitions and spelling of names and terms, some facts, statistics and background information, but not indexes or serial titles other than almanacs.

As the budget permits, this collection should be kept current. Encyclopedias should be no more than 3 years old; style manuals should be the latest edition; foreign language dictionaries should be up-to-date.

## 1.10.9 BLOMMER SCIENCE LIBRARY

### REFERENCE COLLECTION MANAGEMENT POLICY

#### I. BACKGROUND INFORMATION

The Blommer Science Library Reference Collection is primarily intended to meet the research and instruction needs of students and faculty in the Biology, Chemistry, Computer Science, Mathematics, and Physics Departments. The strongest area of the collection is chemistry. The collection also emphasizes core general science, engineering, and technology materials to support the pursuit of knowledge of science by non-science majors, and by students and faculty in other disciplines, e.g., business, public policy, or foreign policy.

#### II. OBJECTIVES OF THE BLOMMER SCIENCE LIBRARY REFERENCE COLLECTION MANAGEMENT POLICY

- A. To establish guidelines, as concrete and definite as possible, for both the subject scope of the collection and the materials included in it.
- B. To set procedures for acquiring new materials and for weeding the collection ensure the development and maintenance of a relevant and current collection.

#### III. DESCRIPTION OF THE BLOMMER SCIENCE LIBRARY REFERENCE COLLECTION

The Blommer Science Library Reference Collection closely reflects the curriculum and research interests of the faculty and students in the departments of Biology, Chemistry, Computer Science, Mathematics, and Physics, with its greatest strength being the chemical literature. It also aims to provide basic coverage of scientific and technological subjects of basic interest to our clientele. All materials are in the English language, whenever possible. The predominant second language of the collection is German.

The Science Library also provides access to electronic reference tools such as Internet accessible databases, databases on CD-ROMs, and electronic library catalogs.

The Reference Collection holds about 5000 volumes and exceeds the space available for housing it. It is necessary to shift and weed often to keep within bounds, and to transfer outdated items to the Science stacks or to Lauinger.

## A. Subject Scope

1. Basic and research level monographs and serials to support the curriculum and research needs of Georgetown University faculty and students in Biology, Chemistry, Computer Science, Mathematics, and Physics Departments.

2. Materials of current and historical interest in general science and technology. Only core items are purchased in areas where the University has no curricular interest.

3. In the A-P, R, S, U, V, and Z call numbers, the Science Library collects only basic reference materials. Examples include:

- language dictionaries
- general encyclopedias and dictionaries
- graduate school guides
- medical dictionaries

## B. Locations

The Science Library Reference Collection is housed on the third floor of the Reiss Science Building. Materials are shelved according to designations specified in the catalog record. Science materials which are transferred to Riggs or to Lauinger Library for shelving no longer retain their identity as Science Library holdings.

The "ready reference" collection and the atlases are shelved separately from the general Reference Collection.

## C. Formats

In addition to print sources, the Blommer Science Library accesses abstracts, indexes, and other sources in electronic format (Internet, telnet, CD-ROM). The Science Library also supports computer access to scientific databases. The collection includes some reference government documents and microforms.

## IV. COOPERATIVE AGREEMENTS AND RELATED COLLECTIONS

No official cooperative agreements are in place. Generally the Science Library does not duplicate the holdings of the Lauinger Library Reference Collection. Exceptions are made for a few high-use titles.

## V. CRITERIA AND GUIDELINES FOR REFERENCE COLLECTION DEVELOPMENT

The Blommer Science Library Collection serves a known clientele, in most cases. Emphasis is given to supporting the teaching and research of the students and faculty in

mathematics, computer science, biology, chemistry, and physics. The Science Library attempts to meet the general science needs of the faculty and students, especially non-science majors.

The Reference Collection contains:

- atlases
- biographical material--historical and current
- bibliographies
- language dictionaries
- directories
- encyclopedias
- field guides
- guides to the literature
- handbooks
- indexes and abstracts
- laboratory manuals
- library catalogs
- style manuals
- tables of data

All these items are scientific or technological in content, with a few rare exceptions made to assist the user in making better use of the Blommer Science Library Collection. They may be available in either print or electronic format.

## VI. MATERIALS NOT INCLUDED IN THE COLLECTION

A. Most reference materials collected by Lauinger Library. Exceptions are made to facilitate answering reference queries in the Science Library.

B. All materials identified by policy as out-of-scope for the collection, e.g.,

- aeronautics and astronautics
- agriculture
- clinical medicine
- nursing
- psychiatry

## VII. ACQUISITION OF NEW MATERIALS

A. The Science Librarian is designated as the Coordinator of Science Bibliography, and is responsible for monitoring the development of the Science Library Reference Collection. The Science Reference Librarian makes many suggestions and recommendations for

purchases, particularly in mathematics and physics, and for adding new electronic resources.

B. The following principles, not in order of importance, serve as guidelines for the selection of titles.

1. Judged usefulness to the collection, considering the existing collection
2. Strengths and weaknesses of the existing collection related to current needs of the University
3. Favorable reviews or inclusion in basic reference collection guides
4. Reputation of the author and/or publisher
5. Currency of the topic
6. Date of publication
7. Price of publication
8. Language of the publication

C. The Science Library staff and faculty members regularly select materials based on examination of publishers' literature, approval form slips, and scholarly book reviews. The professional librarians also scan reviews and annual lists of recommended books and journals from these journals:

- Booklist
- Choice
- College & Research Libraries
- Journal of Academic Librarianship
- Library Journal
- RQ
- Science Books and Films

## VIII. WEEDING THE COLLECTION

A. The collection is weeded in order to maintain its usefulness as a working collection, and to remain within space limitations.

