

# PRAIRIE VIEW A&M UNIVERSITY

## JOHN B. COLEMAN LIBRARY

### **Collection Development Policy**

\*Last Revised: Spring 2015

By

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\*Previously Reviewed & Recommended for Revisions: Summer 2014

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\*(Policy is reviewed and updated annually, and considered for major revision every Five years.)

Table of Contents

I. Procedures in Selecting Materials.....	5
Introduction.....	5
<b>A. Basic Procedures.....</b>	<b>5</b>
<b>B. Request for Collection Materials.....</b>	<b>6</b>
<b>C. Choice Reviews.....</b>	<b>7</b>
<b>D. Turnaround Time.....</b>	<b>7</b>
<b>E. Rush Request.....</b>	<b>7</b>
<b>F. Out-of-print titles.....</b>	<b>8</b>
<b>G. Periodicals.....</b>	<b>8</b>
<b>H. Electronic Resources Collection Development.....</b>	<b>9</b>
<b>I. Notification of receipt.....</b>	<b>13</b>
<b>J. Gift Procedures.....</b>	<b>14</b>
<b>K. Collection Assessment .....</b>	<b>17</b>
<b>L. Collection Analysis: The Conspectus Approach.....</b>	<b>22</b>
<b>M. Department Profiles: Collection Analysis.....</b>	<b>29</b>
<b>N. Interlibrary Loan Statistical Reports for Collection Assessment...</b>	<b>30</b>
<b>II. Responsibilities of Library Liaisons in Collection Development.....</b>	<b>31</b>

<b>III. Weeding Policies and Procedures.....</b>	<b>41</b>
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**Appendices:**

<b>A. American Library Association Documents .....</b>	<b>44</b>
<b>B. Collection Development Plans.....</b>	<b>65</b>
<b>1. General Collection Development Plan.....</b>	<b>66</b>
<b>2. Subject Collection Development Plans.....</b>	<b>85</b>
<b>3. General Collection Guidelines.....</b>	<b>85</b>
<b>African American Studies.....</b>	<b>86</b>
<b>Agriculture.....</b>	<b>88</b>
<b>Architecture and Community Development.....</b>	<b>89</b>
<b>Art.....</b>	<b>94</b>
<b>Audio-Visual.....</b>	<b>101</b>
<b>Biology.....</b>	<b>103</b>
<b>Business Administration.....</b>	<b>104</b>
<b>Chemistry.....</b>	<b>107</b>
<b>Communications.....</b>	<b>108</b>
<b>Computer Science.....</b>	<b>110</b>
<b>Economics.....</b>	<b>112</b>
<b>Education.....</b>	<b>114</b>
<b>Engineering.....</b>	<b>117</b>
<b>English.....</b>	<b>126</b>
<b>Geography.....</b>	<b>128</b>
<b>History.....</b>	<b>130</b>
<b>Human Sciences.....</b>	<b>133</b>

<b>Juvenile Justice.....</b>	<b>134</b>
<b>Mathematics.....</b>	<b>136</b>
<b>Medicine.....</b>	<b>138</b>
<b>Military Science.....</b>	<b>175</b>
<b>Music.....</b>	<b>177</b>
<b>Northwest Houston Center Library.....</b>	<b>182</b>
<b>Nursing.....</b>	<b>184</b>
<b>Philosophy.....</b>	<b>187</b>
<b>Physics.....</b>	<b>189</b>
<b>Political Science and Law.....</b>	<b>191</b>
<b>Psychology.....</b>	<b>194</b>
<b>Reference.....</b>	<b>197</b>
<b>Social Work.....</b>	<b>208</b>
<b>Sociology.....</b>	<b>210</b>
<b>Spanish.....</b>	<b>212</b>
<b>Speech.....</b>	<b>213</b>
<b>Appendix C: ACRL Guidelines for Extended Campus Coverage.....</b>	<b>214</b>
<b>Appendix D: Guidelines for Selecting and Cataloging Internet Resources.....</b>	<b>221</b>
<b>Appendix E: Policies for Collection Organization and Arrangement...</b>	<b>231</b>
<b>Appendix F: Online Collection Development Tools.....</b>	<b>234</b>
<b>Appendix G: Forms.....</b>	<b>237</b>

## **Introduction**

Library collection development at the John B. Coleman Library at Prairie View University in Prairie View Texas is a collegial effort, with the Collection Development Librarian being chiefly responsible for its operation.

Each autumn, the Assistant Director and the Collection Development Librarian allocate funds among academic departments. The library liaisons make recommendations from these allocations. Each department head should appoint a faculty representative to work with the library liaison on collection development issues. The Associate Director or Collection Development Librarian may call meetings to discuss any important deadlines or changes in procedures.

Faculty representatives, the Collection Development Librarian, and library liaisons work together to strengthen the library collection in order to support the teaching and research mission of the university. The faculty representative should seek to involve the active participation of appropriate faculty within the department in recommending the purchase of materials for the library in order to build a balanced collection to meet campus needs. All faculty members may request library materials within the allocated amount of their department.

Requests must comply with both the library's general collection development policy and the relevant subject collection development policy. The Collection Development Librarian reviews these requests before they are processed.

Faculty may make requests with the allocated budget amount, as long as funds remain unencumbered, until a set deadline. After the deadline, the library allocates unused funds on assigned subject areas. The library cannot guarantee that faculty requests submitted to liaisons after the deadline will be ordered before the next fiscal year begins on September 1st. Faculty members are encouraged to communicate with their library liaison to develop mutually beneficial procedures.

### **A. Basic procedures**

Faculty members should send all requests to their library liaison or to the collection development librarian. The library also has an online Acquisition Request Form to generate an email to the Collection Development Librarian with the faculty member's request.

Faculty members should send their recommendations, in the form of email lists, book catalogs, and similar materials to either their library liaison or the collection development librarian. The library liaison or collection development librarian, rather than the department faculty, would verify the information and complete an Excel spreadsheet. Faculty members should work closely with their library liaison to ensure that the library collection meets the instructional and research needs of both students and faculty.

Requests should indicate that they are for the current fiscal year, should be completed legibly, in pen, and as completely as possible. Send all publishers' materials, requests etc., along with requests to the Collection Development Librarian for consideration (If the faculty member provides the library with publishers' catalogs, flyers, or other printed material that the faculty member may want to have returned, please clearly indicate that on the material. The library discards materials not so marked once the items are requested). The library looks at several vendors and makes its selection based on factors such as discount rates and fulfillment rates.

The bottom of the request form has space for the requestor, and for the liaison's name. The "Fund Charged" indicates the Department for the account to charge the item to. The notes space should indicate the name of the faculty member making the request. The Liaison will sign off on the request by initialing the space marked "other".

Student workers often help complete faculty request forms, and excel lists of books and as a normal part of their job.

After the faculty members send their requests to the liaisons, the liaisons review all requests and forward them to the Collection Development Librarian for consideration. For each item, the Collection Development Librarian and the Acquisitions Department staff verify the title's existence, availability, and price; does pre-order searching to ensure that the library doesn't already hold the title; assigns the most appropriate vendor; places claims, and receives the order; and other procedures as needed.

The library normally adds books and periodicals to its collections three different ways:

1. The library liaisons select from publisher catalogs, announcements, etc.
2. The students and faculty submit book requests.
3. The Collection Development Librarian selects from gifts.

## **B. Requests for Collection Material**

Faculty Requests for the library purchase of materials (such as books, periodicals, DVD, etc.) should be submitted in one of three ways: 1) send them to the Collection Development Librarian (936-261-1528); 2) submit the request by the web-based request form, or 3) send to the library liaison. Requests may take from four to eight weeks to arrive.

The library normally purchases only one copy of any given item at any given time, although the library will often collect different editions of the same title. Selected titles in literature are one area where variant editions should be purchased, especially if the item includes editorial enhancements such as a special introduction, special essays, and similar material.

## C. Choice Reviews

The Collection Development Librarian sends **Choice** Reviews when they arrive to the library liaisons. **Choice** magazine reviews more than 7,000 scholarly titles annually. **Choice** reviews most of the published scholarly works appropriate for academic study and research, so purchasing titles from these reviews is an important part of building a balanced academic library collection and ensuring that the library does not miss important titles, new editions of standard works, or added volumes to ongoing sets.

## D. Turnaround Time

The time to acquire and process items requested for the library collection varies widely by the type of material and other factors. Rush requests may sometimes be ready for checkout in a few working days. Some items, such as foreign publications or out-of-print materials, take much longer to acquire. Paperback books often have to be bound before being shipped, which could add to the turnaround time.

In all request fulfillment, our staff is dependent largely on the vendor with whom the library places the request. Once received at the library, the Technical Services staff ensures that the items are available to faculty and students as soon as possible.

## E. Rush Requests

Occasionally instructional necessity, timeliness, or some other issue may require that the Library attempt to purchase materials more quickly than the standard procedure allows. Due to the additional cost, these rush requests should be very sparingly and require extra information and justification.

Guidelines for Rush Requests:

1. Rush requests should only be submitted by a faculty member or liaison librarian. Students that require materials in a short time period need to submit a request through Interlibrary Loan.
2. As much information as possible should be included about the item. This includes title, author, publisher, edition, publication year, and ISBN. If available, order information such as a website and item number may be useful too. While attempts will be made to try and order through the Library's standard sources, other avenues may need to be explored.
3. Justification for the rush order needs to be included in the request. This should include the timeframe in which the item is needed by the person making the request.
4. The approval of all rush order requests is at the discretion of the Collection Development Librarian, the Assistant Director of Technical Services, the Assistant Director of Public Services and the Library Director.
5. Rush order requests are still subject to the same policies as regular library material orders. This includes policies on ordering textbooks as well as multiple copies.

