

COLLECTION DEVELOPMENT POLICY OUTLINE

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History of the Wallace Library

Selection Guidelines

- I. Introduction
 - A. College Mission Statement
 - B. Library Mission Statement
 - C. Intellectual Freedom and Censorship
 - D. Confidentiality
 - E. Copyright
 - F. Cooperative Library Agreements (Consortia)
- II. Responsibility for Selection
- III. Depth of Coverage (Collection Levels)
- IV. Criteria for Selection
 - A. General Collection
 1. Language
 2. Retrospective Purchasing
 3. Out-of-Print Items
 4. Textbooks
 5. Editions & Sets
 6. Single-Issue Periodicals
 7. Hardcover vs. Softcover
 8. Duplication of Titles (Includes FIP)
 9. Replacements
 10. Price
 11. Recreational Materials
 12. Video, Laserdisc, DVD
 13. CD-ROM, Software
 14. Music CDs
 15. Audiocassettes
 - B. Electronic Access, Licenses, Internet Resources
 - C. Reference
 - D. Serials
 - E. Archives
 - F. Special Collections
 - G. Gifts in Kind
 - H. Curriculum Materials
- V. Collection Maintenance and Assessment (Weeding)
 - A. Monographs
 - B. Reference
 - C. Serials
 - D. Electronic/Other Formats
 - E. Policy Review Statement

Materials Not Purchased by the Library

Budget

- I. Determination of Budget
- II. Responsibility for Budget
- III. Grants and Monetary Gifts

Appendix

- I. American Library Association *Library Bill of Rights*
<http://www.ala.org/work/freedom/lbr.html>
- II. American Library Association *The Freedom to Read*
<http://www.ala.org/alaorg/oif/freeread.html>
- III. American Library Association *Intellectual Freedom Statement*
<http://www.ala.org/alaorg/oif/issues.html>
- IV. American Library Association *Freedom to View*
- V. American Library Association *Challenged Materials*
- VI. American Library Association *Statement on Labeling*
<http://www.ala.org/alaorg/oif/labeling.html>
- VII. American Library Association *Access to Electronic Information*
<http://www.ala.org/alaorg/oif/electacc.html>

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**MADELEINE CLARK WALLACE LIBRARY
COLLECTION DEVELOPMENT POLICY**

History of the Wallace Library

COLLECTION DEVELOPMENT POLICY

History of the Wallace Library

Founded in 1834 as a memorial to a beloved daughter, Wheaton Female Seminary proposed to educate the daughters of an upwardly mobile, ambitious and financially successful middle class. A library was established in October 1840 with a \$100 donation from Fanny Wheaton, wife of Judge Laban Wheaton. Beginning in the Boarding House, library collections were relocated several times before the present library opened in 1923. The library collection remained small during Wheaton's 78 years as a Seminary, due to several factors. During its early years the curriculum depended on required textbooks, rather than independent reading. Sufficient funding never was available; the Seminary operated on a shoestring budget due to the firm desire of the Wheaton family, and particularly Mrs. Wheaton, to use only family funds and tuition income to operate the Seminary--it was sixty years before outside funds were sought, even from alumnae. A succession of faculty, each serving as librarian for a few years, could not provide the strong advocacy needed to build collections. In addition, since women of that era did not pursue professional lives as clergy or lawyers, most seminary alumnae had neither large personal libraries nor large sums of money to bequeath to their alma mater.

When Wheaton became a college in 1912, the library gained additional support culminating in a new building constructed in 1922. The new Library was designed by Boston architect Ralph Adams Cram. The Henry Clay Jackson Wing was added in 1941 which included the first browsing room in a college library, as well as a government documents area, administrative offices, catalog and acquisitions departments, and seminar rooms. Another modern two-story wing, added in 1960, provided increased capacity for books and seating, a periodicals room, typing rooms, a smoking room, listening room, and faculty studies. But the original atrium had to be floored in to provide sufficient stack space. Completed in 1980, the most recent addition included a major renovation and restoration of the original atrium. It created a dramatic stairtower lounge, a separate archives and special collections facility, and an underground book stack. In 1984 the building was rededicated in honor of Madeleine Clark Wallace (Wheaton Class of 1934). The most recent improvement to the building was the construction of the Mabel Tingley Woolley Class of 1925 Electronic Classroom which was opened in the fall of 1998.