B. Each subject differs in terms of the type of research materials required. In general, these guidelines are followed:

1. Significance of the publication
2. Age and currency of the information in consideration of the research needs of the library clientele
3. Availability of later editions
4. Physical condition of the publication

5. Duplication of contents in more recent works
6. Language of the publication

C. Two types of weeding are carried out in the department:

1. Automatic weeding because the title is identified as a "Latest Volume Only" item. New editions also precipitate a need to make a decision to retain the earlier edition in the stacks or to discard the earlier edition.
2. Systematic weeding done as often as needed.

## 1.10.9.1 SPECIAL COLLECTIONS DIVISION

### COLLECTION DEVELOPMENT POLICY

#### I. OBJECTIVES

The policy of the Special Collections Division of the Georgetown University Library is to acquire selectively materials having historical and/or other scholarly significance, providing opportunity for original research, and justifying by their importance preservation in a controlled environment. The University Curator of Special Collections and other members of the division's staff coordinate this program of acquisitions with the teaching and research needs of the Georgetown academic community as well as with the overall collection development policy of the university library. The Special Collections Division actively encourages and enlists for carrying out this program support, both in funds and in gifts in kind, from university alumni(ae), faculty, Library Associates, and friends.

#### II. POSTULATES

The Special Collections Division functions as an integral part of the library. Consequently, it must maximize its proportional allocations of staff, space, and funds. In acquisitions, this means that the general principle of collecting to strength, whether in terms of strong existing collections or the perceived needs of strong university programs, must apply.

The primary research role of the division is fulfilled by active support of selected ongoing graduate programs, faculty research in progress, and the development of collection groups central to the history, tradition, and mission of the university. Use of the collections by undergraduates and non-university scholars is encouraged, but collecting programs are not tailored specifically for these clientele.

The division seeks to fulfill an acquisitions role in a number of general areas of research. These areas are more generally defined, and the library's strengths in them are enumerated,

in Special Collections at Georgetown (third edition, 1996). They may be briefly suggested as follows:

- American political science, especially in the legislative history of the period 1918-1945 and the history of the electoral process since 1960;
- American diplomatic history and American involvement in international affairs;
- Intelligence, spying, and covert activities;
- European history, especially that of nineteenth century Britain;
- American history and culture, including the history of Georgetown, Washington, D.C., and the surrounding area;
- American Catholic history, and especially that of the Jesuits in America;
- Philosophy, especially in its relation to Catholic theology and in the work of Teilhard de Chardin;
- English and American, and especially Catholic, literature of the nineteenth and twentieth centuries, with special emphasis on strong collections of works by a number of individual authors;
- Languages and linguistics, especially the history of North American Indian languages;
- Bibliography and its allied arts;
- American and British graphic arts, including especially original editorial cartoons and fine prints of the twentieth century; and
- History of the American motion picture industry.
- Musical manuscripts and letters by composers

Each of these areas includes a number of specific major collections and collecting fields, not all of which may be expanding at any one time. In addition, contingencies bringing materials or requests to the division outside the normal range and scope of its collecting policy are dealt with as needs and circumstances permit. Specifically, this means that the opportunity to add a strong collection falling outside the major collecting areas will be considered in the light of the university's academic programs and the possibility of developing further resources in the field.

Limitations on available funds for the purchase of rare books, manuscripts, and other items make solicitation of gifts from individual creators of records or their families, from groups and institutions, and from individual collectors the primary means of developing the resources of the Special Collections Division. Division staff identify potential sources of significant gifts and play a major role in the process of contact and development that results in successful gift solicitation.

## II. EMPLOYMENT OF FUNDS

Expenditures of funds are guided, subject of course to the availability at any given time of desired materials in the market or in private hands, by:

- stipulations governing the use of endowment funds
- needs within the existing collecting fields outlined above;
- general preference for materials offering current or future opportunities for publishable research;
- general preference for original sources (manuscripts and related materials) over printed items; and
- general preference for collections or other large groups of books or other documents over individual items.

Priorities in acquisitions, in terms of specific "rankings" of collecting fields, change over time. Besides availability in the market place, other factors which are taken into account in making specific decisions include:

- the potential for attracting similar items by means of gift; and
- the possibility that the same item may be offered to the library as a gift in the foreseeable future.

#### APPENDIX: CRITERIA FOR SELECTION OF BOOKS FOR SPECIAL COLLECTIONS

Besides those volumes which the Special Collections Division acquires directly itself, many books which come to the library by gift and/or purchase qualify for the enhanced security and more careful preservation which the Special Collections Division provides for its holdings. Books of unusual rarity, books impossible to replace (or replaceable only with great difficulty and expense) demand handling that cannot be given them in the ordinary course of processing and open circulation, and for these reasons such items should be placed in the Special Collections Division.

The following guidelines are not prescriptive. They are intended to serve as an aid to any and all library staff in selecting items to bring to the attention of the University Curator of Special Collections for possible placement in rare books stacks.

