



Saint Mary Seminary

Library Handbook

2022-2023

August 2022

28700 Euclid Avenue Wickliffe, OH 44092

440-943-7665

Library Handbook

Table of Contents	2
Mission Statement	3
The Collection	3
Journals	3
Microforms	3
Horstmann Collection	4
Collection Development Policy	4
Subject Criteria	4
Principles of collection building	4
Acquisition Criteria	5
Format Considerations	5
Deaccessioning (Withdrawals from the collection)	5
Gifts / Free Books	6
Library Tools	6
The Catalogs	6
Periodical Indexes	6
Other OhioLINK Resources	7
Circulation	7
Holds	8
Notices	8
Fines and Bills	8
Patron Services	9
Orientation & Bibliographic Instruction	9
Reference Services	9
Reserve books	9
Interlibrary loan	9
Layout of Library	9
Copy machine	10
Wireless access	10
Library Hours	10
Library Staff	10
Policy on Pornography	11

Mission Statement

The Saint Mary Seminary and Graduate School of Theology of the Diocese of Cleveland prepares candidates for the Roman Catholic priesthood while also serving as a center for advanced theological education.

The Library contributes to this mission by supporting the academic and formation programs in their goals of study and research at Masters and Doctor of Ministry levels. The Library collaborates with the faculty in cultivating the formation of future ministers who are equipped with the integrity and interpersonal skills necessary to analyze and authentically articulate the Catholic tradition. The Library also collaborates with and serves as a theological resource for Borromeo Seminary, the Permanent Diaconate program, the Lay Ecclesial Ministry program, the Office of Ongoing Formation for Clergy, and for patrons across the Diocese.

In pursuit of its mission, the Library has five primary goals:

1. To assemble a strong collection of materials adequate to support graduate work in theology at the Masters and the Doctor of Ministry levels.
2. To create and provide the tools necessary to allow patrons to efficiently identify and obtain materials required for their study.
3. To maintain inventory and circulation control of the collection.
4. To provide assistance to patrons in effectively using the Library.
5. To provide physical facilities adequate for housing the collection, for the staffing of the Library, and for the creation of a hospitable place to study

The Collection

The Library owns over 85,000 items, making it the largest theological library in northeast Ohio. Its collection of 67,000 books, and 18,000 bound journals emphasizes philosophy (particularly that related to St. Thomas Aquinas), scripture, systematic theology, ecumenism, moral theology, spirituality, pastoral theology, religious education, liturgical theology, canon law, Church history, and patristics.

Journals

The Library subscribes to approximately 250 print journals. Current issues are on display in the balcony. Back issues of the current year are found in alphabetically arranged boxes behind the display shelves in the balcony. Bound journals are shelved alphabetically on mobile shelving in the basement. Links to 400 ejournals may be found in the SMS Library catalog. All journals, both current issues and bound volumes, are Library Use Only and may not be checked out.

Microforms

The Library owns a number of resources in microfilm and microfiche format. Notable among our holdings are a complete run of the Catholic Universe Bulletin on microfilm. Also available are a microfilm reader and a film/fiche reader/printer. Please request assistance from the Library staff if you wish to make use of these resources.

Horstmann collection

Bishop Ignatius F. Horstmann, the third bishop of the Diocese of Cleveland, was an avid bibliophile, and made frequent book-buying trips to Europe. On his death, his library was donated to the Seminary. The Horstmann collection is that which remains of his original library. Books in this collection are designated by call numbers beginning with “HC”, and are “Library Use Only”.

Collection Development Policy

Subject Criteria:

In order to build a collection sufficiently strong to support study and research at the graduate level, the Library’s Collection Development Policy has established three levels of collecting intensity.

Level A: The collection shall include a wide range of basic and specialized monographs, complete collections of the works of the important authors, selections from the works of secondary authors, all major journals, and the reference tools and bibliographic apparatus pertaining to the subject. This level of collecting intensity applies to the areas of Seminary Education, Scripture, Systematic Theology, Ecumenism, Moral Theology, Spirituality, Pastoral Theology, Religious Education, Canon Law, Official Church Documents, Liturgical Theology, Church History, Patristics, Philosophy and Religious biography. The Vincent G. Marotta Collection shall acquire works focused on the systematic areas in the Perennial philosophical tradition, including the philosophy of nature, philosophical anthropology, epistemology, virtue ethics, logic, Thomistic metaphysics, and natural theology.

