

**Collection Development Policy
Moore Reading Room
Department of Religious Studies, University of Kansas**

Mission

The Moore Reading Room (MRR) is the departmental library of the Department of Religious Studies at the University of Kansas. The collection is made up of fifteen thousand volumes, acquired over a period of over one hundred years. The Moore Reading Room's mission is to maintain and provide access to a collection which explores the religious practices and experiences of people around the world and documents how approaches to the scholarly study of religion have evolved over time. The Moore Reading Room makes these materials available to students, faculty, and staff of the University of Kansas, researchers, and the general public.

History

The development of the Moore Reading Room collection began in 1901, when the Kansas Bible Chair was established by the Kansas Christian Women's Board of Missions and the women of the First Christian Church of Lawrence, to facilitate the study of the Bible at KU. A small farmhouse, on the present site of Smith Hall, housed the collection along with the Kansas Bible Chair. The mission of the Kansas Bible Chair gradually expanded to include instruction in the academic study of religions other than Christianity, and in 1921 was reorganized as the interdenominational Kansas School of Religion. Over the next fifty years, continuing acquisitions through donated funds and materials allowed the collection to grow. From the mid-1960s through the mid-1970s, an annual endowment from the Episcopal Church, along with other donors, provided funding for book purchases.

Dr. William J. Moore, for whom the reading room is named, was appointed Dean of the Kansas School of Religion and the director of the Kansas Bible Chair in 1960. Under Dr. Moore's direction, Smith Hall (built in 1967) was designed with the book collection in mind. In their history of the Kansas Bible Chair, *The Bible on Mt. Oread*, Dr. Moore and co-author Dwight F. Metzler remembered that "from the start of the planning [of Smith Hall] the library was considered the most essential element in the new building." The integration of the impressive "Burning Bush" stained glass window, designed by Jacoby Studios in St. Louis and gifted by Mr. and Mrs. L. Allyn Laybourn, into the design of the reading room speaks to the importance of both the collection and the reading room's role in providing scholars and students with a place for research and reflection. In 1977, the Kansas School of Religion was officially disbanded and reconstituted as the University of Kansas Department of Religious Studies. The William J. Moore Library was dedicated in honor of Dr. Moore a year later, on November 10, 1978.

From 1978 onward, the Moore Reading Room has continued to build, preserve, and provide access to the long-standing collection of the Kansas School of Religion, the only collection of its kind in the state of Kansas. In addition, the MRR is now home to two additional collections. One is the Hermes Peace and Justice Library, an eclectic collection of books and other materials established in 1985 to promote the study of peace and social justice issues, housed previously at the Community Peace House, the Plymouth Congregational Church, and the Social Service League of Lawrence. In 2001, the library was moved to its current location in the Moore Reading Room. The second collection is the Religion in Kansas Project, an ambitious and ongoing archival endeavor to document the historical and

contemporary role of religion in the lives of Kansans. Started by Dr. Timothy Miller in 2009, the Religion in Kansas Project partners with libraries, archives, museums, religious communities, and individuals throughout the state and greater Kansas City area to facilitate the digitization and preservation of resources documenting the diversity of religious tradition and experience in Kansas. It is a varied and highly used collection, accessed digitally by persons in over ten countries and averaging around seven thousand item views and five thousand item downloads a year.

Acquisitions for the Moore Reading Room are selected by members of the Religious Studies faculty and the Moore Reading Room Archivist, purchased with funds from an endowment made possible by the generosity of private donors.

Audience and Program Description

The Moore Reading Room's collections reflect the pluralistic concerns of the Department of Religious Studies while maintaining its role as an instructional library within the limits of its collecting policies. The Moore Reading Room supports the scholarship of faculty, undergraduate and graduate research, and curricula of the Department of Religious Studies, University of Kansas in the areas of religious studies, history and change in the study of religions, religion and ethics, and areas related to religious experience in the humanities and social sciences. The MRR also supports the research and scholarship of affiliate researchers and non-affiliated researchers from the US and around the world, and the general public.

Scope of the Collection and General Selection Guidelines

The major emphasis of the collection is historical and current information about the study of religion and religious experience; of particular interest are materials relating to the study of religion in the lives of Kansans. Subject areas include: Christianity, Judaism, Islam, Native American religions, Hinduism, Buddhism, ancient Mediterranean religions, religious ethics, new religious movements, religion in American society, comparative religion, and religious studies methodology and theory.