##### 1. DATE OF PUBLICATION

A. All books published before 1801.

B. All books published outside Europe and the U.S. before 1851.

C. Books published in each state before the date indicated:

---

Alabama 1866	Louisiana 1866	Ohio 1831
Alaska 1901	Maine 1831	Oklahoma 1901
Arizona 1901	Maryland 1831	Oregon 1881
Arkansas 1866	Massachusetts 1831	Pennsylvania 1831
California 1866	Michigan 1851	Rhode Island 1831
Colorado 1881	Minnesota 1866	South Carolina 1831
Connecticut 1831	Mississippi 1866	South Dakota 1901
Delaware 1831	Missouri 1866	Tennessee 1866
Florida 1866	Montana 1901	Texas 1866
Georgia 1866	Nebraska 1866	Utah 1891
Hawaii 1901	Nevada 1876	Vermont 1831
Idaho 1901	New Hampshire 1831	Virginia 1831
Illinois 1872	New Jersey 1831	Washington 1901
Indiana 1851	New Mexico 1881	West Virginia 1866
Iowa 1866	New York 1831	Wisconsin 1866
Kansas 1866	North Carolina 1866	Wyoming 1891
Kentucky 1866	North Dakota 1901	D.C. 1901

---

## 2. NUMBER OF COPIES PRINTED

A. Books with printed statements indicating that 500 or fewer copies were printed.

## 3. QUALITY OF UNIQUENESS

A. Signed/inscribed/presentation copies (esp. by major authors).

B. Volumes annotated by their author(s).

C. Volumes bearing previous ownership markings of an individual of interest in his/her own right.

D. Volumes bearing ownership markings of a person of importance to the Georgetown University Library, e.g:

Rev. Thomas C. Levins  
 Rev. William DuBourg  
 Charles H. Trunnel  
 Burwel S. Randolph

John Gilmary Shea  
 Dr. W. Warrington Evans  
 Arthur (or E. Francis) Riggs

## 4. AESTHETIC IMPORTANCE

- A. Any example of fine typography, whether "limited" or not.
- B. Any fine/special/gaudy/extraordinary bookbinding.
- C. Any book with outstanding illustrations.

## 5. SUSCEPTIBILITY TO DAMAGE

- A. Volumes or portfolios with fine or loose plates.
- B. Ephemeral or apparently very fragile books or pamphlets.

## 6. RELEVANCE TO AN ESTABLISHED MAJOR AUTHOR COLLECTION

Consult on possible first printings, unusual editions, etc. by any of the following authors:

Max Beerbohm	Rose Macaulay
Hilaire Belloc	Thomas Mann (German)
Thomas Braun (Belgian)	Bruce Marshall
Van Wyck Brooks	Edgar Lee Masters
William Cullen Bryant	Herman Melville
Lord Byron	Marianne Moore
G. K. Chesterton	Cardinal Newman
James Fenimore Cooper	Jean Paul (German)
Theodore Dreiser	St.-John Perse (French)
Desmond Egan	Edmond Picard (Belgian)
T. S. Eliot	Edgar Allan Poe
Ralph Waldo Emerson	Anthony Powell
William Everson	[Bro. Antoninus] C. F. Ramuz (Swiss)
F. Scott Fitzgerald	Arthur Ransome
C. S. Forester	George Santayana
Robert Frost	Sir Walter Scott
Eric Gill	Dame Edith Sitwell
Graham Greene	John Steinbeck
Julian Hawthorne	A. C. Swinburne
Nathaniel Hawthorne	Allen Tate
Ben Hecht	Pierre Teilhard de Chardin
Oliver Wendell Holmes	Marcel Thiry (Belgian)
Washington Irving	John W. Thomason
Robinson Jeffers	Henry David Thoreau
Elizabeth Jennings	Alec Waugh
Thomas Kinsella	Evelyn Waugh

Msgr. Ronald Knox  
Osbert Lancaster  
Sir Shane Leslie  
Henry Wadsworth Longfellow  
James Russell Lowell

Walt Whitman  
John Greenleaf Whittier  
William Wordsworth  
W. B. Yeats

## 7. RELEVANCE TO AN ESTABLISHED ILLUSTRATOR/ARTIST COLLECTION

Consult on all works illustrated by the following:

Peggy Bacon  
Thomas Hart Benton  
George Cruikshank  
John Steuart Curry  
John DePol  
Isac Friedlander  
Norman Kent

Rockwell Kent  
Osbert Lancaster  
Thomas W. Nason  
Arthur Rackham  
John W. Thomason  
Lynd Ward  
Grant Wood

## 8. COLLECTED SERIES/IMPRINTS

Refer to the Special Collections Division any of the following:

Albatross Books (European paperbacks, 1930s)  
Baedeker guidebooks (any language, any edition)  
Bonibooks (Boni & Liveright paperbacks, 1920s)  
Borzoi foreign language books ("Libri Librorum" on cover, 1920s)  
Britain in Pictures (small 4to series, 1940s)  
Inselbucher (Insel Verlag series, 1910s-1950s)  
King Penguins (& other odd Penguin/Puffin-type publications)  
Little Blue Books (Haldeman-Julius, 1920s on)  
Little Leather Library (so styled on covers)  
Modern Library (only Boni & Liveright publications in this series)  
Peter Pauper Press/Walpole Printing Office (any)  
Tauchnitz editions (any)

## 9. A MISCELLANY OF OTHER QUALIFIERS

- A. Books of textual significance costing more than \$250.00 per volume.
- B. Works in science, medicine, or technology printed before 1851.
- C. Works in travel and geography printed before 1851.