6. Because of the additional cost associated with rush orders, faculty members and liaison librarians should be extremely judicious when placing rush requests.
7. While all rush order requests will be handled in a timely manner, there is no guarantee that a requested item will arrive by the desired time. As with all material orders the Library is dealing with outside vendors, shipping, and receiving issues which are usually outside of the Library's control.
8. Once materials have been received and processed, they will be given to the appropriate liaison librarian, who will then be responsible for contacting the requestor so that they may come and check out the item.
9. In case an item is not available even by rush order by the needed date, faculty are also encouraged to place a loan request with Interlibrary Loan.

## **F. Out-of-print titles**

The Internet is a very efficient means to search for out-of-print (OP) titles. The library will do OP searches when the faculty member is certain of a book's value in relation to the university curriculum.

## **G. Periodicals**

Faculty with requests for periodical titles that the library should subscribe to should send these requests to the Collection Development Librarian or the department's library liaison. The periodicals budget is separate from the budget for all other library materials.

## H. Collection Development of Electronic Resources

### 1. Definition:

The Oxford Dictionary of New Words define “Electronic” as an adjective relating to activities or processes mediated or enabled using the computer, frequently by means of telecommunications links.

The resources to which this applies in the context of collections development include:

- software
- CD-ROM
- Online Databases
- the Internet
- Machine Readable Datafiles

### 2. Licensing:

The library is responsible for ongoing compliance with the terms of agreement between the library and vendor. Copies of licensing agreements are in the Associate Director’s office. The library is responsible for the submission of registration or warranty cards, and the maintenance of a file of documents on the resources purchased or licensed for use by the unit.

The Associate Director will review and sign licensing agreements, and will be consulted in decisions on the lease or purchase of electronic data from acquisitions funds.

### 3. Selection:

The library acquisitions budget does not support the purchase of computer software and hardware for operating systems and general-purpose applications.

Many of the same criteria adopted for the selection of monographs and serials apply in the selection of electronic resources

Among the review sources useful for the purposes of evaluation and selection are:

- College and Research Library News: Internet Resources

Among general questions considered in the selection criteria:

- Is electronic or print the best medium to deliver the information?
- How compatible is the resource with library hardware, and will upgrading be required to ensure its optimal use?
- Will an electronic resource enhance instruction in a way that a traditional resource will not?
- Does the content justify the price?
- Do the product's interface and other features seem appropriate for and usable by our users?

- Will the resource require an excessive amount of time to learn and teach in order to be useful, does it share a search interface with resources already in use, and will the reference staff have to prepare customized tutorials?
- Does the resource come with useful support materials (e.g. thesauri of search terms)? Are these materials available in print format?
- Are there similar products available to compare with the one under consideration?
- Can the resource be networked?
- In the instance of an electronic resource with a print equivalent, can it replace the print edition or does the latter have features that recommend its retention?
- Does the continuation of the print version impact favorably on the subscription cost of the online versions?
- What is the reputation of the vendor for support and service?
- Do updates of the support materials or the software upgrades arrive in a timely manner?

#### **4. Computer Software:**

##### **a. Selection**

Computer software may be acquired using library acquisitions funds in those instances where:

- There is no print equivalent, or its supplements, replaces or enhances a print monograph.
- It replaces or supplements print reference sources, periodicals, etc. The Collection Development Librarian will evaluate each product in this category before the library approves the request for purchase.

While the selection of computer software follows criteria adopted for the selection of printed monographs and serials, the library must consider additional factors imposed by the format. These include design quality, ease of use, speed of access, availability of useful documentation and technical support from the vendor, and compatibility with existing hardware located at the University campus.

##### **b.Processing**

All software acquired using library acquisitions funds will be fully catalogued and shelved within the library.

##### **c.Exclusions**

- Computer software with purchase or licensing agreements restricting use to a single person or to a specified location such as a microlab or an office, or which is requested with the intention of limiting access to a site outside the Library, will not be purchased using acquisitions funds.

- Requests for general application software packages, programming language software, or any software requiring skilled technical support, or monitoring for license compliance, should be directed to the Collection Development Librarian.
- Costs ancillary to the product itself, such as hardware purchase or upgrading, maintenance and trouble-shooting, staff training and continuing education, are not supported from library acquisitions funds.

## **5. CD-ROM:**

The library does not purchase CD-ROMs if other formats are available.

CDs are preferred to cassettes and records for audio materials.

Examples of resources library materials on compact disk form include periodical indexes and abstracts, full-text, and multi-media packages incorporating text, graphics, sound, and animation. All are required to be catalogued in the library database.

The library may purchase CD-ROM products, which support the curricular and research needs of individual departments using department-specific allocation funds. The library may consider the replacement policy of the vendor, any licensing restrictions, and the cost of replacement disks when deciding on the circulation status of CD-ROMs. In addition to selection criteria outlined for all electronic resources, the following factors are considered:

- If the manufacturer revises the product, will it be necessary to purchase every new edition or software release?
- Is local holdings information easy to load and update?
- Are all the data fields clearly labeled on the screen?
- Will the library be able to retain and use archival disks if a subscription or licensing agreement is cancelled? Does the library have permanent ownership of the data for which it has already paid?
- Is the CD-ROM user friendly? Does it feature function-specific help, easy to interpret error messages, ease of exiting, browsable indexes, and clear instructions for printing or downloading?

## **5. Online Databases:**

### **Internet:**

The Library may use database acquisitions funds to pay registration fees to access Internet sites if no undue copyright or licensing restrictions apply. If access is limited to an individual subscriber, library funds may not be used.

The Library must support Current research and instructional needs. Resource selection on the Internet shares many criteria outlined for both print and the other electronic resources mentioned in this section. Among issues to consider pertinent to the Internet:

- Must the software be downloaded or purchased to make use of the resource?
- Is the site well organized? Do the graphics and images support access to the substance of the resource? Do the table of contents or menus accurately reflect the content?
- Does the reputation of the source or sponsor of the site provide evidence for the accuracy of the information? If the site is a gateway, do the sites to which the links point have content relevant to the stated mission of the gateway?
- Does the manufacturer provide an e-mail address for the copyright/license holder, particularly in those instances when restrictions apply on the downloading of information?
- Is there clear evidence for the regular updating or maintenance of the site?
- If the manufacturer incorporated a search engine into the site, is it easy to use and does it support keyword (preferably Boolean) searching?
- Is the content scholarly, serious, and thorough?
- Over time, how reliable is the site? Is it usually available? Does the URL change infrequently? Are the revisions and changes to the site genuine enhancements?

## **I. Notification of receipt**

The library's online catalog (also known as the OPAC) gives the status of an item. If the status is "AVAILABLE", that means the item is ready for checkout. In addition, the library website has New Titles pages for all subject areas.

Requesting that the library order an item does not guarantee that a faculty member will be the first to check it out after it is processed. If the faculty member wants to check a book out as soon as it is ready, the faculty member should request that Technical Services hold the item for him/her, and the Library will notify the faculty member when it is ready; the Library will hold it for the faculty member at the Circulation Desk.

Rush requests, however, are held for the faculty member at the Circulation Desk as soon as they are ready for checkout, and the faculty member will be notified by phone or email that the faculty member can come pick up the item.

## **J. Gift Procedures**

The Library follows these procedures to expedite the handling of selected gift materials. These policies and procedures address donations of print, non-print and related gifts of both general and special nature. It does not address the specialized requirements of manuscripts and archives. The Special Collection librarians are responsible for handling and processing donations of manuscript and University collections to the library. These procedures will expedite the handling of incoming material, while maintaining good relationships and effective arrangements between library and the community it serves.

Gift books originate from various sources, including: campus offices; faculty, staff and alumni; and citizens contacting the Library directly. The Library encourages the continued flow of gift materials. The Collection Development Librarian is the contact person for gift material donations, and the Library Development Coordinator is responsible for acknowledgments.

### **RESPONSIBILITY FOR ACCEPTING GIFTS**

The Collection Development Librarian is chiefly responsible for handling gifts of materials for the John B. Coleman Library collection. When gifts are potentially rare, valuable, or include archival or manuscripts materials, the Collection Development Librarian notifies the Special Collection Librarian.

### **ACCEPTING SMALL DONATIONS**

Small donations are considered to be anywhere from 1 to 100 items or approximately 3 boxes. If a donor brings a small donation to the library they will be directed to the Collection Development Librarian. If small donations are sent through the mail or by some other means, they must be given directly to the Collection Development Librarian.

Anyone bringing a donation to the Library will be given a copy of the Gift Form, which the donor will fill out. The Collection Development Librarian will make a copy of the Gift Form for the Library's records. The donor is responsible for assessing the value of the donation.

### **ACCEPTING LARGE DONATIONS**

The John B. Coleman Library has limited storage space in which to house unusually large donations and collections. If a donor wishes to donate a large amount of material to the library, they should first contact the Collection Development Librarian, before attempting to bring the donation to the Library. The Collection Development Librarian will inquire about the nature of the donation: size/amount, type of material, subject matter, age of material. The Collection Development Librarian will also inform the donor of the Library's donation policies pertaining to the acceptance and retention of gift donations.

To assist in the evaluation of potential gifts, the Library encourages donors to provide a list on the material including the title, author, date and general condition. The Collection Development Librarian first evaluates large gift collections based on the information provided by the donor. The Associate Director or Director is authorized to accept or reject the donation. The John B. Coleman Library has limited storage space in which to house unusually large collections. If a collection is accepted, arrangements must be made for appropriately housing this collection. The Collection Development Librarian and the Cataloger will arrange for materials to be processed on a staggered basis as necessary.