The following uses the Research Library Group (RLG) Conspectus for describing levels of collecting (i.e. comprehensive, research, instructional, basic, minimal). The wide range of subjects represented shows the large collection scope (or lack of a collection scope) that previously guided the MRR. In the future, and based on the policies in this document, the MRR will collaborate in its collecting with KU Libraries in the areas of global studies (African Studies; South & Southeast Asian Studies; Latin American Studies; Russian, Eurasian & Eastern European Studies), ethics, philosophy, psychology, anthropology, literature, medicine, law, and other subjects on the periphery of the curriculum in the Department of Religious Studies.

RLG Conspectus:

1. Out-of-Scope: The Library does not collect in this area.
2. Minimal Level: A subject area in which few selections are made beyond very basic works.
3. Basic Information Level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the

purpose. A basic information collection is not sufficiently intensive to support any courses of independent study in the subject area involved.

4. **Instructional Support Level:** A collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject.
5. **Research Level:** A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research. Government documents are included in American and foreign law collections.
6. **Comprehensive Level:** A collection which, so far as is reasonably possible, includes all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection." The aim, if not achievement, is exhaustiveness. Older material is retained for historical research.

| Call Number (Library of Congress classification system) | Subject | Collecting Level | Aspirational Collecting Level |
|---|--|-------------------------|--------------------------------------|
| AC | Collections. Series. Collected works. – The works include collected works on higher education in a very minimal scope. Future collections should be by KU Libraries if not related to religious studies. | 2 | 1 |
| AG | Dictionaries and other general reference works. -- Future collections should be by KU Libraries. | 2 | 1 |
| AM | Museums. Collectors and collecting. Future collections should be by KU Libraries. | 2 | 1 |
| B | Philosophy (general). – General works and works by period (1-5802). Not up to date. Should only | 3 | 2 |

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| | collect as relevant to religious studies. | | |
| BD | Speculative philosophy. (21-701) – General philosophical works, metaphysics, epistemology, methodology, ontology, cosmology. Should only collect as relevant to religious studies. | 2 | 2 |
| BF | Psychology. – Works range from psychoanalysis to occult sciences. Areas of the class outside of BF1228-1815 should be collected by KU Libraries. | 2 | 3 |
| BJ | Ethics. – We should collect in subclasses relevant to religious ethics (BJ 47, 1188-1297). Other areas of this class should be collected by KU Libraries. | 3 | 4, but only as related to religious ethics |
| BL | Religions. Mythology. Rationalism. – We aspire to collect at a research level for general religion (e.g. the study of religion as a discipline) and comparative religion (e.g. thematic approaches to the study of religion from multiple religious perspectives.) This includes most areas in subclasses BL 1-630. | 4 | 5 |
| BM | Judaism | 4 | 4 |
| BP | Islam. Bahaism. Theosophy | 4 | 4 |
| BQ | Buddhism | 4 | 4 |
| BR | Christianity | 4 | 4 |
| BS | Bible | 4 | 4 |
| BT | Doctrinal Theology | 4 | 4 |
| BV | Practical Theology | 4 | 4 |
| BX | Christian Denominations | 4 | 4 |

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| D | History (general) | 3 | 2 |
| DA | Great Britain – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 2 | 1 |
| DC | France- Andorra- Monaco --General works of history should not be collected; only works as they pertain to religious studies or religious experience (DC 101.9 – 109) | 2 | 1 |
| DD | Germany – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 2 | 1 |
| DF | Greece – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 3 | 1 |
| DG | Italy – Malta – General works of history should not be collected; only works as they pertain to religious studies or religious experience. (Papal states could be collected, DG 791-800) | 2 | 1 |
| DK | Russia. Soviet union. Former Soviet Republics – Poland. – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 2 | 1 |
| DP | Spain – Portugal. – General works of history should not be collected; only works as they | 2 | 1 |

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| | pertain to religious studies or religious experience. | | |
| DS | Asia – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 3 | 1 |
| DT | Africa – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 3 | 1 |
| DU | History of Oceania (South Seas) | 2 | 1 |
| E | History of the Americas – United States – General works of history should not be collected; only works as they pertain to religious studies or religious experience. | 2 | 1 for general history, but 4 for Native American religions and for elements in the population, as pertaining to religious study or experience. |
| F | History of the Americas – United States local history – General works of history should not be collected; only works as they pertain to religious studies or religious experience. Works relating to Kansas and religion should be collected at a research level. | 2 | 5 for local Kansas history as it pertains to religion and religious experience, 4 for works as they pertain to religious studies or religious experience, general history should not be collected. |
| G | Geography (general). Atlases. Maps. | 2 | 1, unless pertaining to religious studies or experience |
| GE | Environmental Sciences – GE 195-199 | 2 | 1, unless pertaining to Green Movement and religion |
| GF | Human ecology. Anthropogeography. | 2 | 1 |