D. Books with 3 or more colored illustrations printed before 1901.

E. Books in dust jacket printed before 1901.

F. Works on nuclear technology or weapons printed before 1956.

G. Books with tipped-in photographs printed before 1881.

H. Swatch/sampler books printed before 1901.

I. Books on national/international expositions before 1901.

J. Books on the German "Youth Movement," 1910s-1945.

K. Books on interoceanic canals (Panama, Suez) before 1915.

## 1.10.9.2 THE UNIVERSITY ARCHIVES

### I. CORE MISSION; or, what is the University Archives and what is its mission?

Archives are the records, papers and other materials that the institution keeps indefinitely because of historical, administrative, legal, or fiscal value. The university archivist is the officer responsible for managing these records. In selecting materials for inclusion in the archives, emphasis is placed on an estimate of the value the materials hold as evidence of the manner in which the institution functioned. In practice, anything that relates to the history of Georgetown or the Society of Jesus is eligible for inclusion in the archives.

Broadly stated, it has been the goal of the Georgetown University Archives to be the official memory unit of this institution. This involves:

- Selecting records for preservation in the archives.
- Arranging the records in such a manner that they may be readily accessible to users.
- Taking such steps as are necessary to insure the preservation of these records.
- Taking such steps as are necessary to insure that the records are used in a proper manner.
- Designing exhibits, slide shows, and class projects that serve to promote an understanding of and appreciation for the origins, aims, programs, and goals of Georgetown University and the Society of Jesus, and of the development of these aims, goals, and programs.

### II. ADMINISTRATION OF THE ARCHIVES

#### A. Administrative Relationships

The Georgetown University Archives is a component of the Special Collections Division of Lauinger Library.

#### B. Acquisition of Archives

The potential scope of archives is rather vast; there is no absolute guide as to what should be kept in them. Indeed in theory, at least, historians would like to see literally everything that ever existed and would also like to interview everyone concerned. Beyond a core of vital records that are usually self evident, administrators and lawyers rarely have the time to think much about record keeping. Thus the primary users of archives do not provide guidelines for the archivist, who therefore must be guided primarily by common sense and experience; he must depend on his knowledge of the institution he serves, his experience with what has proven to be useful, and the collective experience of his profession.

#### C. Processing

We have developed an effective procedure using microcomputers to control new material. The only problem we have in this area is that we do not have enough help to complete processing in a timely manner, and we have not been able to load enough of the older material into the database.

#### D. Access

Our policy is as follows: published material is open to all; unpublished material dating after 1970 is closed to all except the originating office unless permission is obtained from the originating office; material relating to donations or other personal financial matters is closed permanently unless permission is obtained from someone in authority in the appropriate university offices; student records are closed; other unpublished material dating prior to 1970 may be made available to scholars at the discretion of the university archivist.

#### E. Security and Use Procedures for Archives.

Our procedures in this area are about as sound as possible given the layout of the reading room and our shortage of staff. For example, it would be desirable to separate researchers from those viewing exhibits, but thus far this has not proven to be a major problem.

#### F. Conservation and Restoration.

Large scale conservation and restoration is simply beyond our means at present. The emphasis must be on doing whatever possible to stabilize the condition of our collection rather than attempting to reverse damage. First of all, this means to remove sources of acid or physical damage, which we do, and secondly, to stabilize temperature and humidity at

an acceptable level. The University Archives has a small collection of motion picture film. It would be useful for both preservation and use to have this transferred to video tape.

#### G. Archives services

The archives prepares an annual presentation "Introduction to Research in Archives" for the American Studies Senior Seminar. The archivist also prepares a number of slide shows and lectures for the University community and provides consulting services on any projects relating to the development of the University and the history of the area. From time to time, the archivist also provides articles for the Georgetown Magazine. Generally, we are ready to provide help with anything having to do with Georgetown's past. For example, we have coordinated the decoration of third and fourth Healy with historical photographs, and we routinely do extensive photo research for Development office publications. We have also produced the book Georgetown University: A Pictorial Review for the Alumni Association, and the reproduction of the Sheridan Baseball posters for the benefit of the Library Associates. We have produced printed exhibit catalogues in celebration of the University Bicentenary (Georgetown, A Documentary History) and in connection with the American Bicentennial festivities (The American Mission from Andrew White to John Carroll). The Office of University Relations refers all historical enquiries to the University Archivist; they have come to define "historical" as "before last year." Slide show production: (Annually since 1976): Golden Jubilee Reunion show, Silver Jubilee Reunion show; (Annually since 1983): Text and slides for John Carroll Weekend Awardee biog. show; (Occasional productions): Text and slides for Centennial of the Alumni Association. Text and slides for Athletic Hall of Fame show, and Fall Athletic Recognition Dinner, Text and slides for Nursing School Parents week-end, and Slides for their 80th anniversary celebration. In addition, the archivist has lectured on the history of the university an average of three times per year since 1977.

### III. OUTLINE OF HOLDINGS:

#### A. Introduction

The Georgetown University Archives attempts to acquire, preserve, and provide access to records that document the history and development of the university and its constituent parts. Georgetown was among the first American colleges to establish a repository for historical records. The archives was established by resolution of the Board of Directors as early as 1816, and an archival officer has been on the staff since 1898; this longevity has facilitated the development of an unusually rich archival collection dating from the founding in 1789 to the present. The official university records have been enriched by gifts of papers, photographs, and memorabilia from private individuals that do much to flesh out the history of the university.

Because of its age, because it is a Jesuit institution, and because it was the first Catholic foundation for higher education in the United States, Georgetown has been studied from various points of view by a series of educational historians. Also, certain groups of records have direct importance for research beyond the scope of educational history. These would include the extensive and detailed financial records of the university, dating back to the eighteenth century, scientific records of the University Observatory and its astronomical activities, 1843-1972; records of the Kennedy Institute of Ethics, and particularly of its Center for Bioethics; the audio tapes and transcriptions of the more than one thousand programs produced by the Georgetown University Radio/TV Forum; the unusually good documentation of sports education and teams, also dating from as far back as the eighteenth century; and the extensive archives photographic collections, which document university and community life from the 1850's to the present.