Anyone bringing a donation to the Library will be given a copy of the Gift Form, which the donor will fill out. The Collection Development Librarian will make a copy of the Gift Form for the Library's records. The donor is responsible for assessing the value of the donation.

The John B. Coleman Library will not add items that are in poor physical condition; offprints of journal articles or book chapters; programs for conferences that list only dates, times, and speakers, but that do not include the papers presented or the abstracts of papers; and other similar materials. Other materials that receive very selective consideration include mass-market paperbacks, and duplicate copies of items already owned by the John B. Coleman Library. Gift donations are subject to the Library's General Collection Guidelines. The library considers issues such as preservation, cataloging, and space issues. The Collection Development staff refers offprints of journal articles and book chapters authored by Prairie View faculty (past and present) to the University Special Collections.

## **HOUSING GIFT MATERIALS**

The Library houses Gifts in a designated area in the Technical Services area. The Library may sell, exchange, or dispose of gift materials in a manner that it deems appropriate. The Collection Development Librarian is responsible for evaluating the condition of the gift materials and the suitability of using these items as replacements for any worn editions already in our collection.

## **APPRAISAL OF DONATIONS**

The library advises potential donors that librarians cannot make a monetary appraisal of donated materials, because such an appraisal constitutes a conflict of interest. In addition, the library advises donors that many services exist on the internet that may help them place a value on their donations.

## **DISPOSITION OF GIFT MATERIALS**

The Collection Development librarian, in working with a donor, must advise him or her that any material not added to the collection may be sold to dealers, exchanged, or otherwise disposed of. The Library does *not* agree to return donations not selected by the Library, nor does it agree to add specific items to the collection.

## **ACKNOWLEDGEMENTS**

The Library Development Officer handles thank you letters and acknowledgments for all items added to the Library. Items with a fair market value of more than \$500 must be reported to the Associate Director. The Library Development Officer maintains the file of this correspondence. The Library Development Officer must send donors written acknowledgements in a timely fashion, unless they specifically request that no acknowledgement be made. Donors frequently use acknowledgements for tax purposes – this expectation along with the development of good donor relations requires that acknowledgements be made as soon as possible after a gift is received.

## **PROCEDURES FOR HANDLING GIFT ITEMS**

These procedures govern handling gifts in kind (donated books, serial issues, etc.), and do not refer to gift/exchange subscriptions. The Library Staff handles the initial processing for gift books, journals, and other items such as videos in the following manner:

1. A copy of the Gift Donation Form will be given to the Collection Development Librarian. If no form was supplied with the donation, the Collection Development Librarian will complete one based on any provided information.
2. The Collection Development Librarian evaluates the gift items, removing all items that should not be added to the collection, based on the Gifts Policy and the needs of the Library. Library staff will label unwanted items appropriately.
3. The Collection Development Librarian searches for the selected gift books in the online catalog; examines the items already in the collection to see if they warrant replacement; and identifies items to be added to the library's collection.
3. The Collection Development Librarian will count and record both the materials not added to the collection as well as the materials added to the collection.
4. The Collection Development Librarian will give all material chosen to be added to the collection to the Cataloger, including any notes pertaining to the desired location.
5. Cataloging staff will catalog all materials to be added to the collection and fill out a Gift Donation Cataloging Form for each item.
5. The materials will be processed according to normal library procedure.
6. If requested by the donor, a nameplate will be created and placed on the inside front cover of each item.
7. When processing is complete, the added materials will be sent to the collection.
8. Materials not selected to be added to the collection will be boxed up, labeled appropriately and eventually disposed of in a manner that adheres to Library and University policies.

## **SERIALS ISSUES**

Because of the ongoing nature of serials, the library will generally only add donations that fill in gaps or complete runs in titles that the library is currently collecting in a print format. If a donation includes material that meets this requirement, the Collection Development Librarian will send the appropriate material to the Periodicals Librarian. The Periodicals Librarian will make decisions on whether or not to add the material and make arrangements to have it bound if needed. If required, the material may be sent to Cataloging for processing. Any materials not added to the collection will be returned to the Collection Development Librarian.

## K. Collection Assessment

### 1. Definition:

"The process of assessing the quality of a library collection, usually in terms of specific objectives, or the needs of the target group of that particular collection; one aspect of collection development."

Guide to Cooperative Collection Development (American Library Association, 1994) p.21

The term, "Collection assessment" is used synonymously with the term, "collection evaluation."

### 2. Approaching Collection Evaluation: Methods and Sources

Effective academic collection evaluation is best accomplished by the application of two or more methods of assessment to individual units within the collection.

The traditional, established methods of collection assessment (which are used at the library) are: 1) collection-centered approaches such as checking lists, obtaining expert opinion, and comparing use relating to standards, and 2) use-centered approaches including: circulation studies, user surveys, analysis of ILL statistics, citation studies, and in-house use studies shelf availability studies simulated use studies document delivery tests.(Evans ,2000).

The list-checking method of collection assessment remains popular. There are several methods of checking lists, including: (Rupp-Serrano, 2001) - lists plus needs analysis of social work course (Ridley and Weber, 2000) - lists plus in-house use study of browsing (Lightman & Manilov, 2000) - lists plus citation analysis (Dennison, 2000)- tiered checklists; lists for new e-commerce degree (Dalhousie University Library, 1998) .

The following may be used to compile collection assessment reports.

1. A title-level check of library holdings against one or several standards.  
Sources may include:
  - the catalogues of libraries that support similar programs.
  - subject bibliographies, including published guides to core collections of recommended monographs / serials such as *Best Books For College Libraries*.
  - citation analyses.
  - *Choice* review essays.
  - specialized bibliographies.
  - lists of readings recommended by course instructors.

2. Library system data.
  - the total number of volumes, titles under specified subjects to measure collection density.
  - the number of volumes, titles added to a subject collection over a defined period of time to measure collecting intensity.
  - total expenditures on acquisitions by subject.
  - circulation frequencies by borrower groups and other collection use statistics.
  - inter-library loan statistics, including requests to and from other libraries, and requests to vendors.
3. Direct examination of materials on the shelf, including an evaluation of the physical condition of holdings.
4. User surveys for opinions about the scope, depth, significance, and currency of the collection.

Once the quality of a collection has been thoroughly assessed, and weaknesses, if any, are identified, it is important to calculate how much initial and sustained funding is required to develop and maintain a collection so that it meets the needs of any program or course which it is meant to support. This information should be gathered whether additional funding is likely or not.

There has been a decided trend toward combining methods of collection assessment. Recent studies (1998-2001) indicate that almost all institutions doing collection assessment have added a second traditional assessment methodology to the process (namely, needs assessment, observation of in-house use, citation analysis, or statistical analysis).

The various methods used in collection assessment include: (1) Usage Statistics (Rob Kairis, 2000); gift materials used less (Kraemer, 2001) EQLIPSE; unobtrusive observation; (2) ILL Statistics, used to determine things such as the Collection Failure Quotient (Henderson, 2000) - (3) Formula Approach (Fidzani and Oladokun, 2001) - 15 volumes/FTE and - Texas libraries- size & expenditures (Billings, 2000); (4) Surveys such as those in which the faculty was asked about expectations (Bartrum 2000); (5) Experts (ARF Library and SLIS-UWO Library, 1990s); and (6) Studies Using Computer Technology Poll 2001 - German data collection (Ascroft and McIvor, 2001) - publisher stats vs. in- house stats; ICOLC standard measures (OCLC's iCAS System, 2002) - <http://www.oclc.org/western/products/aca/icasdemoguide.htm>.

For Collection Development purposes, the John B. Coleman Library follows a cumulative approach (e.g., Oke and Tyrrell, c1998). In our application of the Cumulative Approach, we follow these steps:

1. Determine what major course programs are offered on campus.
2. For each course locate a similar course at a peer institution.

3. Assign Library of Congress Subject Headings to the topics covered in the course and compile the number of items found in each institution's library in each subject area.
4. Compare our library's holdings to standard core lists in course program subject areas.
5. Check collection growth by finding the number of titles in a given area added in the last ten years and the number added in the last five years. Repeat this procedure for the peer institution and compare growth rates.
6. Use trade catalogues to discover items available in each subject area and compare with the number of these items held in the library. The matches provide an indication of the currency of the collection.

The Coleman Library also: 1) compiles statistics on circulation and assigns RLG Conspectus Collection Depth indicators.

The following are used to compile collection assessment reports.

1. A title-level check of library holdings against one or several standards, using sources such as:
  - the catalogues of libraries which support similar programs
  - subject bibliographies, including published guides to core collections of recommended monographs / serials such as *Best Books For College Libraries*.
  - citation analyses.
  - *Choice* review essays.
  - specialized bibliographies.
  - lists of readings recommended by course instructors.
2. Library system data:
  - the total number of volumes, titles under specified subjects to measure collection density.
  - the number of volumes, titles added to a subject collection over a defined period of time to measure collecting intensity.
  - total expenditures on acquisitions by subject.
  - circulation frequencies by borrower groups and other collection use statistics.
  - inter-library loan statistics, including requests to and from other libraries, and requests to vendors.
3. Direct examination of materials on the shelf, including an evaluation of the physical condition of holdings.
4. User surveys for opinions about the scope, depth, significance, and currency of the collection.

Once the quality of a collection has been thoroughly assessed, and weaknesses, if any, are identified, it is important to calculate how much initial and sustained funding is required to develop and maintain a collection so that it meets the needs of University programs or courses that it is meant to support. This information should be gathered whether additional funding is likely or not.