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| GN | Anthropology – we should collect within GN 451-477.7 | 2 | 1, unless where appropriate within religion/religious experience |
| GR | Folklore – we should collect within GR 72-79, GR 81, GR 500-615, where appropriate to religious experience | 2 | 4, as pertaining to religious experience |
| GT | Manners and Customs – we should collect as pertaining to religious study, GT 485, GT 3400-5090 where appropriate | 2 | 4, where appropriate |
| GV | Recreation. Leisure | 2 | 1, unless pertaining to religious studies or experience |
| H | Social Sciences (general) | 2 | 1, unless pertaining to religious studies or experience |
| HB | Economic theory. Demography. | 2 | 1 |
| HC | Economic history and conditions. | 2 | 1 the book within this category needs to be re-cataloged |
| HD | Industries. Land use. Labor. | 2 | 1, unless as it pertains to religious experience |
| HE | Transportation and communications | 2 | 1 |
| HF | Commerce | 2 | 1 |
| HJ | Public Finance | 2 | 1 |
| HM | Sociology (general) – the majority of our books within this subject are HM 1-299, which are now obsolete numbers no longer used by the Library of Congress. These need re-cataloging to appropriate subjects. | 2 | 1 |
| HN | Social history and conditions. Social problems. Social reform. – We should collect within HN 30-39 | 2 | 3 or 4 when appropriate |

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| HQ | The family. Marriage. Women. – Only subjects pertaining to religion/religious study should be collected at an instructional level. | 3 | 4, subjects pertaining to religion/religious study |
| HS | Societies: secret, benevolent, etc. –HS 1525 | 3 | 4, subjects pertaining to religion/religious study |
| HT | Communities. Classes. Races. – Should be collected in areas pertaining to religious study | 2 | 4, where appropriate |
| HV | Social pathology. Social and public welfare. Criminology. | 3 | 3, where appropriate |
| HX | Socialism. Communism. Anarchism. | 3 | 4, where appropriate |
| JA | Political science (general) | 2 | 3, where appropriate |
| JC | Political theory | 2 | 1 |
| JK | Political institutions and public administration (United States). | 2 | 1 |
| JN | Political institutions and public administration (Europe). | 2 | 1 |
| JQ | Political institutions and public administration (Asia, Africa, Australia, Pacific Area, etc.) | 2 | 1 |
| JX | International law – this call number is obsolete and no longer used by the Library of Congress. All books should be re-cataloged. | 2 | 1 |
| JZ | International relations – JZ5511.2-6300, JZ 6422-6422.5 JZ 6530 | 2 | 4, where appropriate |
| K | Law in general. Comparative and uniform law. Jurisprudence. – Only cannon law should be collected (KBR, KBU), or laws as they apply to | 2 | 3, where appropriate |

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| | religious practices and experience. All other law collection should be done by KU Law Library. | | |
| KD | Law. United Kingdom and Ireland. See above. | 2 | 1 |
| KF | Law. United States. See above requirements in K. | 2 | 1, except for US law pertaining to religious experience or study (3) |
| LA | History of education. | 2 | 1 |
| LB | Theory and practice of education. – See religious education (LC) | 2 | 1 |
| LC | Religious education – should be collected at an instructional level (LC 107-128; 251-979) | 3 | 4 |
| M | Music – Religious music M 2010-2017; 2115-2199; 2900-3001, 3186; 3869; 3921 | 2 | 3, where appropriate |
| N | Visual arts – N 7790-8204 | 2 | 3, where appropriate |
| NA | Architecture -- NA 4590-6209 | 2 | 3, where appropriate |
| ND | Painting – ND 2889-3416 | 2 | 3, where appropriate |
| NK | Decorative arts | 2 | 1 |
| NX | Arts in general – NX 650-694 | 2 | 3, where appropriate |
| P | Philology. Linguistics. | 2 | 1 |
| PA | Greek language and literature. Latin language and literature. | 2 | 4, where appropriate |
| PC | Romance | 2 | 1 |
| PE | English | 2 | 1 |
| PJ | Oriental languages and literatures | 3 | 4, where appropriate |
| PK | Indo-Iranian languages and literatures | 3 | 4, where appropriate |
| PL | Languages and literatures of Eastern Asia, Africa, Oceania | 3 | 4, where appropriate |