Level B: The collection shall include a selective representation of materials which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It shall include major dictionaries, and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a selection of representative journals. This level of collecting intensity applies to the areas of Religion, Psychology, the Social Sciences, Law, Education, History, and the influential texts from other philosophical traditions.

Level C: This level represents a subject area outside the scope of the Library’s collection, in which few selections are made. This level of collecting intensity applies to the areas of Linguistics, Science and Technology, Arts and Recreation, Literature, and Fiction.

Principles of collection building:

Consistent with the concept of a collection, the Seminary Library prefers the ownership model of collection building over the leasing model. While not excluding resources available via leasing arrangements, the Library prefers the stability of the ownership model, as well as the idea of paying only once for content. In short, owned resources remain core, with leased resources filling a supplemental role.

Additionally, the Seminary Library emphasizes the quality of resources over the quantity, and it stresses the need for selection based on the value of the content rather than the price. Consequently, the Library considers “packages” or “bundles” of resources with reserve, regardless of the attractiveness of the price.

Lastly, the Seminary Library strives to reflect the range of thought across the Christian continuum, and includes perspectives inflected by gender, race, denomination and/or nationality.

Acquisition Criteria:

The general acquisition criteria that apply to materials purchased are as follows:

- the needs of the faculty,
- the authority and competence of the author,
- the accuracy and objectivity of the presentation,
- the relationship to the existing collection,
- and the suitability to the purpose and clientele of the Library.

Recommendations from outside the faculty for additions to the collection are welcome. However, such recommendations will also be subject to the acquisition criteria listed above.

Format Considerations:

One issue at the forefront of collection development is the proper role of electronic resources within the Library. The Saint Mary Seminary Library is cautiously introducing electronic content to address specific problems that have arisen. For example, as the cost of subscribing to paper journals continues to soar, we have chosen to moderate those price increases by discontinuing subscriptions to those highest-dollar journals to which we have access through EBSCOhost. Also, to address concerns about shelf space, the Library has replaced the paper copies of select out-of-copyright titles with electronic versions that are available at no cost from trusted digital repositories like HathiTrust and Archive.org. Finally, to make ebooks available across a variety of platforms, the Library participates in a consortial ebook subscription to Oxford Scholarship Online, and to ebooks available from Wiley and Springer. Each instance has pros and cons, but the point is that each decision to incorporate electronic resources is considered individually, and the Library has not adopted a wholesale shift away from paper.

Deaccessioning:

An important part of collection development is the removal of books and other materials that no longer serve the Library's purpose. Factors to be weighed in the decision to keep or withdraw an item include:

- the five general acquisition criteria listed above,
- an item's subject matter,
- its amount of use,
- its language,
- its physical condition,
- its availability from other libraries,
- its historical value,
- its format,
- whether or not it is a duplicate,
- whether or not it is part of a series.

Wherever possible, links to online versions of books withdrawn are added to catalog records. In addition, journal subscriptions are selectively migrated from print to electronic editions, with online links added to those catalog records as well. The Library Director consults with the faculty prior to the removal of material from the Library.

Gifts / Free books:

The Library is viewed not only as a Seminary resource, but also as one which encompasses the diverse interests of the Diocese of Cleveland. As a Diocesan memory institution, the Library welcomes gifts of books, periodicals, or other materials from personal libraries and estates. The Library, however, reserves the right to use or dispose of these materials in keeping with its best interest. Additionally, the Library is prohibited by IRS regulations from assigning a value to any material received as a donation. A letter of thanks acknowledging the gift is available.

When the Library receives donations of books, the usual practice is to review these gifts for items to be added to the collection. Those items not selected are placed on a cart with a sign indicating they are available to anyone to take, free of charge.

Library Tools

The Catalogs

The SMS catalog is the primary means by which patrons can locate books within the collection. The catalog is accessible at <http://catalog.stmarysem.edu>. It is also available via a link at the Saint Mary Seminary web site at <http://www.stmarysem.edu>. The catalog can be searched by author, title, subject, keyword, and call number. Search results will include the location of the book, the call number, and the status (such as available, library use only, due on ____, etc.).

The Library is also a member of a consortium of 120 academic libraries in Ohio called OhioLINK. Together, the Central catalog of all members offers access to more than 46 million items statewide. Students, faculty, and staff can use the OhioLINK Central catalog to find and request materials online, and have them delivered to their home library. The Central catalog is accessible at <http://olc1.ohiolink.edu/search/>.