The collections of the Wallace Library are known for their special emphasis in women's studies, art, and literature, and increasingly psychology and sociology. The electronic resources are rapidly expanding, and continue to supplement an extensive collection of serials and monographs.

Selection Guidelines

I. Introduction

A Collection Development Policy provides selection guidelines for purchase or access to resources for the library. The policies and procedures outlined here are used to develop the Wallace Library as the essential resource for information for the Wheaton community. The mission of the College is best supported when library collections are based on carefully selected resources representing a variety of viewpoints. A small undergraduate college library cannot afford to house all the available materials that our community desires. Therefore, to expand the resources owned, the library participates in consortia for the cooperative purchasing and borrowing of materials in a variety of formats. Through this careful selection, the Wallace Library is able to provide the needed materials to support the undergraduate curriculum as well as limited research needs of the faculty of the college. In addition to these scholarly needs, the Wallace Library attempts to contribute to the intellectual environment of a residential campus by purchasing appropriate recreational reading. Following the missions of both the college and the

library, the library's collections hope to reflect an ongoing commitment to the highest level of excellence.

A. Mission of the Institution of Wheaton College

"Wheaton College provides an excellent liberal arts education in a residential, coeducational community, enabling students to develop the knowledge and skills to define and reach their academic, professional and personal goals.

"As members of a vigorous educational community, Wheaton's students are committed to the highest standards of scholarship in all areas of the arts, humanities, sciences and social sciences. And as intellectual activists, they are encouraged to pursue learning in and beyond the classroom and our Boston-area campus, linking their academic explorations to the real-world settings of the workplace and community.

"Learning for life, serving a diverse community, aspiring to academic excellence and personal fulfillment: Wheaton values these commitments as it prepares the next generation to contribute to a complex and rapidly changing world. While characteristic of the contemporary Wheaton, these traits are rooted in the college's founding, in 1834, as one of the earliest models of higher education for women. It is this blend of tradition and innovation that has distinguished Wheaton for more than 160 years, and upon which the college continues to build today."

B. Library's Mission Statement

"The purpose of the Madeleine Clark Wallace Library is to reinforce the mission of the College by supporting the curriculum, providing access to information resources, teaching members of the Wheaton community how to use these resources, and providing a physical facility that preserves library materials and fosters study and research. In fulfilling its goals and objectives the Madeleine Clark Wallace Library adheres to the Bill of Rights adopted by the Council of the American Library Association.

"The primary clientele served by the library are the students, faculty, staff and alumnae of the College. The priority of the library's collections is to support undergraduate research needs. Research needs beyond what our collection can accommodate are helped by our membership in various consortia."

C. Intellectual Freedom and Censorship

"The [Wallace Library] recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the library purchases materials that represent a wide variety of viewpoints. To this end, the library subscribes to and complies with the American Library Association Library Bill of Rights and its accompanying statements of interpretation, including, but not limited to, statements on Intellectual Freedom; the Freedom to Read; Freedom to View; Access to Electronic Information, Services, and Networks; Challenged Materials; and Statement on Labeling. (See Appendix.)

"The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the [Wallace Library] Director." (Indiana/Purdue Univ., Fort Wayne, Helmke Library Collection Development Policy, October 20, 1997 from Internet)
http://www.lib.ipfw.edu/library_info/collections/collection_development_policy/

D. Confidentiality

"The Code of Ethics of the American Library Association (ALA) states that "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired" (*ALA Policy Manual* 54.15, Code of Ethics, point 3). In addition, the [Wallace Library] adheres to the American Library Association's 'Policy on Confidentiality of Library Records' and 'Confidentiality of Library Users.' " (Indiana/Purdue University, Fort Wayne, Helmke Library Collection Development Policy, October 20, 1997 from Internet) http://www.lib.ipfw.edu/library_info/collections/collection_development_policy/