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| PN | Literature (general) | 3 | 3, as pertaining to religious study or experience |
| PQ | French literature – Italian literature – Spanish literature – Portuguese literature | 2 | 3, as pertaining to religious study or experience |
| PR | English literature | 2 | 3, as pertaining to religious study or experience |
| PS | American literature | 2 | 3, as pertaining to religious study or experience |
| PT | German literature | 2 | 3, as pertaining to religious study or experience |
| PZ | Fiction and juvenile belles lettres | 2 | 1 |
| Q | Science (general) | 2 | 1 |
| QE | Geology | 2 | 1 |
| QH | Natural history – Biology | 2 | 1 |
| QM | Human anatomy | 2 | 1 |
| R | Medicine (general) | 2 | 1 |
| RA | Public aspects of medicine | 2 | 1 |
| RC | Internal medicine | 2 | 1 |
| RG | Gynecology and obstetrics | 2 | 1 |
| RM | Therapeutics. Pharmacology. | 2 | 1 |
| RT | Nursing. | 2 | 1 |
| T | Technology (general) | 2 | 1 |
| TJ | Mechanical engineering and machinery. | 2 | 1 |
| TL | Motor vehicles. Aeronautics. Astronautics. | 2 | 1 |
| U | Military science (general) | 2 | 1 |
| UB | Military administration | 2 | 1 |
| Z | Books (general). Writing. Paleography. Book industries and trade. Libraries. Bibliography. – Z 695; Z 7770-7779 | 2 | 4, where appropriate |

Deselection Policy (Weeding and Discard Policy)

Decisions to discard specific items, like decisions to acquire new items for the collection, are made within the context of the collection policy and in adherence to the mission of the Moore Reading Room. This is done so that the integrity of the total collection is not impaired, but enhanced when unneeded materials are removed from the collection. Materials identified for discard in the MRR will be first made available to KU Libraries; if there is no interest at this level, these materials may be used for exchange with other institutions, sold or given to students or dealers, or given to other libraries. In some instances, materials may be so deteriorated or otherwise useless that disposal through any of the above mentioned channels is not possible. In such cases, these materials will be discarded through KU Recycling.

Items may be deselected using the following criteria: does not adhere to mission or collecting scope of MRR, item is damaged (including mold, foxing, pest infestation, significant binding damage, significant page damage, significant board, top, or head edge damage, significant alterations, water damage, rusting staples, pins, and clips, embrittlement and yellowing of paper, abrasions), item poses a threat through off-gassing (acid-catalyzed hydrolysis) to itself and other materials, item is a duplicate, item has a low-circulation rate.

Transfer of items to KU Library Annex or Spencer Research Library

When appropriate, items that are weeded from the collection may go into the KU Libraries' collection within the KU Library Annex. Items that need special care and climate control that the MRR is unable to provide may go to the Spencer Research Library. Before the item is transferred, it will be digitized for collection in the MRR.

Guidelines for Future Acquisitions and Selection Policy

The Moore Reading Room's acquisition commitments and collecting goals are based upon available resources and aspire to the instructional level. The Moore Reading Room guides its acquisitions based upon the mission statement. It is the policy of the Moore Reading Room to avoid duplication in new acquisitions. The Moore Reading Room will collaborate in its collecting with KU Libraries in the areas outside the scope of the collection policy and mission of the MRR (such as materials pertaining to literature, history, anthropology, global studies areas, medicine, law, and languages).

Formats Collected Policy

The Moore Reading Room will collect the following, as deemed appropriate by the Archivist: monographs, reference resources, Department of Religious Studies graduate student theses, electronic resources (both reference and primary), and selectively periodicals, media, and DVDs. Where possible, the MRR will prefer electronic formats for periodicals and reference materials.

The Moore Reading Room will no longer collect cassette tapes, VHS recordings, CDs, print journals or periodicals (unless to fill a gap in an existing collection when appropriate).

Religion in Kansas Project

The following will be collected as it pertains to the Religion in Kansas Project: oral histories, ephemera, photographs, monographs, electronic resources, media, DVDs, video, and other

materials as deemed appropriate to the mission of the Religion in Kansas Project by the Archivist.

Hermes Peace and Justice Library

See Memorandum of Understanding between Hermes Peace and Justice Library Board of Trustees and University of Kansas. The Hermes Peace and Justice Library is housed within the Moore Reading Room. The addition of materials to said library remains under the guidance of the Hermes Peace and Justice Library Trustees. Duplicates will not be added to the collection, including resources duplicated in the Moore Reading Room collection.