Databases (also called Periodical Indexes)

Databases provide access to the journal literature. The primary databases for the Saint Mary Seminary Library are: the Atla Religion Database; AtlaSerials PLUS, Religion Collection; New Testament Abstracts; and Old Testament Abstracts. To access these databases, go to <http://www.stmarysem.edu>, and under the Library tab, click on the Search button.

Also listed here are OhioLINK databases of particular interest to SMS students, including Academic Search Complete, Dissertation Abstracts, Humanities International Complete, and Religion and Philosophy Collection.

A complete list of OhioLINK databases is available from the main OhioLINK website <http://www.ohiolink.edu>. Click on the link for “Research Databases,” to find more than 140 titles.

Other OhioLINK Resources

From the main OhioLINK webpage, there are other resources available:

Digital Resource Commons – The DRC archives and provides access to 500 multimedia collections, including 3,000 digital educational films and documentaries.

E-Book Center – OhioLINK has a growing collection of 125,000 e-books covering a wide variety of subjects and including encyclopedias, dictionaries and other reference works.

ETD Center – The Electronic Theses and Dissertations Center is an open-access database of 58,000 masters’ theses and doctoral dissertations from students at 31 participating Ohio colleges and universities.

Electronic Journal Center – The EJC is a collection of more than 10,000 full-text research journals. However, the Saint Mary Seminary Library does not subscribe to the entire EJC, as the majority of titles included are scientifically, technologically, or medically oriented.

Circulation

Valid library cards are required to check out books. All library cards expire on the last day of August (as indicated by the expiration sticker on your library card), so each year patrons will need to revalidate their library card. This is the means by which the Library can collect updated patron information, whether it be a new address, a new phone number, a new email address, etc. Please see a member of the Library staff if you need to update your library card.

The loan period for SMS books is 3 weeks for students, and 90 days for faculty, and books are renewable two times. The loan period for OhioLINK books is also 3 weeks, but 1 week for other formats (CD’s, DVD’s, etc.). OhioLINK books can be renewed up to four times, but other formats may not be renewed.

If students wish to renew the books they have checked out, they may do so within 5 days of the due date. Earlier than this, the system will respond that it is too early to renew. Later, and the system will not permit it because they are overdue. To renew both SMS and OhioLINK books, visit the SMS catalog, and click on the login button, or go to My Record. Access your record by entering your last name as the username, and your library card number as the password. You will then see a list of items you have checked out, and you can select those items you wish to renew.

All periodicals, both current issues and bound volumes, are “Library Use Only” and may not be checked out.

The Saint Mary Seminary Library follows the policy of confidentiality recommended by the American Library Association. The confidentiality of all patron records will be upheld.

Holds

If a student is looking for a book, and that book is in circulation, he has the option of placing a Hold on that item, meaning that he is in line for the book when it is returned. Upon its return, the system will email a hold pick-up notice to the first person in line for the book. When it returned again, the system will email the next person in line, and so on until all Holds have been filled.

To place a hold on an item that is checked out, click on the Request button from the SMS catalog.

Notices

The Library system generates a number of notices that are emailed to patrons. In addition to the hold pick-up notices already mentioned, the system also generates courtesy notices to alert patrons when books are nearing their due date. Overdue notices differ according to whether the books are from the SMS collection or from OhioLINK. If books are from the SMS collection, two overdue notices are sent out, the first 7 days after the due date, and the second 14 days later. If books are from OhioLINK, only one overdue notices is sent out, 1 day after the due date.

Fines and Bills

Fines are not charged for SMS books. However, if books are sufficiently overdue, the Library will bill for lost items. Bills are generated 14 days after the second overdue notice (after 35 days), calculated as follows:

- Default item cost - \$50.00
- Processing fee - \$10.00
- Replacement service charge - \$25.00
- Total - \$85.00 per book

Fines begin accumulating immediately for OhioLINK books, at \$0.50/day, for a maximum of 30 days. After 30 days, a bill is generated, calculated as follows, as determined by the consortium:

- Fines - \$15.00 (\$0.50/day for 30 days)
- Default item cost - \$75.00
- Replacement processing fee - \$35.00
- Replacement service charge - \$15.00
- Total - \$140.00 per book

The fine and billing structure for OhioLINK books is intentionally punitive to encourage patrons to be responsible with books belonging to other institutions. In order to avoid these exorbitant fees, patrons **must** be attentive to the dates books are due.