The University Archives are open for use under the following general restrictions: all published documents are open for use; all unpublished records are closed for at least five years from the date of their creation. All financial records and individually identifiable student records are closed unless permission is obtained from the office which created the record. Other records more than five years old may be used with the permission of the University Archivist or the office in which the records originated, unless otherwise restricted. The recent proliferation of law suits has resulted in our extending the five year restriction to all records created after 1970.

## B. Outline

### 1. ARCHIVES SUBJECT FILES

Until 1971, the University Archives maintained most of its holdings in a subject-based filing system. This makes it difficult to describe the collection by office of origin as is traditional at most American archival repositories. A substantial portion of these records derive from the office of the president, though virtually all university offices are represented. Records in the collection date from 1787 to the present. Especially substantive materials survive from presidential terms of the following: Rev. Thomas Mulledy, S.J., 1829-37, 1845-48; Rev. Patrick F. Healy, S.J., 1874-82; Rev. J. Havens Richards, S.J., 1888-98; Rev. Coleman Nevils, S.J., 1928-35; Rev. Hunter Guthrie, S.J., 1949-52; Rev. Edward Bunn, S.J., 1952-1964; and Rev. Gerard J. Campbell, 1964-68. Among the more important subjects represented are the following:

- Academic departments. 1874-1970 / 4 linear feet
- Admissions Office. 1941-1971 / 1 linear foot
- Alumni Association. 1881-1970 / 9.5 linear feet
- Archdiocesan correspondence. ca. 1870-1970 / 1 linear foot
- Association of American Colleges. 1894-1970 / 1 linear foot

Athletics. 1866-1970 / 16.5 linear feet  
Banker's Forum. 1953-1971 / 1 linear foot  
Board of Regents. 1923-1970 / .5 linear foot  
Buildings (Georgetown University). 1798-1970 / 3 linear feet  
Bunn, Rev. Edward, S.J. 1929-1970 / 2 linear feet  
Business School. 1937-1970 / 1 linear foot  
Center for Strategic and International Studies. ca. 1960-1970 / .5 linear foot  
Colleges and universities. Correspondence, programs, etc. 1850-1970 / 12 linear feet  
College of Arts and Sciences. ca. 1820-1970 / 4 linear feet  
Consortium of Universities, Washington, D.C. 1961-1970 / 1.5 linear feet  
Debating societies:  
Philodemic Debating Society. 1831-1970 / 5.5 linear feet  
Philonomorian Debating Society. 1845-1935 / 1.5 linear feet  
Phileleutherian Debating Society. 1837-1838 / .25 linear foot  
Gaston-White Debating Society. 1922-1970 / .5 linear foot  
Intercollegiate debating activity. 1894-1970 / .5 linear foot  
Dental School. 1897-1970 / 1.5 linear feet  
Development Office. 1947-1970 / 2 linear feet  
Dramatic societies. 1853-1970 / 2.5 linear feet  
Embassy file. 1890-1970 / 4.5 linear feet  
Endowment. 1916-1950 / .5 linear foot  
Faculty information file. ca. 1880-1970 / 34.5 linear feet  
Georgetown at Fribourg Program. 1950-1971 / 1 linear foot  
Georgetown degree data. 1797-1970 / .75 linear foot  
Georgetown University Hospital. 1898-1970 / 3 linear feet  
Georgetown Preparatory School. 1889-1970 / 1 linear foot  
Georgetown University Banker's Forum. 1953-1970 / 1 linear foot  
Georgetown College Journal Records. 1870-1970 / 1 linear foot  
Graduate School. 1891-1970 / 4 linear feet  
Holy Rood Cemetery. ca. 1830-1970 / 1 linear foot  
Institute of Ethnic Studies. 1954-1961 / .5 linear foot  
Jesuit Educational Association. 1929-1970 / 6 linear feet  
Kober Lectures. 1923-1970 / 1 linear foot  
Law School. 1870-1970 / 6 linear feet  
Libraries. ca. 1830-1970 / 8 linear feet  
Medical School. 1948-1970 / 6 linear feet  
Mid-states reports. 1951-1980 / 1.5 linear feet  
Musical societies and performances. 1852-1970 / 3.5 linear feet  
Nursing School. 1906-1970 / 2.5 linear feet  
Peace Corps. 1961-1970 / 1 linear foot  
Phi Beta Kappa. 1962-1970 / 3.5 linear feet  
President's Council. 1949-1966 / .5 linear foot

Press relations. 1832-1970 / .75 linear foot  
Radio-TV. 1930-1970 / 1 linear foot  
ROTC (and its predecessors). 1860-1970 / 5 linear feet  
Scholarships and Fellowships Data. 1900-1970 / .5 linear foot  
School for Summer and Continuing Education. 1914-1970 / 3 linear feet  
School of Languages and Linguistics. 1949-1970 / 3 linear feet  
School of Foreign Service. 1918-1970 / 4.5 linear feet  
Sodality. ca. 1831-1970 / 2 linear feet  
Student activities. 1920-1970 / 3.5 linear feet  
Student government. 1939-1970 / 2 linear feet  
University statistics. 1889-1970 / 1.5 linear feet  
Writer's Conference. 1960-1970 / 5 linear feet

Total extent of Archives Subject Files: 1787-1970 / 440 linear feet

## 2. UNIVERSITY RECORDS

Minutes of the Board of Directors. Minutes of the governing board of Georgetown University. These minutes are not particularly detailed until modern times. For supporting documentation, see the records of the secretary of the university in the papers of the president's office. Restricted. Access may be granted by the secretary of the university. 1797-1815, and 1844- / 4 linear feet

House Diary and Consultors' Books. It is the custom of Jesuit institutions to maintain an official diary of the house. Depending on the temperament of the man appointed to keep the diary, these may be informative or non-committal. The Jesuit rule also provides for a formal advisory body known as the consultors. These records are kept with the house diaries.