E. Copyright

"The [Wallace Library] complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research." (Indiana/Purdue University, Fort Wayne, Helmke Library Collection Development Policy, October 20, 1997 from Internet)
http://www.lib.ipfw.edu/library_info/collections/collection_development_policy/

F. Cooperative Library Agreements (Consortia)

In order to provide additional resources to its patrons, as well as cost saving benefits, the Wallace Library currently belongs to a variety of consortia. SEMLS (Southeastern Massachusetts Library System) provides daily deliveries of books and articles not available in our collections. This service has resulted in increased access to numerous resources often cited in our electronic databases. In addition, the library participates in SMCL (Southeastern Cooperating Libraries), NELINET (New England Library Network), the Oberlin Group, and LVIS (Libraries Very Interested in Sharing) through OCLC (Online College Library Center), for resource sharing and advantageous pricing.

II. Responsibility for Selection

The Acquisitions Librarian and Serials Librarian coordinate collection development, by selecting materials in all formats for purchase or access, offering bibliographic assistance to the faculty and evaluating incoming requests and recommendations. However, resource selection is a complex process that involves all faculty members and librarians. The Reference Department Librarians work collaboratively with the Coordinator for Reference Collection Development on the selection of resources for and maintenance of the reference collection. Liaison librarians take the leadership role for selection and maintenance of the reference collection within their subject areas. Faculty members, as subject specialists for their fields, are asked to recommend materials to support the undergraduate curriculum. The Archivist and Special Collections Curator makes appropriate selections for these unique collections. The Media Services Dept. makes recommendations for multimedia purchases including videocassettes (DVD), off-air taping licenses, and CD-ROMs for the Language Lab. The library reserves the right to question any order that appears inappropriate for the collection.

Ultimate responsibility for the development and overall quality and balance of the collection rests with the College Librarian who has final approval of the selection of all materials. The Library has the responsibility for evaluating present resources to provide coordination and balance for the collection. It is essential that the Library be informed of new programs and curricular changes so that new materials may be acquired/accessed, or the present collection reevaluated.

III. Collection Levels

The American Library Association Code contains guidelines that outline the depth to which a subject might be collected. (See Appendix.) Most library materials chosen to support courses at Wheaton College are selected at the “study or instructional support level” as outlined in the ALA Code. Selected subjects may be collected at the “research” level. Topics of interest that are not specifically covered in the curriculum may be collected at either the “basic” or “minimal” level.

IV. Criteria for Selection

The general criteria for selecting library materials include:

- Importance of subject matter in relation to the college’s educational goals and the curriculum, and personal enrichment and life skills.
 - Timeliness or permanence of the material.
 - The author’s/editor’s reputation and significance as a writer.
 - Authoritativeness as reflected in recommendations or adverse criticism by respected authorities or book reviewers.
 - Relative importance in comparison with other similar types of materials on the subject.
 - Clarity of presentation and readability.
 - Reputation and standing of the publisher.
 - Price.
- IV. Brings balance to the collection by filling gaps in certain subject areas (Taken from portion of Hawaii Pacific University policy in *Collection Development Policies and Procedures*, 3rd ed., ed. by Elizabeth Futas, Oryx Press, 1995, p. 231)

The specific criteria that follow address various factors that come into consideration during the selection process for a wide variety of materials:

A. General Collections

1. Language: The library purchases titles in English, except for materials used in foreign language and literature courses. Exceptions are made for materials containing unique information that appears only in a foreign language. If a literary title has been translated, the library strives to purchase the item in the original language.
2. Retrospective Purchasing: In an effort to obtain current materials, the purchase of newly-published works is emphasized. The Library may attempt large retrospective purchase in certain weak subject areas using grant monies. The library’s Special Collections emphasize the purchasing of unique and rare materials in specific subject areas. (See the criteria for selection of materials for the Special Collections listed below.)[Not yet available.] The library does order back files of periodicals at the request of faculty and/or at the discretion of the Serials Librarian as funds allow.