Gifts and Donations Policy

The Moore Reading Room invites and accepts many types of gifts, including monetary donations through the KUEA William J. Moore Reading Room Fund and the Friends of the Department of Religious Studies and gifts of materials such as books, manuscripts, oral histories, ephemera, digital resources, archival materials, photographs, media, and DVDs. All gifts are considered for acceptance based on the potential of the gift to support or enhance the Moore Reading Room's mission.

Funding to Support Gift Collections

There are tangible and significant costs incurred by the Moore Reading Room when adding items to the collection. Donors of materials are encouraged to consider an accompanying monetary gift to help the Moore Reading Room make materials accessible through the MRR catalog, house library and archival materials within the collection, promote their visibility and use, and preserve materials for the future.

Acceptance of Gift Materials

All offers of gift materials will receive careful consideration by the MRR Archivist. Initial review of proposed gifts will consider any potential restrictions, limitations, and the costs associated with accepting and processing the gift.

Generally, the MRR will only accept materials that contribute to the teaching, research, and scholarship mission of the Moore Reading Room and that are not already in the MRR's collections. The MRR is unable to accept duplicate materials, mass-market magazines, and items in poor condition, or materials that fall outside the scope of the MRR's mission or scope as a teaching or research collection. In most cases, the MRR will not accept donations of journals. If the donor's gift is not accepted, the donor may be directed to other potential recipients or outlets.

All gifts accepted become the property of the Moore Reading Room and the Department of Religious Studies at the University of Kansas. The MRR reserves the right to determine retention, disposition, location, treatment, and other considerations related to use at any time. Even if a gift is accepted, the MRR may elect not to add the materials to the collection. The MRR reserves the right to exchange, sell, or discard items that do not fit current needs or the mission

of the MRR. All sale proceeds will be used to benefit the building of and preservation of the collections in the MRR.

The MRR encourages donors to provide an inventory of items to be donated, including information such as author, title, publication date, basic description, and provenance of item where appropriate.

Appraisal and Tax Information

Upon request, the MRR can provide the donor with a letter acknowledging a gift of materials; however, the appraisal of any gift to the MRR for income tax or other purposes is the responsibility of the donor. IRS regulations prohibit the MRR from formally appraising gifts or participating in an appraisal. Donors are encouraged to consult professional tax advisors before making a major gift to the MRR. IRS Publication 561, [Determining the Value of Donated Property](#), provides detailed information for donors of non-cash gifts.

General Collection Management Issues in the Moore Reading Room

1. **Preservation and Conservation:** Preservation and conservation activities are under the direction of the Archivist. At the present time, conservation activities consist of monitoring the MRR environment for climate and pest issues, pulling significantly damaged books, and providing conservation-level interventions on damaged books deemed valuable to the collection. The chosen option of conservation will be influenced by the value, rarity, fragility, and use of the book. Preservation and conservation may also be accomplished in conjunction with KU Libraries, by transfer of materials into the archival and special collections according to criteria established in this document.
2. **Weeding:** Weeding is an important part of the management of collections. Deselection, or weeding, is the careful elimination from the collection of unwanted or unnecessary materials that accumulate over time. This is done not only to conserve valuable space, but more importantly to increase the value or usefulness of the collection (and to increase the circulation of existing resources). A collection is difficult to use when patrons must sift through large amounts of irrelevant or outdated materials. For details on weeding policies and procedures, please see the section on the Deselection Policy.
3. **Storage:** The Moore Reading Room does not have sufficient room to grow in the foreseeable future. Therefore, close attention should be paid to the Collection Development Policy, including the Deselection Policy and the Accession Policy. Resources such as the KU Library Annex will be utilized for materials that do not circulate regularly, and are not needed on-site.
4. **Replacement:** The decision to replace a lost or missing item will be made by the Archivist. If the item is still available for purchase, the desirability for replacement will be the deciding factor. Older books which contain superseded information make poor candidates for replacement. In these cases, a newer book should be purchased instead.
5. **Purchasing multiple copies:** Because some books are either very popular, or used as required reading, the MRR will selectively purchase high demand items. Multiple copy purchases will be restricted to only one additional copy, due to our space concerns. The decision to add additional copies will be made by the Archivist. Multiple subscriptions to journals will not be acquired. Most of the major periodical titles are now online, which obviates the need for multiple subscriptions.

6. Gifts and Donations: Donations and gifts will be judged for acquisition by the Archivist, in accordance with the Gifts and Donations policy in this document. The Moore Reading Room reserves the right to use or discard materials as it sees fit. The Moore Reading Room cannot assign a value to material donations, however, we will provide donors with a letter of acknowledgement if requested.