Patron Services

Orientation & Bibliographic Instruction

To assist patrons in finding materials in the Library, orientation sessions are conducted for new students at SMS and Borromeo Seminary. Bibliographic instruction sessions are also conducted upon request for other groups, such as the Permanent Deacons, Doctor of Ministry students, or at the request of an individual instructor. Orientation and bibliographic instruction sessions introduce not only the material resources and the tools of library research, but also discuss strategies guiding the selection of the appropriate search tool for the material being sought.

Reference Services

As is often the case, the most effective learning occurs during one-on-one instruction, within the context of a specific research goal. The reference staff will assist with:

- Locating appropriate materials in the print collection,
- Navigating through the online databases and ebook collections,
- Optimizing research strategies,
- Identifying specialized research materials,
- Locating quality resources and websites,
- Following proper bibliographic and footnote formats, and
- Securing technology assistance and wireless access.

Reserves

At the beginning of each semester, professors have the option of requesting that books in the circulating collection be moved to their “Reserve Shelf.” This transfer temporarily changes the book status to non-circulating or “Library Use Only” to ensure that all students in the class have access to the book, and to prevent the book from being monopolized by a single student. Reserve books can be found by locating the professor’s name, and the course abbreviation.

Interlibrary Loan

If there are resources unable from either the SMS Library or within the holdings of the OhioLINK consortium, please see the Library staff to request Interlibrary Loan services. While every effort is made to borrow from libraries that do not charge a lending fee, if there is a charge by the lending library, that fee is passed on to the patron.

Layout of Library

There are three levels in the Library: the Main floor, the Balcony, and the Lower Level.

On the **Main floor** you will find our Reference collection on shelves around the walls. Audio visual resources (CDs, VHS cassettes and DVDs), and the Reserve books are also on the Main floor, along with the Horstmann collection. Other books on this level are primarily biographies, philosophy titles, and psychology. (The Library uses the Dewey Decimal classification system, and the books with classification numbers 0 – 199 are found on the Main floor.)

The circulation desk, and the public catalog computers are on the Main floor, along with the offices of Library staff.

In the **Balcony** you will find current periodicals on display, plus previous issues for the current volume. A reading area and study tables are available in the Balcony, as well as the Library's microfilm resources. Computers for student use are also located here.

The **Lower Level** the bulk of the Library collection, books with the classification numbers 200 – 999. Bound journals are located in the Basement, as is the Library copy machine/scanner. Finally, there is a catalog computer in the Basement for the convenience of patrons.

Copy machine

The copy machine in the Library basement is best used as a scanner, with the scanned documents either saved to a USB drive or sent to an email address. Step-by-step instructions for both these options are posted on the wall behind the copier. Should you need a paper copy, please see a member of the Library staff. Paper copies are 5 cents apiece. USB drives may be purchased at the reception desk in the Lobby for \$3.00 for an 8 MB drive.

Wireless access

Students with appropriately capable laptops have access to a wireless connection in the Library. Upon entering the BOR or SMS programs, seminarians are assigned a Barracuda username and password, which allows access the wireless network. Non-resident patrons should see a member of the Library staff if they desire wireless access.

Library Hours

During the school year, the Library is open Monday through Thursday from 8:00 am to 10:00 pm, Friday from 8:00 am to 5:00 pm, Saturday from 9:00 am to 5:00 pm, and Sunday from 1:00 pm to 9:00 pm. Summer hours are Monday through Friday from 8:00 am to 4:00 pm. Exceptions for holidays and other seminary events are posted on the doors to the Library, and on the Seminary website.

Library Staff

- Alan Rome, Library Director akrome@dioceseofcleveland.org
- Blaženka Livaja, Library Assistant blivaja@dioceseofcleveland.org
- Evening Assistants (Sisters of the Most Holy Trinity)
- Student Staff

Policy on pornography*

The Library forbids patrons from using Library computers to access pornography. Upon discovery of a non-resident student or a library patron (who is not enrolled) engaged in such activity, the individual in question will be notified in writing by the Library Director that:

- his/her library card is cancelled, effective immediately; (This means no borrowing from the SMS Library, no borrowing from OhioLINK, and no access to databases.)
- he/she will be required to return all Library materials immediately;
- and he/she will lose all other Library privileges. (This means no internet access from Library computers, no use of the CPL wireless network, and no use of the Library as a study space.)

In all such cases, the incident will be documented with a letter to the Rector, the Academic Dean, and the Registrar. Should the incident involve child pornography, additional reports shall also be made to the relevant civil and Diocesan authorities.

*If a seminarian is found to be accessing pornography, the incident will immediately be reported to his formation advisor, and the situation will be handled via established procedures as described in the Seminary Handbooks.