3. Out-of Print Items: When a recommended purchase is searched by the library and is found to be out-of-print, the Acquisitions Librarian attempts to locate a copy for purchase through various online sources. If this attempt is unsuccessful, then the title is returned to the faculty member to request whether further searching is necessary. An alternative title can be selected by a faculty member.
4. Textbooks: Books intended as basic college texts usually are not purchased by the Library unless deemed necessary by a faculty member.
5. Editions & Sets: The latest edition of any item is purchased unless otherwise requested. When newer editions of titles are purchased, the Acquisitions Librarian decides whether to retain the older edition. Complete texts rather than abridged editions are purchased for the library. In regard to sets, the library purchases complete sets (including electronic media) rather than individual parts, unless the cost is prohibitive or a complete set is not essential to the professor's course needs.
6. Single-Issue Periodicals: In most instances, single issues of periodicals are not purchased by the library, even if they are special theme issues. If the library does not subscribe to a periodical, or if the special issue of a requested periodical is not classified as a monograph, then there is no satisfactory means of housing and retrieving such an item. Special issues of periodicals do not belong with monographs and are rarely cataloged. If a special issue is needed for Reserve, academic departments should purchase the issue and place it on Reserve as a personal copy.
7. Hardcover vs. Softcover: The library purchases hardcover books whenever possible to maintain maximum quality and durability of materials. Extra money spent on more durable publications saves replacement expenses as well as labor and binding costs for the repair of paperbound books. However, if the cost of the hardcover edition is substantially more than the paper equivalent, then, depending on the demand for and collection level of the title, the paperbound copy may be purchased. If the publication has a substantial number of pages, then the hardcover is preferred to prevent the book from coming apart.
8. Duplication of Titles: Duplicate copies of materials will be purchased at the discretion of the Acquisitions Librarian. Duplicate copies for the collection are currently purchased for the following:
 - a) Faculty/Staff publication--3 copies are purchased (Gifts are encouraged): 1 for circulation, if appropriate for the collection; 1 for display (FIP); and 1 for the Wheaton Collection as guided by the following criteria: Books must be fully authored or edited by a current faculty or staff member. Publications with articles or other small entries such as introductions will be duplicated only for the Wheaton Collection or the part copied for the Archives records. Publications by emerita/us will be purchased for the Wheaton Collection and, if appropriate, for the stacks. Publications by deceased faculty or staff, or faculty or staff who have left Wheaton may be weeded from the FIP collection. Earlier works by a current faculty member will be purchased at the discretion of the Acquisitions Librarian.
 - b) Reserve--If demand warrants additional copies, then the ratio of one copy per 20 students in a course can be used.
 - c) Replacement--If an immediate replacement is needed for a

book that is reported missing, then a duplicate copy is quickly ordered.

d) Alumna/us publication--A second copy of an alumna's/alumnus' publication will be purchased to put in the circulating collection, when appropriate, in addition to the copy purchased for the Wheaton Collection.

9. Replacements: Replacement copies for books that are missing are ordered at the discretion of the Acquisitions Librarian. The Acquisitions Librarian receives a missing and/or billed list of items from the Circulation Librarian and orders those items that are still in print. Those items not replaceable and valuable are phase boxed or sent to the bindery.

10. Price: The Library reserves the right to review all requests for expensive items and to refuse or delay purchase depending on the availability of special funds. All requested materials are subject to the approval of the College Librarian.

11. Recreational Materials: Priority for the purchase of materials is given to those items which meet the curricular needs of the students. After the primary needs have been met, consideration is given to other materials which will give balance to the collection or meet the special interests and needs of a residential college community. The Library acquires some fiction and electronic media through purchase or gifts which have artistic merit, popularity and/or lasting value. These items are chosen from award and prize lists, as well as from favorable reviews. To ensure completeness of an author's works, other works of an author are purchased whenever possible. Student, staff, and faculty requests are also considered for addition to the collection. The library purchases a limited number of non-fiction works representing cultural trends and popular interests.

12. Videocassette, Laserdisc, DVD: These rapidly changing formats follow the same guidelines for purchase as monographs. When available, public performance rights are purchased with the item, and are often required of educational institutions. Videocassettes are purchased in the VHS format, unless the PAL format is the only one available. This criteria is used only for foreign language films. Laserdiscs are no longer actively purchased, and will be replaced with DVD format, if available. Once a title has been purchased in one format, another format will not be purchased unless as a replacement copy, or if a faculty member presents a written explanation for the duplication in format.