1828-1966 / 3 linear feet

Rector's Entrance Books. In the last century, it was customary for the president to examine each candidate for admission and to record in this series of ledgers the terms of admission. The content varies over time, but might include the name of the person paying student expenses, any special arrangements for tuition payments, a listing of extra classes to be given, and a mention of items brought to school, such as spoon and bedding. A number of other nineteenth century volumes recording student data are filed with this series.

1809-1897 / 2 linear feet

Office of the President: Richards. Letter press copy books from the administration of Rev. J. Havens Richards, S.J. Other records of this administration will be found throughout the subject files.

1888-1898 / 6.25 linear feet

Office of the President: Henle. Records of the administration of Rev. Robert J. Henle, S.J. These records provide extensive documentation of the history of the university during a major transitional period. During this time the university faced extensive administrative reorganization, along with student unrest and great social change.

1968-1976 / 127.5 linear feet

Office of the President: Healy. Records of the administration of Rev. Timothy S. Healy, S.J. During the present administration, the university has grown in academic reputation as well as in the extent of its physical plant. These records reflect the major role that the president's office plays in all phases of university governance.

1976- / 235.5 linear feet

Office of the Chancellor. The title of chancellor was given to the Rev. Edward Bunn, S.J., following his term as president. These office files and other records primarily document Fr. Bunn's extensive fund raising activities.

1964-1972 / 20 linear feet

Alumni Subject Series. Correspondence, clippings, and personal data relating to individual alumni, mostly from the president's office. Includes some student essays, speeches, and letters home.

ca. 1820-1970 / 50 linear feet

### 3. ACADEMIC RECORDS

The Classical Journal of Georgetown College. This ledger records basic academic information from 1816 to 1870 (with some gaps). It includes class assignments, records of disciplinary proceedings, grades, and commentary on examinations.

1816-1870 / 1 volume

Records of the Prefect of Schools. These records include diaries, examination subjects, and theses for disputation.

1869-1928 / 4.5 linear feet

Records of the Prefect of Discipline. Primarily lists orders of the day, but includes some records of disciplinary proceedings and some listings of special events, such as athletic scores.

1885-1951 / 4.5 linear feet

Office of the Provost. The position now called Executive Vice-President for Academic Affairs and Provost was established in 1955 under the title Academic Vice-President. Officers have included Rev. Brian McGrath, S.J., Rev. Thomas Fitzgerald, S.J., Rev. Aloysius Kelley, S.J., Rev. Edmund Ryan, S.J., and Rev. Donald Freeze, S.J.

1955- / 150 linear feet

Commencement Subject Files. Records from various university offices relating to the annual commencement exercises, including programs, lists, invitations, speech texts, news clippings, and some photographs.

1801- / 18.5 linear feet

University Catalogues and Prospectuses. The university published its first formal catalogue in 1851. A series of brief separately printed prospectuses served much the same function from 1798 until that time.

1798- / 39 shelf feet

#### 4. BUSINESS OFFICE RECORDS

Financial Records Series. Over 125 surviving ledgers detailing the business affairs of the college in the nineteenth century. The college managed spending money for individual students at this time, and thus we have detailed records of the expenses of an education at Georgetown. 1787-ca. 1910 / 36 linear feet

Office of the Vice-President for Financial Affairs and Treasurer. General office records.

1974-77 / 6 linear feet

Wills Files. These include an old archives subject file, ca. 1800-1970, and alphabetical file from the treasurer's office, 1880-present, but the bulk dating from 1950 to the present.

1800- / 6.5 linear feet

Property File. Old archives subject file. Includes correspondence, tax data, and, where applicable, sales data.

1789-1970 / 2 linear feet

Office of the Vice-President for Administration. Office records from the administrations of Daniel J. Altobello, William Miller, and Charles Meng. The records of this office often include information on a wider range of university activity than would be expected.

1976- / 130.5 linear feet

#### 5. SCHOOL RECORDS

Dean of the College of Arts and Sciences. Office records, including minutes, syllabi, examinations, and correspondence. Includes particularly extensive records on the World War II Army Student Training Program. Also includes grade books from the period 1905-1925.

1905-1925; 1939-1965 / 55 linear feet

Dean of the Graduate School. General office records, unprocessed.

ca. 1955-1970 / ca. 45 linear feet

Dean of the School for Summer and Continuing Education. General office records, unprocessed.

ca. 1955-1970 / ca. 18 linear feet

Medical School Faculty Minutes. Detailed minutes, including faculty appointments, policy discussions, records of student affairs.

1848-1870; 1890-1931 / 3 linear feet

## 6. OTHER DEPARTMENTAL RECORDS

Center for Strategic and International Studies. Records of conferences and publications of the center's office of public affairs, including about fifty audio tapes of conference proceedings. Unprocessed.

ca. 1972-1985 / 27 linear feet

Kennedy Center for Ethics. Includes the records of the Center for Biomedical Ethics.

