



Saint Sophia Ukrainian Orthodox Theological Library
135 Davidson Avenue Somerset, New Jersey 08873
732-356-0090, ext. 120 - library@uocofusa.org

Collections Policy

Mission Statement

The St. Sophia Ukrainian Orthodox Theological Library was established to collect and preserve materials to fulfill the commitment of being a center for learning, research, and writing for the St. Sophia Ukrainian Orthodox Theological Seminary community and the Ukrainian Orthodox Church of the USA.

Roles and Responsibilities

St. Sophia Library Staff's roles and responsibilities include, but are not limited to, the following:

- Aiding library patrons and researchers,
- Cataloging,
- Regular inventory of the collections,
- Assessing current collection
- Collection development to ensure it reflects on the current needs and practices of the community
- Pest maintenance and library cleaning.

Collection Scope

St. Sophia Library Collection includes, but is not limited to:

- Theological books, including but not limited to Eastern Orthodoxy, Christianity and other religions
- Historical works
- Literary works
- Rare books
- Reference collection (encyclopedias, foreign language dictionaries, travel guides)
- Music collection
- Orthodox and secular journals and periodicals
- Calendars and Almanacs published in the United States, Ukraine and the Ukrainian diaspora
- Ukrainian Orthodox Church of the USA Parish Jubilee Books
- Anniversary Books
- Publications of the UOC of USA (including the Ukrainian Orthodox Word & the Ukrainian Orthodox Calendar from 1947 to the present)
- Maps
- Audio and Visual Collection
- Books, journals, newspapers, encyclopedias, calendars, commemorative books and materials almanacs, music, sheet music, prayer books, Bibles, CDs/DVDs, and audio records pertaining to the Holodomor (man-made famine of 1932-33)

Selection Criteria

The St. Sophia Ukrainian Orthodox Theological Library's staff use their training, subject knowledge, and familiarity of the community, along with the following general criteria, to select materials for the collection.

An item will not necessarily be judged against all criteria but against those most applicable and appropriate. We accept materials written in English, Ukrainian, Church Slavonic, Russian, Greek, and Latin languages. Patrons and community members of the St. Sophia Seminary and the Ukrainian Orthodox Church of the USA are encouraged to suggest titles and/or subjects they would like to see added to the collection. However, as with any St. Sophia Ukrainian Orthodox Theological Library materials, only those meeting the selection criteria will be considered for purchase.

Gifts and Donations

Patrons may want to gift an item for inclusion in the collection. These gifts will be subject to the same selection criteria as mentioned in the previous section. Gifted materials become property of the Library to keep, sell, donate or dispose of as they see fit.

Duplicate materials or donations which do not fit the collection scope may be used as part of sales or other fundraising activities, and unused or unsold materials may be donated to outside organizations at the discretion of the Library Staff.

The Library Staff reserves the right to accept or decline materials or to discard them as necessary due to limitations of storage space.

The Library Staff will provide receipts for donated materials at the request of the donor. However, Library Staff and volunteers are prevented by law from providing a value of donations.

If you think your donation supports the Library's mission, please complete the "Donation Form". Accepted donations can be mailed to the Library, be dropped off at the Library during business hours, by appointment, or by email. The Library is open Monday - Friday, from 9 am to 5 pm. Please do not leave donations outside the Library, Seminary Building or any other property of the Metropolia Center.

Suggestions for collection development and inclusion can be made in writing addressed to the Librarian. The letter should include the following:

- Patron's name, address, phone number and email;
- Donating organization or group, if applicable;
- Description of how the resource was brought to your attention;
- Statement by the donor describing the suggested donation and if the donor has view, listened or analyzed the material themselves;
- Identify which collection scope the material fulfills;
- Patron's signature.

Inclusion of the suggested title(s) will be considered by the Library Staff and the Seminary Administration. The decision of the Library Staff and the Seminary Administration is final. Once a decision has been placed on an item, the decision cannot be challenged again for at least 5 years.

Library also accepts financial donations. Donations can be made via PayPal on the Ukrainian Orthodox Church of the USA or St. Sophia Seminary webpages; cash or checks can be mailed or delivered in person.

Evaluation and Maintenance

Once materials have been added to the collection, they are managed by the Library Staff by using their professional judgment to determine which items to retain, replace or de-select.

The following categories of materials will be considered for deaccession:

- Worn or destroyed materials,
- Duplicate copies of seldom used titles,
- Materials containing outdated or inaccurate information,
- Superseded editions or specific titles,
- Materials no longer of interest, in demand, or filled with historical inaccuracies.

While the Library attempts to replace copies of standard and important works, it does not automatically replace all titles. The following standards are kept in mind when considering a replacement:

- Demand for the item,
- Number of copies available in the system,
- Existing coverage of the subject within the collection,
- Date of publication,
- Accuracy of its contents,
- Availability of title for reorder,
- Cost of mending versus cost of replacement.

Library Membership & Circulation:

	Membership Fee (Lifetime)	Circulation Period
St. Sophia Seminary Faculty	Free	Academic Year
St. Sophia Seminary Students	Free	Academic Semester
UOC of USA Clergy	Free	4 Weeks
Laity/Researchers	\$50	4 Weeks
Senior Citizens (65+)	\$40	4 Weeks

Contact

If you have any further questions, please contact the Librarian

Phone: 732-356-0090, ext. 120

Email: library@uocofusa.org

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