### **3. Formal Declarations of the Need for Assessment:**

Because assessments are labor intensive and require careful preparation, they are rarely undertaken without some established need.

Please refer to the Selection Process section of the *Collections Development Policy Manual* for examples of instances when a collection assessment is required. Faculty members usually have the responsibility of providing the bibliography or syllabi to be checked by the librarian.

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# L. Collection Analysis: The Conspectus Approach

## 1. Definition:

For the purposes of analyzing subject collections the *Guide for Written Collection Policy Statements* (American Library Association, 1989) strongly recommends that the conspectus approach be used by libraries of all sizes. The *Guide* defines the conspectus as "an overview or summary of collection strengths and collecting intensities, arranged by subject, classification scheme, or a combination of either, and containing standardized codes for collection or collecting levels and for languages of materials collected. Such a conspectus is a synopsis of a library collection or of a consortium's or of a network's coordinated collection overview or policy."

For each subject category, existing collection strength; CCI: current collecting intensity (or acquisition intensity); DCI: desired collecting intensity ( or collecting goal) are described using codes to indicate collection intensity levels. Notes are used to describe special features of the collection, e.g. chronological and geographical parameters, any subject emphasis unique to the institution, and inclusion/exclusion boundaries.

## 2. Benefits:

The conspectus approach has been criticized for its subjectivity, and its use of ill-defined adjectives in its collecting level definitions. The use of the conspectus is defended for the following reasons:

1. It is a method by which the collection priorities of an institution may be summarized so that they can be easily communicated and compared for the purposes of co-operation among institutions.
2. It focuses the librarian's attention on fundamental questions with respect to collection quality and the relationship between collection strength and utility.
3. It forces a comparison of the quality of different subject collections at the same institution and improves the librarian's perception of collection effort and priorities.
4. It is a vehicle for communicating librarians' opinions about their collections i.e. "subjective assertions about the value and utility of subject collections by those who are responsible for developing them." (Ron Atkinson "In Defense of Relativism" *Journal of Academic Librarianship* v.17 no.6, 1992 p.354)
5. It serves as a catalyst for a systematic collection development program; although many would contend this is more a promise for the future than a present reality.

### **3. Conspectus Levels**

#### **a. Introduction**

The definitions of collecting levels used by the John B. Coleman library are derived from the *Revised Conspectus Collection Depth Indicator Definitions* (WLN / Association of Research Libraries, 1997) and the *Guide for Written Collection Policy Statements* (ALA, 1989).

At present, the John B. Coleman Library does not subdivide levels A and B into one and two categories, nor do the library collect at Level D.

The phrase "defined access" as used in the definitions refers to menu options on the library or institution's home page, etc. which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection.

#### **0 Out Of Scope**

The library does not intentionally collect materials in any format for this subject.

#### **M. Minimal Information Level**

##### **Generally**

Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected. The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

##### **M1 Minimal Information Level, Uneven Coverage**

- Few selections and an unsystematic representation of the subject.
- Supports limited, specific service needs.
- Consistently maintained even though coverage is limited.

##### **M 2 Minimal Information Level, Focused Coverage**

- Few selections, but a systematic representation of the subject.
- Includes basic authors, some core works and a spectrum of points of view.
- Consistently maintained.

#### **A. Basic Information Level**

##### **Generally**

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction. They include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- *Defined access* to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals etc.

## **B. Study or Instructional Level Support**

### **Generally**

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction. They include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
- Limited collections of appropriate non-English language materials - e.g. non-English language learning materials for English speakers or non-English language materials about a topic such as works on bilingual education written in French.
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.
- *Defined access* to an extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

### **B1 Basic Information Level**

This subdivision of a level B collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate electronic data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools.
- A limited collection of representative general periodicals.
- Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

## **B2 Basic Information Level, Introductory**

This subdivision of level B supports undergraduate courses, including advanced undergraduate courses.

Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works.
- Histories of the development of the topic.
- General works about the field and its important personages.

Monographs and reference works includes nonprint materials, where appropriate for the subject area.

Defined electronic access: links from the online catalog and/or library web pages for selected resources.

- General encyclopedias, periodical indexes and statistical sources.

## **B3 Basic Information Level, Advanced**

The advanced subdivision of level B provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation; access to appropriate electronic data files; and reference tools and fundamental bibliographic apparatus pertaining to the subject.

This level supports all courses of undergraduate study and master's degree programs.

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:

### **Study Or Instructional Support Level**

- Basic explanatory works.
- Histories of the development of the topic.
- General works about the field and its important personages.

- A broader array of general encyclopedias, periodical indexes, and statistical sources.
- A limited collection of representative general periodicals.
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or students through the first two years of college.

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialized periodicals.
- Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for non-native speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish.
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.
- Defined access to a broad collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

#### **B4 Basic Study Or Instructional Support Level**

Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

- A high percentage of the most important literature or core works in the field.
- An extensive collection of general monographs and reference works.
- An extensive collection of general periodicals and indexes/abstracts.
- Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education.
- Defined access to appropriate electronic resources.

This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

#### **B5 Intermediate Study Or Instructional Support Level**

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more indepth materials that include:

- A high percentage of the most important literature or core works in the field, including retrospective resources.
- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts.
- A selection of resources in other languages, including well-known authors in the original language.
- Defined access to a broad range of specialized electronic resources.

This collection supports upper division undergraduate courses.

### **B6 Advanced Study Or Instructional Support Level**

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources.
- A broader collection of specialized works by lesser known, as well as well known authors.
- An extensive collection of general and specialized monographs and reference works.
- An extensive collection of general and specialized periodicals and indexes/abstracts.
- A selection of resources in other languages, including well-known authors in the original language and a selection of subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources.

This collection supports master's degree level programs as well as other specialized inquiries.

### **C. Research Level**

Research collections are collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection.
- Extensive collections of the works of both well-known and lesser-known authors.
- Defined access to a very extensive collection of owned or remotely accessed electronic

resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

The library attempts to build its collections to a research level in those areas where it has Ph.D programs.

#### **D. Comprehensive Level**

Comprehensive collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages include:

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level collection may serve as a national or international resource.

The library currently does not on a comprehensive level in any area.

Source: Bushing, M., Davis, B., and Powell, N. Using the Conspectus Method: a Collection Development Handbook. Lacey, WA: WLN, 1997.

# M. Departmental Profiles: Collections Analysis

## 1. Background:

A detailed analysis of subject collections arranged by department comprises one section of a comprehensive document called the Collections Development. The library has adopted the approach suggested in the *Guide for Written Collection Statements* (American Library Association, 1989) which sets the conspectus data, i.e. the collecting level codes, within a narrative framework.

## 2. Profile Outline:

A narrative statement (otherwise termed a profile) is in force for each academic department of the University with an assigned library coordinator, and as such corresponds to the range of academic programs offered at Prairie View A&M University.

The major elements of the each profile include:

- a description of the program and clientele supported by the subject areas and collections specified in the profile
- subject descriptions in terms of the Library of Congress (LC) Classification ranges with corresponding subject descriptors
- the subject descriptors characterized by the current collecting level code as defined by the Conspectus.
- those responsible for the selection of appropriate materials
- the scope of coverage, including language, geographical area, chronological period (i.e. publication date), types of material collected
- types of material excluded

In addition to the notes within the departmental profiles, the Collections Development Policy Manual includes sections which detail policies pertaining to special collections such as the policies on newspapers, print, and electronic journals are outlined in the section on serials: selection and review and computer software in the section on monographs.

## N. Interlibrary Loan Statistical Reports for Collection Assessment

The statistical information available from the ILL reports could help library liaisons in their evaluation of the library's collection for specific subject and area disciplines.

### 1. InterLibrary Loan Transaction Information

InterLibrary Loan can generate two types of reports containing requested items from other libraries and institutions that includes useful data for collection assessment.

1. journal articles
2. books

The information comes from the Interlibrary Loan in-house management system. The report for books contains the following six categories: Department, Title, Transactions per patron, Author, Imprint data, and date. The journal report contains the following information, Department, Serial Title, Transactions per patron, and ISSN.

Since these reports are written in Excel files, they can be manipulated and sorted in various ways i.e. department, title, transactions (frequency of request) etc. Reports cannot be generated for each department rather a comprehensive list is generated for all request made for the period requested.

### 2. Recommendations from ILL:

Upon request in advance the Interlibrary Loan Department can provide reports for a one-month period. These Excel files will be stored in the Collection Management folder in the network drive. ILL recommends the best periods to generate these files are, October, November, March, and May since these are peak months for ILL transactions. However, requests for other months can be provided with advance notice.

### 3. Possible errors in reports:

It should be made clear, however, that the Department field is far from precise. When requesting material the patron mainly determines this information. For example, a graduate Education student may declare their campus affiliation in several different ways. or leave it blank. While these reports cannot give an accurate representation of interlibrary loan transactions by Prairie View A&M library users, for reasons stated above, they nevertheless could help in collection development.

## **II. Responsibilities of Library Liaisons in Collection Development**

Many of the librarians at Prairie View A&M University serve as a liaison to one or more academic departments. Liaisons maintain regular contact with their assigned college, department, or school, so that they can keep current with changes in curriculum, staying aware of issues of concern to faculty, and providing effective library service to faculty members

### **A. General Considerations**

#### **1. List of Subject Liaisons/ Faculty Representatives**

Each academic department assigns a faculty member to work with the library as the Library Representative. The Associate Director appoints Library Liaisons at the beginning of each academic year. The Library Liaison program is intended to promote effective and consistent communication between the library and the various academic departments.