CD-ROM, Software: The guidelines for purchasing CD-ROMs are the same as for [monographs]. The purchase of CD-ROMs also hinges on whether the appropriate hardware is available for its use. Additional considerations include whether the item has a print equivalent: provides information that is not available online; is unique in its scope of a subject; and has staff to support its use. It is determined at the time of purchase where the item will be used including the Reference Room, Kollett Academic Computing Center, or the Language Lab. Depending on the number of users, copies are purchased for each workstation, and sometimes for each location, when requested by the faculty member. Software is no longer actively purchased unless it is part of the Education Curriculum Collection. (See criteria below.)

14. Music Compact Disc: The criteria for purchase of the general collection also apply here. The music department is, at present, the sole selectors of this format, as well as sheet music. Replacements for

phonograph records are purchased in this format since records are no longer purchased.

15. Audiocassettes: This format is selected only when its unique format lends itself to the teaching of a subject; e.g., an author reciting her own works, or for practice of a special language such as Middle English.

B. Electronic Access, Licenses, Internet Resources

Policy

The Wallace Library strives to include a wide variety of materials in its collections and this includes those items accessed electronically, or off-site. Access to these materials is provided through a selected service provider with chosen citation and full-text databases such as First Search and Lexis/Nexis. As with the selection criteria for monographs, electronically accessed items will be chosen based on their academic merits and relevance to the curriculum. Requesters should consider the following specific criteria when evaluating electronically accessed items. Elements of evaluation include, but are not exclusive to, these selection criteria:

- Uniqueness of content, capabilities or features
 - Subject relevance
 - Currency
 - Accuracy, authoritativeness, and completeness of database
 - Cost/benefit considerations
 - Interdisciplinary applications
 - Offers added value over other formats
 - Ease of installation and maintenance
 - Ease of access, use, and instruction
 - Frequency of updates or newer editions
 - Downloading is possible and easily performed
 - Compares favorably with print and other electronic products
 - Availability of archival copies and replacements
 - Reasonable storage and maintenance costs
 - Availability of hardware and workstations to support product
 - Ability to network
 - Availability of user manuals and other documentation
 - Availability of support services by vendor
 - Local staffing to install, maintain, and train users
 - Reliability of vendor
- (Cal. State Univ., Chico from Elizabeth Futas's *Collection Development Policies and Procedures*, 3rd ed.)

Procedure

Before negotiating for electronically accessed resources, the library should consider the following questions:

- Has the product been previewed?
- Are the equipment and infrastructure for distributing and maintaining the electronic databases already in place? Electronic databases must be compatible with the software/hardware available in the library. Equipment for use and maintenance must be in place before subscription and access are initiated.

- Does the quality of the interface make it especially easy to access?
- Do copyright and licensing agreements restrict access to specific databases?The library will avoid signing licensing agreements restricting the use of electronic products by multiple users. The library will comply with Copyright Law and advise users that responsibility for copying, and any infringement thereof, resides with the user.
- Will the current and future budget be adequate to maintain and provide for continuous access to the product?
- Will access to a specific database result in the removal of the print version of the same title?

TO BE CONTINUED...(See separate Electronic Evaluation and Request Forms)

C. Reference Collection

A reference work provides bibliographic or factual information and is defined by its arrangement, treatment, or content. Reference works, regardless of format, facilitate consultation for rapid retrieval of information rather than continuous reading and generally do not circulate. The complexity of reference works often requires librarian expertise for efficient use. The subject scope of the collection reflects and supports the Wheaton College curriculum. Types of materials in the collection include:

- Almanacs, Annuals, and Yearbooks
- Bibliographies--selected carefully with a view to publications of lasting value and those which include materials not covered by available electronic indexes.
- Dictionaries
- Directories
- Encyclopedias--At least one network accessible general encyclopedia and two print titles are purchased and replaced on an alternating basis every three to five years.
- Geographical Sources
- Indexes and Abstracts
- Legal Materials
- Style Manuals
- Telephone Books--All Massachusetts directories as well as other selected urban areas are collected.