Unprocessed. ca. 1972-1978 / 27 linear feet

Athletic Department. Office records, including correspondence, contracts, and programs of various athletic events.

ca. 1950-1975 / ca. 16.5 linear feet

Public Relations Department. Office records, including reference files, community relations programs, and press contacts.

1975-1980 / 19.5 linear feet

Georgetown University Faculty Senate. Minutes, planning documents, and related materials.

1960- / 2.5 linear feet

Department of History. Records of the NDEA Institute in History, a summer institute for high school history teachers.

1965-69 / 4.5 linear feet

Raymond Reiss Studio Special Events Series. Audio tape recordings of events at Georgetown. Includes commencements and student activities, along with speeches and discussions presented at Georgetown. Speakers include: Abba Eban, Walter Reuther, John Glenn, Kurt Kiesinger, V.K. Menon, Eunice Shriver, Roy Wilkins, McGeorge Bundy, and Etienne Gilson, among many others. Approximately one thousand tapes.

1949-1970 / 82.5 linear feet

Georgetown University Radio Forum. Audio tape recordings and office records from the public affairs radio show produced by Georgetown. Participants include numerous

Georgetown students and faculty as well as notables such as Richard Nixon, William C. Bullitt, Eduardo Frei, John Kenneth Galbraith, and Eugene J. McCarthy. Approximately 1,500 tapes.

1949-1972 / 79.5 linear feet

Georgetown College Observatory Records. Records of observations, diaries, correspondence, and photographs. Includes records of several solar eclipse expeditions.

1831-1971 / 37 linear feet

Georgetown College Seismological Observatory Records. Records of observations, diaries, correspondence, and photographs.

1905-1971 / 2 linear feet

University Photographer Files. 35mm black and white negatives, some with proof sheets, and 35mm color transparencies from the official university photographer. Includes athletic events, portraits, special events including commencements, speeches, and other documentation of university life. In all, more than one hundred thousand images.

1975-1985 / 48 linear feet

University Archives Photographic Files. The collection includes portrait files, group files, and subject files. The earliest photo in the collection is a daguerreotype of Rev. T. Meredith Jenkins, S.J., who died in 1850. Photographers represented include most Washington commercial firms, including Mathew Brady, Alexander Gardner, Rice Brothers, Schutz photographers, and Harris and Ewing. In all, more than thirty thousand black and white prints and negatives.

1849- / 32 linear feet

University Archives Video Tape Files. Primarily records of Georgetown participation in intercollegiate basketball competition.

1941; 1982-84 / 4.5 linear feet

Georgetown University Machine Translation Project. Records of one of the pioneering efforts in machine translation. ca. 1959-1965 / 18 linear feet

Georgetown University Turkish Language Program. Records of a project to promote basic literacy in Turkey, cosponsored by the Agency for International Development.

1955-1960 / 1.5 linear feet

## 7. OTHER COLLECTIONS

Georgetown University Serial Publications File. Includes the principle continuing university publications, such as The Georgetown Magazine, The Hoya, The Voice, The New Press, and The Georgetown Law Weekly, together with their predecessors and

numerous other inactive or occasional publications.

1870- / 162 shelf feet

Georgetown University Copyright File. Copies of books and pamphlets copyrighted and/or published in the name of Georgetown University or its subdivisions.

1852- / 40.5 linear feet

Georgetown University Centennial Celebration. Correspondence, invitations, speeches, programs, and related business records.

1888-1889 / 1.5 linear feet

Georgetown University Sesquicentennial Celebration. Correspondence, invitations, speeches, programs, and related business records.

1939 / 3 linear feet

Georgetown University 175th Anniversary Celebration. Correspondence, invitations, speeches, programs, symposia proceedings, and business records.

1963-64 / 10.5 linear feet

Georgetown University Motion Picture Film Footage Collection. Includes amateur footage from the 1920's; films of various athletic events from about 1949 to 1960; and out-takes from a 175th anniversary film production, 1963-64.

1925-1964 / ca. 24 shelf feet

Georgetown University Yearbooks Collection. Includes complete or very nearly complete files of The Hodge Podge, Ye Domesday Book, Protocol, Caduceus, and Grand Rounds.

1904- / 30 shelf feet

IV ANALYSIS OF HOLDINGS (the headings are from the Society of American Archivists Guidelines Check List.)

"Minutes, memoranda, correspondence, and reports of the governing board of the university"

--We receive all such materials on a regular basis from the Secretary of the University. The official minutes of the Board of Directors are placed in the vault. Supporting documents are kept with the President's Office records. Annual accumulation: ca. 6 lf.

"Records of the office of the chief executive including correspondence, administrative subject files and reports."

--We manage all non-current records from the office of the President. Since 1971 we have received 232.5 lf of records; all are accessible through computer search, though this system depends on the accuracy of those doing the filing in the President's office. Projected annual accumulation: 45 lf.

"Correspondence, subject files and reports of the chief academic affairs officer."

--We regularly receive materials from the Provost's office; (85 lf since 1971) however, the importance of this office is such that we should work out a more clearly understood deposit agreement. Annual accumulation: irregular in recent years.

"Correspondence, subject files and reports of the chief administrative officer."

--We have received 123 lf of records from this office since 1976; the arrangement is working reasonably well. Projected annual accumulation: 30 lf.

"Correspondence, subject files and reports of the chief officer of units operating with a high degree of independence, such as medical and law school and major research institutes."

--Law School: the Law School intends to maintain its own archives.