The Associate Director produces a new list each year at about this time and distributes it. The Associate Director updates the list of library liaison annually and every time there is a change in personnel. The list shows the liaison's name, extension, subject assignments, and the respective subject area (s). is always dated so the reader can tell which version is current. New versions are distributed to all liaisons. This list is widely distributed to the faculty and used in referring faculty to Liaisons, so it is important that the list be kept current and accurate. Liaisons will keep the library informed of changes and developments during the year so our information can be kept current

#### **2. Collection Development Issues at Library Meetings**

To keep both the faculty and the librarians informed of current issues and problems facing the library on collection development issues and to get input for library-wide decisions which affect collection development, collection development meetings may be called as when would be beneficial, or collection development issues can be brought up at regularly scheduled meetings.

#### **3. Assigning Library Liaisons**

- a. All librarians are eligible for collection development assignments. Assignments are made based on expertise, interest, and commitment. Most librarians have collection development responsibility in their job descriptions and are responsible for some subject area. Librarians may request and be assigned collection development responsibilities depending on their qualifications and interest, and the needs of the library.

- b. When a Liaison vacancy occurs, the Associate Director will make a replacement. The Associate Director will appoint a new liaison based on qualifications, experience, subject expertise, and the needs of the library. More than one liaison may be assigned to a subject area, as needed. The division of responsibility within the area will be decided by the Liaisons. A liaison may be assigned more than one subject area. When the vacancy is a temporary one due to a liaison's being on leave for a semester or more, the same procedure will be followed with the exception that the permanent liaison may, if (s)he so chooses, have a major voice in choosing the temporary replacement.
- c. When a vacancy occurs where collection development responsibility was present, temporary liaison assignments may be made which will be reevaluated when the new potential liaison arrives. The procedure for these temporary assignments will be the same as for permanent ones, except that they are stipulated as temporary.
- d. Notice will be given of changes in policies and procedures for collection development..

## **B. -- Library Liaison Responsibilities**

### **1. Overview of Responsibilities**

The Library Liaison is the library's primary liaison with the Academic Department(s). The Library Liaison is responsible for finding out what the department's wants and needs are and recommending the best ways to meet these needs. The Library Liaison is responsible for collection development in the subject areas to which they have been assigned

The library liaison has two major responsibilities: (a) to develop and oversee that part of the collection that supports the curriculum of his/her, assigned departments and (b) to work with faculty in his/her assigned departments as they develop the collection. The degree to which these responsibilities are accomplished depends upon the support and active involvement of faculty representatives. The Library Liaison carries out these duties through activities such as the following specific responsibilities:

### **2. Specific Responsibilities**

**Serve as key contact person between the academic department and the library.**

The library liaison keeps the Library Representative and Academic Department informed as to developments in the library, answers faculty questions on library procedures, and interprets library policies.

The library liaison maintains familiarity with courses offered by department by reviewing course descriptions in the undergraduate and graduate catalogs, consulting course syllabi, and through regular contact with the faculty representatives.

The library liaison keeps informed of projects, programs, and initiatives within the department

The library liaison works with the department on any issue that has implications for library materials and services, such as new course proposals and self-studies/accreditation reports.

1). New Course Proposals

- a) With the assistance of teaching faculty, ensure that a collection assessment is performed to determine the adequacy of the collection to support the
- b) Assist (if necessary) the department in developing a list of materials new course needed to adequately support the course
- c) Upon approval of the course proposal, ensure that needed materials are purchased, requesting new course funding if necessary

2) Self studies; accreditation applications

- a) Work with department to bring the collection assessment up to date and to evaluate the collection as required by the accrediting agency
- b) Work with department to address any deficiencies discovered
- c) Extended-campus programs and course offerings
- d) Identify faculty teaching courses off campus or the faculty member responsible for coordinating the department's extended-campus programs
- e) Discuss with them accreditation requirements and any specific program accreditation requirements that may apply
- f) Identify and confer with others who will need to assist in providing extended-campus students with access to library resources and services Work with department faculty and others to develop and implement a plan for providing extended-campus students with access to library resources and services

The library liaison informs their academic departments of special projects initiated or being planned by the library that relate to the development and evaluation of the collection, explain role of teaching faculty in these projects, and enlist their participation and support.

The library liaison offers to attend a department meeting to address library-related issues, to promote collection development as a shared responsibility, and to clarify policy or procedural questions, etc.

When a new faculty representative is assigned, The library liaison offers to review collection development policy and procedures, and responsibilities of library liaisons and faculty representatives.

Provide selection tools (publisher catalogs, bibliographies, subject lists of books in print, etc.) for the department. Publication announcements, Notification Slips, etc. are sent to the library liaisons who route them among the faculty. Some Library Representatives prefer Liaisons to work primarily through them; some prefer them to work directly with concerned members of the faculty. Individual Subject Liaisons and Library Representatives may work out their own arrangements.

### **Recommends Material Purchases.**

Library Liaisons make recommendations to spend the annual materials budget in the most effective way possible. This includes:

- 1) becoming familiar with the department's teaching and research priorities
- 2) keeping up with new publishing in the field.
- 3) reading reviews, blurbs, publishers' catalogs, etc. and deciding which books to buy.
- 4) reviewing books under consideration to be added to the collection.
- 5) reviewing sets and series received on Standing Orders, setting up appropriate Standing Orders.
- 6) monitoring the budget.

**Guidelines for submitting Orders:** Library liaisons do an initial verification of item holdings before sending requests to the Collection Development Librarian. This eliminates consideration of materials the library already has. The Collection Development Librarian normally focuses on such tasks as preventing cross-discipline duplication (e.g., the history and education liaison librarians may request the same "history of education" book without realizing it), and processing orders.

All library liaisons should send the Excel sheets to the Collection Development Librarian in the standardized approved format (i.e., alphabetical by title, with the dollar amount and number of titles on a cover slip).

Library liaisons who find suitable materials outside their subject areas should normally forward those to their respective liaison with their recommendations.

### **Periodical Review, Selection and De-selection.**

In consultation with department, develop priorities for periodical requests; present department's periodical requests. See that the serials collection represents the best selection of titles that can be obtained for the money available by:

- 1) continuously reviewing serial titles.
- 2) participating with the Subject Groups in evaluating and deselecting as necessary.
- 3) becoming aware of holdings of other libraries in state.
- 4) maintaining a want list of desired serial titles to add when possible.
- 5) evaluating alternative technologies such as microform and CD-ROM which may replace paper subscriptions.

### **Weeding and Replacement.**

Library Liaisons identify obsolete materials to be withdrawn.

Library Liaisons evaluate damaged materials and make decisions regarding replacement, repair, or withdrawal.

## **Duties Regarding Reports**

Library Liaisons share reports on new materials received.

Library Liaisons periodically provide fund account reports to the departments, and, if necessary, reminders of deadlines for submitting periodical and other materials requests.

Library Liaisons produces reports, bibliographies, statistics, etc. as needed and as possible. These may include serial lists, new book lists, accreditation reports, evaluations of the collection for reviewing bodies, bibliographies for university needs, and the like.

## **Other Collection Development Duties**

Using the conspectus approach and/or other means, Library Liaisons identify the key areas of the collection that are most closely associated with the department; and, in consultation with the faculty representative: 1). evaluate these areas of the collection, 2) establish goals for the collection; 3) develop and implement plans to achieve those goals, and 4) select materials to meet the needs of the department and of the university community.

Library Liaisons participates in updating and revising the Collection Development Policy in the area of responsibility. .

## **B. Responsibilities of Faculty Representatives**

### **1. Overview of Responsibilities**

Faculty representatives should meet with their library liaisons periodically to discuss library request processes, share any changes in the department's curriculum, discuss perceived strengths and weaknesses in the collection, make collection development plans, and to share information in their areas of study and teaching.

### **2. Specific Responsibilities**

1. Serve as key contact person between the library and the department.
2. Work with library liaison and other members of the department in evaluating the collection.
3. Work with department colleagues to ensure that materials required to support the curriculum and classroom assignments are selected.
4. Share with library liaison information about projects, programs, and initiatives within the department.
5. Share with library liaison information regarding new course proposals; accreditation applications and renewals; extended-campus programs and course offerings and other issues with implications for library materials and services. Work with library liaison to

ensure that the library provides adequate support for these endeavors.

6. Ensure that materials requests are submitted to the library liaison throughout the year, and that allocated funds are spent before the cut-off date for submitting requests for the current fiscal year.

7. Assist the library liaison in developing priorities for periodical requests.

8. Distribute selection tools (publishing catalogs, Choice review-on-cards, etc.) to department colleagues.

### **C. Responsibility of the Collection Development Librarian**

The Collection Development Librarian assists the Liaisons and the Faculty Department Representatives through the following:

1. Prioritize faculty requests when requests exceed the allocated budget.
2. Communicate regularly with faculty about remaining fund balances.
3. Work to ensure a well-balanced collection.
4. Interpret the Collection Development Policy for faculty.
5. Identify needed print and electronic information resources.
6. Help develop, as needed, Subject Guides on the library's website to direct faculty and students to the library's print and Internet resources in specific disciplines.
7. Help ensure that the collection can support planned assignments.
8. Provide in-class library instruction tailored for a specific course on request, or direct faculty or students to another librarian who can offer classroom instruction.
9. Report on academic department priorities and activities to library colleagues.
10. Share information about potentially helpful materials, library policies and use patterns.

### **D. Suggestions for Developing Subject Expertise and Learning the Collection: Guidelines for Library Liaisons**

**1. Get at least a basic knowledge of the discipline. This knowledge will help all aspects of your collection managing, including talking intelligently to faculty, teaching research classes in the discipline, and collecting materials.**

**How to do it?**

- read basic texts in the area, popular works.
- read publications from as many faculty in the department as you can (select the most authoritative writers and read selectively, or read abstracts).
- keep a subject dictionary at your desk.