The reference collection policy adheres to the principles described in the Introduction to the Madeleine Clark Wallace Library Collection Development Policy. Selection guidelines specific to the reference collection include:

Paperback or hardcover--prefer paperback when volumes superseded and discarded on an annual basis.

- D. Serials** (See attached.)
- E. Archives** (To be written.)
- F. Special Collections** (To be written.)
- G. Gifts in Kind** (See attached.)
- H. Curriculum Materials**

The education curriculum collection of the library is a separate collection devoted to materials that are used by education students in the teaching of preschool-12th grade. The collection is considered a laboratory by providing examples of texts, multimedia, curriculum guides, [workbooks], kits, and juvenile titles in a unique format; e.g., oversized. The following principles are used as guidelines when selecting items for this collection:

- The relevance of the material to Wheaton's teacher education program.
- Faculty and staff recommendations.
- Favorable reviews in professional literature.
- Price of the material.
- Date of publication.
- Reputation of the author or publisher.

Maintenance and assessment of the collection will be done using the same criteria established for the rest of the Library's collections.

V. Collection Maintenance and Assessment

In each case, materials are evaluated both for their own individual worth and also for their value in relation to the rest of the collection. The library makes every effort to maintain a collection with the most current and/or the most useful information available regardless of format.

A. Monographs

Space becomes limited as new titles are added to the library's holdings, and to maintain a current, vital collection, periodic weeding is necessary. Following a thorough evaluation of the collection, the librarians will examine specific titles for possible removal. In doubtful cases, faculty members will be consulted in making decisions. Changes in the curriculum may affect the usefulness of some items, which may be removed from the collection for one, or several, of the following reasons:

Physical Condition: A volume may be deleted from the collection if it is too damaged to withstand additional circulation, or if it is impossible to rebind or phase box the item. The Serials Librarian and the Acquisitions Librarian routinely will jointly determine whether to replace or repair damaged or worn items, seeking consultation with other librarians and faculty members as necessary.

Additional Copies: To fill short-term needs, the library sometimes acquires multiple copies of materials. Duplicates may be weeded when the demand for such materials diminishes.

Superseded Material: When a new edition of a work is received, the older edition is examined to determine whether it warrants retention. When topics are covered more extensively by newer titles, older materials may be weeded.

Lack of Circulation: When titles fail to circulate over an extended period of time, they may be deleted from the collection if they have no intrinsic or historical value.

B. Reference

The reference collection is shelfread each year by student assistants from the Reference Department. Weeding of the reference collection is an ongoing process undertaken by the reference librarians within their assigned areas of subject expertise. Responsibility for unassigned areas is shared. Faculty members may be consulted in making decisions. Weeded reference materials may be transferred to the circulating collection or removed from the library collection. Standing orders and subscriptions are reviewed annually. Criteria for weeding:

- Availability or later editions or new formats
- Currency
- Duplication of content
- Physical condition
- Standard authorities
- Use

C. Serials (See attached.)

D. Electronic/Other Formats (To be written.)

E. Policy Review Statement

Changes to the policy are made on an “as needed” basis. Within the library, the Acquisitions, Reference, and Serials departments conduct a formal review of the entire policy every three years.

Budget (To be written.)

- I. Determination of Budget**
- II. Responsibility of Budget**
- III. Grants and Monetary Gifts**

Materials Not Purchased By the Library

- Foreign language materials that do not relate to the study of that language, unless the material has unique information that appears only in a foreign language.
- Textbooks, unless deemed necessary by a faculty member.
- Single-issue periodicals.
- Multiple copies of single titles, unless deemed necessary for course reserve or as part of the library’s special collections.
- Dissertations unless requested for a senior thesis project and relevant to the library’s collections.
- Laserdiscs.
- Workbooks and teaching aids, especially those consumed through a single use.
- Vanity press publications.
- Software unless it is to become part of the education curriculum collection.

- Videocassettes in the PAL format unless it is the only format available.

This Collection Development Policy has been prepared with the help of:

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