--Medical and Dental Schools: the Medical School has neither space nor staff to manage complete Medical Campus archives in the Dahlgren Library Special Collections Division; neither does the University Archives. If space and staff could be made available, this is an area which needs to be properly served. The Archives does attempt to answer questions from Medical Center people.

--Center for Contemporary Arab Studies. We sometimes receive copies of publications through the gifts librarian. This would be an ideal area for the "annual report to posterity approach" that we are planning. (The same applies to the Center for the Study of Diplomacy).

NOTE: The SAA Committee could not agree on the practicality of offering complete records management of units such as our Foreign Service School or the College of Arts and Sciences. It was felt that schools who were so inclined could consider the subject under this heading. We definitely feel that the Georgetown University Archives should manage the non-current records of all main campus decanal offices. At present the Archives has received very little from the School of Foreign Service, the Business School, and the School of Languages and Linguistics. If space and staff should become available pursuit of these schools would be a priority item.

"Minutes, memoranda, and reports of all major academic and administrative committees."

--We believe that most of these come to us through the office of the President, the Provost, and the Vice-President for Administration. It would be useful if committee chairmen could be reminded of the archives and perhaps required to deposit minutes and reports at regular intervals.

"Correspondence, subject files, and reports of the office of the chief student affairs officer."

--This office is poorly represented in the Archives at present, and is concerned with managing its files. We have not pursued the matter due to lack of time and space.

"Accreditation reports and supporting documentation."

--Present holdings seem reasonably complete in this area.

"Annual budget and audit reports."

--Adequate coverage of this area appears to be available in the records of the President, Provost, and Vice-President for Administration.

"Departmental records, including minutes, reports, syllabi, and sample test questions."

--It is not possible to give adequate coverage to departmental records without a major increase in space and staff. We would hope to provide adequate coverage through the Dean's Offices and the Office of the Provost. It would be useful if departments could be required to file an annual group of records with the archives.

"Personnel records of retired, resigned, or deceased faculty."

--We manage these files for the Office of the Provost.

"Records of the registrar including timetables and class schedules, non-current student transcripts, enrollment reports, graduation rosters and other reports issued on a regular basis."

--We do NOT wish to manage individual student records or transcripts. It would be useful if we could be certain of receiving the various statistical profiles produced by the Registrar and/or institutional research.

"Alumni records including minutes of the alumni association."

--We are on the distribution list for these records, but since they come to us as created, they are in the vertical file system which suffers from the worst processing backlog.

"Reports of the Admissions Office"

"Reports of the Office of Institutional Research"

--We assume these are included in the files of the Provost and/or the President.

"Reports of the University Development Office"

--Received with some regularity, but usually placed in the processing backlog.

"Records of student organizations."

--Not well covered due to the time involved in keeping up with the fluctuations of student leadership.

"All publications, newsletters, or booklets distributed in the name of the university."

--Though we receive very many of these, it would be useful to receive a higher percentage; many university archivists feel this problem is so insurmountable, that it should not be undertaken. We feel that it is important.

"Audio-visual materials documenting the development of the institution such as still-photographs and negatives, motion picture films, oral history interviews, and audio and video tapes."

--Though we have a large collection of such materials, we are not receiving additional materials on a sufficiently systematic basis.

"Security copies of microfilm produced by any campus vital records programs."

--We receive such items from the Registrar and the Cashier's office.

"Maps and plot plans documenting physical growth and development."

--If we had the space, it would be useful to accept custody of many records filed in Physical plant.

"Reports of research projects, including grant records"

--We believe that adequate coverage of this topic can be obtained through the records of the Provost and the Deans. This should be confirmed. We know that Sponsored Programs has huge files that we cannot offer to manage.

"Artifacts relating to the history of the institution if there is no museum affiliated with the school."

--Such items are transferred to the University Museum unless they have a particularly important connection to a group of records.

## 1.11 SEPARATE COLLECTIONS

### THE DURKIN COLLECTION:

This collection - donated by or in honor of Fr. Joseph T. Durkin, S.J. - focuses on American Studies and is located in the Pierce Reading Room, Lauinger Library. Seniors in the American Studies Program have traditionally donated to this collection of 2,350 volumes.

### THE MCGHEE COLLECTION:

The George C. McGhee Library, housed in the School of Foreign Service, is a scholar's collection of more than 1,450 books, in Western languages and Turkish, on Asia Minor and the Turkish Ottoman Empire.

The collection is available to Georgetown students and faculty and to local or visiting scholars. For complete information about this special library, see the published catalog, *A Catalogue of Books on Asia Minor and The Turkish Ottoman Empire*, available in Lauinger Library's reference collection.

### THE MCGHEE CENTER, ALANYA, TURKEY:

The library contains a small collection of books, approximately 2,000 volumes, in Western languages and Turkish. Focusing on the peoples and cultures of the eastern Mediterranean area, this collection supports the growing Turkish Studies Program.

### FIESOLE, ITALY:

Located at Villa Le Balze, this small collection of books supports a five-week program offering undergraduate courses in Italian language, literature, culture, and civilization.

### RIGGS MEMORIAL LIBRARY:

The Riggs Library, located in the south tower of Healy Hall, celebrated its centennial in 1991. Today it houses the infrequently consulted works from the university collections and serves primarily as a reception area for special events.

### WOODSTOCK THEOLOGICAL CENTER LIBRARY:

The Woodstock Theological Center Library is housed at Georgetown University, Lauinger Library. The library collects in all areas of Christianity, focusing on Catholicism. It contains one of the largest single collections of works by early Jesuit authors. Also included are Jewish theological and religious studies material, and material on Muslim-Christian relations and Islam.