**2. Know your Department's focus and current research interests. Be familiar with the research in the field as a whole.**

**How to do it?**

- meet and survey faculty as much as possible; at the least try for annual meetings with key faculty, department heads, and other library liaisons, to find out their research interests.
- create and maintain profiles of faculty; keep it up-to-date.
- ask faculty about their graduate students and their research; up-to-date this document, as well.
- always make a special effort to meet new faculty.
- attend Department and Campus events-this is a great way to become acquainted with faculty and make yourself visible to the department's community.
- identify and join your discipline's professional organizations; attend meetings; know and monitor publications of these organizations, which are often core journals that nearly everyone reads or scans; be aware of conferences, etc.
- keep a file of newspaper clippings related to department/field /keep an eye on department publications/websites for news.
- set up updates based on research interests of department; also on key faculty names, so as not to miss publications.
- monitor professional lists in your area/discipline.

### **3. Know your discipline's use of the library.**

#### **How to do it?**

- when talking with faculty, ask about both their own and their students' research: is it library or independent? If library, offer to teach, either in the library or in a class visit. If you can't do an instruction session with them, offer to provide handouts.
- ask faculty for the publishers they use the most often, books, and journals (be careful not to promise journal subscriptions that you can't afford).
- each semester, know what classes are being offered; survey faculty on what classes may be doing library research; get syllabi and assignments; keep offering to teach instruction when appropriate; if students come to the Reference desk and you see that a library class would have been appropriate, contact instructor.
- meet with students, graduate and undergrad; discuss their needs, including what their classes are doing.
- get statistics from ILL; what's being borrowed in your discipline? Should the library acquire the items?
- solicit circulation/use statistics (hopefully with the new system). Know what reports are available.
- work with Coleman library colleagues with interdisciplinary or overlapping collections.

### **4. Network with library colleagues in your discipline.**

#### **How to do it?**

- attend and be active in any consortia/subject liaison groups for your discipline.
- consult with colleagues with similar collection/liason responsibilities.
- join library organizations: ALA, ACRL, CARL; become active in sections relevant to your discipline.

## **5. Know your collection. Build your collection based on everything you've learned from above.**

### **How to do it?**

- know and keep list of relevant publishers; scan catalogs; include small presses.
- Peruse the stacks in your area; know the LC schedule. Find out what is lacking? Occasionally immerse yourself in a specific area, learning the topic and assessing the collection.
- become familiar with basic reference sources for your area (shelf read the reference area).
- know any other consortial collection efforts.
- search OCLC and appropriate databases to find out what have been published on the subject areas you are collecting or by key authors in the field; set up updates.
- monitor library lists in your area/discipline.
- know core journals in field; watch for new journals of potential interest; evaluate subscriptions often based on changing research trends in your subject and department.
- monitor journals for overview of research, book reviews, and publisher advertisements (Serials can route latest issues to you when they come). Monitor library review sources (i.e., **Choice, Library Journal**). Be aware of popular press coverage and reviews in your discipline.
- examine core bibliographies in the field.
- what did your predecessor leave behind? Learn their reference guides, etc.
- look at bookstores and other libraries. Know other library strengths in your collection.

## **E. RESOURCES**

### **1. Documents and publications helpful to Liaisons**

This section lists items helpful to Liaisons either in explaining library policies and procedures or in furnishing statistical information relevant to collection analysis and budgeting.

Coleman Library Collection Development Policies  
Available as Appendices in this Manual.  
Drive.

Coleman Library Disaster Plan  
[in Process].

Coleman Library Cataloging Division Manual  
Available in the Cataloging Division.

Coleman Library Voyager Manual  
Copies are available in Cataloging and Acquisitions

Prairie View A&M University Official Statistics

Available at the Circulation Department - not classified.  
Lists degrees granted , credit hours taught, etc.  
by department, college, type of student. Issued  
annually.

Center for Research Libraries Handbook  
Available from Administration

ARL Statistics  
Available from Administration.  
Lists budgets, expenditures for acquisitions,  
salaries, etc. for the members of the Association  
of Research Libraries.

Publisher's Weekly Annual Book Prices Survey  
Published each year in Publisher's Weekly,  
preliminary figures for the previous year are issued  
in March, final figures in October.

Library Journal Annual Serial Prices Survey  
Published each spring in Library Journal.

Book prices indexes from vendors and RTSD  
Various library vendors create price indexes for  
library materials. Acquisitions and Serials know  
about these.

Bowker Annual of Library and Book Trade Information  
General Reference, Z 731 A47  
Contains useful statistics.

## **2. Tools for Bibliographic Verification, Identifying Vendors and Addresses, etc.**

OCLC Terminals throughout library.

Books in Print and family (Subject Guide to Books in  
Print, Books in Print Supplement, Forthcoming Books,  
Paperbound Books in Print)  
Available from the Library's home page.  
Paper copies kept in technical services.

Guide to Reprints

Guide to Microforms in Print

Library of Congress. National Union Catalog  
and its many supplements and cumulations

British Museum General Catalogue of Printed Books.  
General Reference,

Bookman's Price Index, Gale, ed. by Daniel McGrath  
Compiled from stock of American and British  
dealers.

Van Allen, Bradley, Book Collectors' Handbook of Values  
Terrifically convenient but out-of-date; publisher  
reports no plans for a new edition.

Literary Market Place with Names and Numbers

Sheppard's Guides  
Sheppard is a London publisher which publishes  
guides to out-of-print dealers in various parts of  
the world.

American Booktrade Directory, Bowker, 1952-

### **3. Relevant professional journals**

Publishers Weekly, 1873-

Library Acquisitions Practice and Theory, Pergamon, 1977-

.

The Serials Librarian, Haworth Press, 1976-

.

Bookseller, London, 1933-  
British equivalent of Publishers Weekly; semi-  
annual announcement issues serve as our Forthcoming  
Books.

AB Bookman's Weekly, 1967-  
The standard journal of the out-of-print trade.

### **III. Weeding Policies and Procedures**

#### **Weeding Policies**

As time passes, scholarship evolves, data ages, and programs change. To continue to fulfill the library's role as the provider of reliable information, the library's collection must be continuously "weeded" of outdated, duplicated, or deteriorated materials which can no longer satisfy the information needs of its clientele. This ongoing process is a joint effort of the Collection Development Librarians, the Library Liaisons, working with their faculty representatives.

Weeding is an essential element of library service which achieves a number of goals:

- Outdated, unused and no longer reliable materials are removed from the collection.
- Space for new acquisitions is increased.
- Finding and shelving materials is much easier for clientele and staff.
- Deteriorated materials can be repaired, replaced or discarded.
- The collection's reputation for reliability and currency is enhanced.

The decision to dispose of certain items takes into account such factors as past usage, date of publication, nature of the material, and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas. Weeded items are usually offered to other libraries.

Most weeding decisions involve books. Periodicals and electronic resources may be weeded when:

- The library has only fragments of a title which do not justify the cost of filling out the run with an alternative format.
- A title has not been currently subscribed to for more than ten years and its value is unapparent.
- A title has not been currently subscribed to for at least five years and the related programs have been discontinued.
- A title has been replaced by electronic access (or a different form of electronic access) and its retention is no longer necessary or advisable.

#### **Procedures:**

These steps are to be followed sequentially:

- 1) In the process of initiating a weeding assignment, the Collection Development Librarian assigns areas of weeding for individual librarians.
- 2) Library Liaisons review their areas in the collection for materials that are candidates for weeding, including materials that are outdated, superseded, or unreliable.

- 3) Library Liaisons should review the materials individually to determine whether they should first be weeded or not, and second, if reference material is weeded, whether it should be placed in the circulating stacks or removed from the collection.
- 4) In weeding the materials, the liaison librarian must follow the checklist [see attached].
- 5) The Collection Development Librarian would review the materials to be weeded.
- 6) The list of materials to be weeded would be sent to the library director.
- 7) Upon the library director's approval of the list of weeded books, the books would be brought to cataloging for removal from the collection. The Technical Services staff would proceed with deaccessioning.
- 8) Deaccessioned materials would be sent to the surplus facility on campus.**

# Appendices

## Appendix A: American Library Association Documents

# 1. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

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## 2. Interpretations of Library Bill of Rights

- **Intellectual Freedom Principles for Academic Libraries**  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/intellectual.cfm>
- **Statement on Labeling** changed to **Labeling Rating Systems**  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/labelingrating.cfm>
- **Restricted Access to Library Materials** update January 28, 2009  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/restrictedaccess.cfm>
- **Diversity in Collection Development** update July 2, 2008  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/diversitycollection.cfm>
- **Evaluating Library Collections** update June 2, 2008  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/evaluatinglibrary.cfm>
- **Challenged Materials** updated January 28, 2009  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/challengedmaterials.cfm>
- **Expurgation of Library Materials** (update July 2, 2008)  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/expurgationlibrary.cfm>

## 3) Rights of Users--Access to Electronic, etc.

changed to **Access to Digital Information, Services, and Networks** **Access to Digital Information, Services, and Networks**, updated July 15, 2009

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/accessdigital.cfm>

### **Access to Digital Information, Services, and Networks**

## **An Interpretation of the LIBRARY BILL OF RIGHTS**

### **Introduction**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the Library Bill of Rights and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

## **The Rights of Users**

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including “Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.”

Users’ access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults (“Free Access to Libraries for Minors”; “Access to Resources and Services in the School Library Media Program”; “Access for Children and Young Adults to Nonprint Materials”; and “Minors and Internet Interactivity”).<sup>2</sup>

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with “Privacy: An Interpretation of the Library Bill of Rights,” and “Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights.”

## **Equity of Access**

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds (50.3 “Free Access to Information”; 53.1.14 “Economic Barriers to Information Access”; 60.1.1 “Minority Concerns Policy Objectives”; 61.1 “Library Services for the Poor Policy Objectives”). All libraries should develop policies concerning access to digital information that are consistent with ALA’s policies and guidelines, including “Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights,” “Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities,” and “Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights.”

## **Information Resources and Access**

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user’s age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a librarian’s personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children’s use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library’s selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17,

Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries (“Diversity in Collection Development”).

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information, 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>“If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user’s election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case.” United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: “Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights.”

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

#### **4) Code of Ethics of the ALA**

updated January 22,  
2008 <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>

# Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; amended January 22, 2008.

## Universal Right to Free Expression

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.

The American Library Association endorses this principle, which is also set forth in the UNIVERSAL DECLARATION OF HUMAN RIGHTS, adopted by the United Nations General Assembly. The Preamble of this document states that ". . . recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world . . ." and ". . . the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people . . . ."

Article 18 of this document states:

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

Article 19 states:

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media regardless of frontiers.

Article 20 states:

Everyone has the right to freedom of peaceful assembly and association. No one may be compelled to belong to an association.

We affirm our belief that these are inalienable rights of every person, regardless of origin, age, background, or views. We embody our professional commitment to these principles in the Library Bill of Rights and Code of Professional Ethics, as adopted by the American Library Association.

We maintain that these are universal principles and should be applied by libraries and librarians throughout the world. The American Library Association's policy on International Relations reflects these objectives: ". . . to encourage the exchange, dissemination, and access to information and the unrestricted flow of library materials in all formats throughout the world."

We know that censorship, ignorance, and limitations on the free flow of information are the tools of tyranny and oppression. We believe that ideas and information topple the walls of hate and fear and build bridges of cooperation and understanding far more effectively than weapons and armies.

The American Library Association is unswerving in its commitment to human rights and intellectual freedom; the two are inseparably linked and inextricably entwined. Freedom of opinion and expression is not derived from or dependent on any form of government or political power. This right is inherent in any individual. It cannot be surrendered, nor can it be denied. True justice comes from the exercise of this right.

We recognize the power of information and ideas to inspire justice, to restore freedom and dignity to the oppressed, and to change the hearts and minds of the oppressors.

Courageous men and women, in difficult and dangerous circumstances throughout human history, have demonstrated that freedom lives in the human heart and cries out for justice even in the face of threats, enslavement, imprisonment, torture, exile, and death. We draw inspiration

from their example. They challenge us to remain steadfast in our most basic professional responsibility to promote and defend the right of free expression.

There is no good censorship. Any effort to restrict free expression and the free flow of information aids the oppressor. Fighting oppression with censorship is self-defeating.

Threats to the freedom of expression of any person anywhere are threats to the freedom of all people everywhere. Violations of human rights and the right of free expression have been recorded in virtually every country and society across the globe. In response to these violations, we affirm these principles:

- The American Library Association opposes any use of governmental prerogative that leads to the intimidation of individuals which prevent them from exercising their rights to hold opinions without interference, and to seek, receive, and impart information and ideas. We urge libraries and librarians everywhere to resist such abuse of governmental power, and to support those against whom such governmental power has been employed
- The American Library Association condemns any governmental effort to involve libraries and librarians in restrictions on the right of any individuals to hold opinions without interference, and to seek, receive, and impart information and ideas. Such restrictions pervert the function of the library and violate the professional responsibilities of librarians
- The American Library Association rejects censorship in any form. Any action which denies the inalienable human rights of individuals only damages the will to resist oppression, strengthens the hand of the oppressor, and undermines the cause of justice.
- The American Library Association will not abrogate these principles. We believe that censorship corrupts the cause of justice, and contributes to the demise of freedom.

Adopted by the ALA Council, January 16, 1991 [ISBN 0-8389-7494-5]

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## Intellectual Freedom Principles for Academic Libraries

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. The following principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those

within and outside the academic community for removal or addition of library resources, exhibits, or services.

12. It is recommended that this statement of principle be endorsed by appropriate institutional governing bodies, including the faculty senate or similar instrument of faculty governance.

Approved by ACRL Board of Directors: June 29, 1999 Adopted July 12, 2000, by the ALA Council. © American Library Association Permission to use, copy and distribute documents delivered from [American Library Association] World Wide Web server and related graphics is hereby granted for private, non-commercial and education purposes only, and not for resale.

## Statement on Labeling

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

- Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
- Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
- Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add rating to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings -- if placed there by or with permission of the copyright holder -- could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council. [ISBN 8389-5226-7] © American Library Association Permission to use, copy and distribute documents delivered from [American Library Association] World Wide Web server and related graphics is hereby granted for private, non-commercial and education purposes only, and not for resale.

## Restricted Access to Library Materials

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

Historically, attempts have been made to limit access by relegating materials into segregated collections. These attempts are in violation of established policy. Such collections are often referred to by a variety of names, including “closed shelf,” “locked case,” “adults only,” “restricted shelf,” or “high demand.” Access to some materials also may require a monetary fee or financial deposit. More recently, some libraries have applied filtering software to their Internet stations that prevent users from finding targeted categories of information, much of which is constitutionally protected. In any situation which restricts access to certain materials, a barrier is placed between the patron and those materials. That barrier may be age related, linguistic, economic, or psychological in nature.

Because restricted materials often deal with controversial, unusual, or “sensitive” subjects, having to ask a librarian or circulation clerk for access to them may be embarrassing or inhibiting for patrons desiring the materials. Needing to ask for materials may pose a language barrier or a staff service barrier. Because restricted materials often feature information that some library patrons consider “objectionable,” the potential user may be predisposed to think of the materials as “objectionable” and, therefore, are reluctant to ask for access to them.

Barriers between the materials and the patron which are psychological, or are affected by language skills, are nonetheless limitations on access to information. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication (See also “Statement on Labeling.”)

There may be, however, countervailing factors to establish policies to protect library materials—specifically, for reasons of physical preservation including protection from theft or mutilation. Any such policies must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. This caution is also in keeping with ALA policies, such as “Evaluating Library Collections,” “Free Access to Libraries for Minors,” and the “Preservation Policy.”

Finally, in keeping with the “Joint Statement on Access” of the American Library Association and Society of American Archivists, restrictions that result from donor agreements or contracts for special collections materials must be similarly circumscribed. Permanent exclusions are not acceptable. The overriding impetus must be to work for free and unfettered access to all documentary heritage.

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## Diversity in Collection Development

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature. Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preference to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council [ISBN 8389-6552-0

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## Evaluating Library Collections

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles I and II of the Library Bill of Rights, which state:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The American Library Association opposes such "silent censorship" and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections

Adopted February 2, 1973; amended July 1, 1981, by the ALA Council. [ISBN 8389-5406-5]

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## Challenged Materials

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

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## Expurgation of Library Materials

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work is intended to express. Such action stands in violation of Articles I, II, and III of the Library Bill of Rights, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

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## The Rights of Users

All library system and network policies, procedures or regulations relating to electronic resources and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services and Facilities.

Users should not be restricted or denied access for expressing or receiving constitutionally protected speech. Users' access should not be changed without due process, including, but not limited to, formal notice and a means of appeal.

Although electronic systems may include distinct property rights and security concerns, such elements may not be employed as a subterfuge to deny users' access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Users also have a right to information, training and assistance necessary to operate the hardware and software provided by the library.

# Access to Electronic Information, Services, and Networks

## Introduction

The world is in the midst of an electronic communications revolution. Based on its constitutional, ethical, and historical heritage, American librarianship is uniquely positioned to address the broad range of information issues being raised in this revolution. In particular, librarians address intellectual freedom from a strong ethical base and an abiding commitment to the preservation of the individual's rights.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to minors as well as adults. Libraries and librarians exist to facilitate the exercise of these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks. Issues arising from the still-developing technology of computer-mediated information generation, distribution, and retrieval need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away. Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people, for reasons of technology, infrastructure, or socio-economic status do not have access to electronic information. In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves. Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public. The rights of users who are minors shall in no way be abridged.<sup>1</sup> Equity of Access Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries and information services that receive their major support from public funds (50.3; 53.1.14; 60.1; 61.1). It should be the goal of all libraries to develop policies concerning access to electronic resources in light of Economic Barriers to Information Access: an Interpretation of the Library Bill of Rights and Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities. Information Resources and Access Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children. Libraries

and librarians should not deny or limit access to information available via electronic resources because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction. Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. Libraries have an obligation to provide access to government information available in electronic format. Libraries and librarians should not deny access to information solely on the grounds that it is perceived to lack value. In order to prevent the loss of information, and to preserve the cultural record, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically.

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries.<sup>2</sup> Adopted by the ALA Council, January 24, 1996 [ISBN: 8389-7830-4]

<sup>1</sup> See: Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights; Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights; and Access for Children and Young People to Videotapes and Other Nonprint Formats: An Interpretation of the Library Bill of Rights.

<sup>2</sup> See: Diversity in Collection Development: an Interpretation of the Library Bill of Rights.

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### 3. Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

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**Appendix B: Library Collection Development Plans for the John B. Coleman Library**

## **Appendix B-1: General Collection Development Policy of the John B. Coleman Library Prairie View A&M University**

### **Introduction**

The Collection Development Policy incorporates guidelines contributed by every academic department in the University, and members of the Library staff. The policy incorporates four statements by the American Library Association (included in this document as appendices):

*Library Bill of Rights.*  
*Interpretations of Library Bill of Rights*  
*Universal Right to Free Expression*  
*Intellectual Freedom Statement.*  
*Statement on Labeling.*  
*Restricted Access to Library Materials*  
*Diversity in Collection Development*  
*Evaluating Library Collections*  
*Challenged Materials*  
*Expurgation of Library Materials*  
*Access to Electronic Information Services, and Networks*

The library endorses and implements the above four statements.

The outline of the Statement relies upon a *Guide for Written Collection Statement* endorsed by the American Library Association in 1989, especially p.4-6. The Library conforms with both the collection standards expressed in *ALA's Standards for College Libraries* (2000 ed.), and the (Southern Association of Colleges and Schools (SACS) *Principles of Accreditation: Foundations for Quality Enhancement Governing University Libraries* (2001) (particularly Section 3.8).

### **I. Philosophy**

Prairie View A&M University offers courses in seven colleges and two schools: the College of Agriculture and Human Sciences, the College of Arts and Sciences, the College of Business, the College of Education, the College of Engineering, the College of Nursing, the School of Architecture, and the College of Juvenile Justice. The John B. Coleman Library provides the educational resources necessary to support the goals of the instructional and research goals of the University. This acquisition and maintenance of library materials is a primary function of the library's mission in support of the University's objectives.

Collection development refers to the process of building and maintaining the library's entire materials collection in all formats, including print, non-print, and digital formats. The collection development process includes the formulation of policy and procedure, coordination of activities, budget formulation and allocation, needs assessment, collection selection and evaluation, and resource sharing.

The ultimate responsibility for the development of the library's collections rests with the Director of the Libraries. The Director keeps informed of curriculum development and the program needs of the faculty by serving on the Academic Administrative Council. Under the policies, procedures and guidelines approved by the Director, the Associate Director is responsible for the overall growth and development of the collections in terms of coordinating and balancing the collection as a whole. Most full-time professional librarians are assigned responsibility for collection development in particular subject areas and serve as the library liaison to the area. In keeping with ALA Standards and SACS guidelines, the involvement of teaching faculty in college departments is encouraged. A faculty member in each college is designated by the Dean as its library liaison to interact with his/her library equivalent in matters of library instruction and materials. The primary responsibility of the assigned college liaison is to channel materials requests from the college's faculty to the library's liaison. The faculty and the staff of the University are encouraged and expected to participate in the collection management program by recommending instructional materials that will support their areas of specialization. In addition, they are responsible for suggesting materials to keep the collection current and up-to-date. The Library staff constantly seeks to identify and correct inadequate coverage. Recommendations from students are also given consideration.

Faculty and staff may initiate a purchase request through any of the following procedures: completing the electronic purchase request form available on the Library webpage, by filling out a paper purchase request form available through the Library's collection development librarian, or by contacting the appropriate library liaison in person, by mail, e-mail or phone.

## **II. Mission Statement**

The mission of the John B. Coleman Library is to provide information, access services, cultural programs and library instruction, in support of the evolving curriculum of Prairie View A&M University. The Library staff provides leadership in the use and retrieval of information, consistent with the University's mission of teaching, research, and services. The Library evaluates its collections, service delivery, technology, and other activities on a regular basis, in order to continue to meet the challenges of a changing technological and global society. The Library seeks to build and maintain a quality collection by coordinating the active participation of the university community in identifying and acquiring resources.

## **III. Library Goals**

The mission of the Library is to provide essential services in support of the University's three principal endeavors: instruction, research, and public service. The Library assumes a pivotal role in Prairie View A&M University's commitment to excellence through the efficient and effective selection, acquisition, and dissemination of scholarly information. The primary mission of the University Library is to provide the University community with access to information. The selection of materials to meet current and future needs of University faculty, staff, and students is a critical service element in the Library's mission and is the very core of collection development.

Specific goals include:

- A. The Library will preserve, maintain and improve the collections and services now provided to library users.
- B. The Library will evaluate existing resources and will develop new collections and services to meet the needs of a changing society.
- C. The Library will teach students information literacy and critical intellectual skills necessary to contribute to society and succeed in professional careers.
- D. The Library will develop staff members' skills and will recruit new staff members with skills to address the changing needs of the library.
- E. The Library will use appropriate technology to foster access to information in support of our primary focus on service to people.
- F. The Library will support university programs in instruction, public service and research.
- G. The Library will provide means of coordination and sharing university library resources to improve user access to information.
- H. The Library will provide a physical environment that is functional, accessible and aesthetically satisfying.
- I. The Library will seek external support to enhance its programs and resources.

#### **IV. Objectives of the Collection Development Program**

Collection development is an ongoing activity designed to meet the following goals through the selection and acquisition of materials:

- A. To provide materials that supports the graduate and undergraduate curriculum.
- B. To support faculty pedagogical and research needs.
- C. To use information technology to provide access to resources.
- D. To provide materials that support the educational process; materials supporting cultural and recreational interests and materials that foster personal growth and awareness.
- E. To provide a broad spectrum of materials representing a balance of viewpoints, in a variety of formats, in support of the instructional needs of the student body, faculty, and the staff.
- F. To establish and maintain policies and procedures that encourages a broad range of participation in the collection development process, involving the library as well as faculty, staff, and students throughout the university.
- G. To provide guidelines for the systematic development and evaluation of the collection.
- H. To participate in cooperative collective development activities through consortia and other professional groups.
- I. To otherwise develop an informed appreciation of other local or regional resources available to faculty and students, as a supplement to the library's resources.

#### **V. Budget Allocation Criteria in Collection Development**

The Libraries' materials budget to departments is allocated based on "The Historical Method" in *Guide to Budget Allocation for Information Resources*, p.9 (produced by the Association for

Library Collections and Technical Services of ALA in 1991). The criteria in formulating books and/or serials funds for subjects are:

- A. The status of degree programs at baccalaureate and graduate levels.
- B. The number of students instructed in lower-division, upper-division, and graduate-level courses as measured by student credit hours at those levels.
- C. The number of majors enrolled or degrees granted.
- D. The number of full-time equivalent faculty members.
- E. The estimated cost of current publications available by discipline that are appropriate to PVAMU curricula and research focuses.
- F. The collecting intensity emphasis as stipulated in the collecting level codes reported for programs in the departmental profiles.
- G. Measure of collection use. This factor adjusts the formula because the particular teaching methods used by the various academic departments at Prairie View University vary significantly. Those who traditionally place a greater demand on the library for curriculum support may be adjusted upward in funding. This factor is calculated by dividing the aggregate circulation per department by the aggregate number of majors and faculty per department.
- H. Average Cost Weighing – Average cost data is obtained by using average price data from the March or April issue of *Choice*. The data appears in Table A in the article “College Book Price Information.” Index values for each department are computed by dividing each average price listed by the largest average price listed.
- I. Publishing Output Weighting – This variable adjusts the formula because of the broad differences in the publishing output of the various disciplines. Hypothetically, if two subject fields were to receive equal library support, each would presumably acquire the same proportion of the total number of titles published in each field. This variable modifies the formula to compensate for the broad variation in the number of new titles published in the field.

This data is compiled from vendor sources, particularly Blackwell’s Book Services’ “US Approval Coverage” and *Choice* “College Book Price Information.” Because of the time involved, rough figures are used and updated every few years.

- J. Relative Importance of Books over periodicals – This factor adjusts the formula because of the relative importance of books vis-à-vis periodicals varies for departments. This reduces the book allocation in those fields that make particularly strong demands on the periodicals budget.

## VI. Selection Guidelines

- A. Acquisition Criteria: Materials, including monographs, are selected on the basis of:

Content is appropriate for the subject  
Instructional support.

Research needs.  
Authoritativeness of the work, the author or reputation of the publisher.  
Requests submitted by faculty, staff and students.  
Currency of information.  
Permanence; timeliness; lasting value.  
Correlation to the collection.  
Strength of the present holdings in same or similar subject areas.  
Appropriateness of level of treatment  
Demand and potential use.  
Program accreditation requirements.  
Cost effectiveness and Budget constraints.  
Use of review sources.  
Suitability of format to content and compatibility with University-owned equipment.  
Access – available through interlibrary loan or another external source.

Materials selected should meet high standards of quality in content, expression, and format. Accepted aids to selection, such as **Choice** magazine, reviews in standard area professional journals, and recommended subject bibliographies should be consulted. Materials should support the stated goals of the library in providing diverse, well-rounded collections for the curricular, informational, research and recreational needs of students and faculty.

Microforms are selected for their permanent value and usefulness, as well as to meet equipment, storage, and cost considerations. Microform resources are purchased only when there is no alternative format available.

Periodicals are selected to provide current information not readily available in other formats to supplement the materials collection, to meet curriculum requirements. Selection criteria for periodicals also include preference for indexing in scholarly reference sources, demonstrated need, reputation and price.

Newspapers are selected to represent local, state, and national news coverage and provide current information.

The Library acquires materials in electronic format that meet general collection policies. These materials are evaluated under the same guidelines as other formats, with additional consideration given to the technical aspects of the information delivery mechanism, the interface, the retrieval software and any additional overhead costs in equipment or personnel required to deliver the information. Machine-readable information resources and on-line databases are selected to provide appropriate additional or alternative methods of investigating data sources and accessing information not readily available in the regular collection. Additional factors to consider include:

Speed and reliability of access.

Compatibility with existing hardware and software.

The display, print, downloading, e-mailing, and general data manipulation and transfer capabilities.

The data formats used (HTML, PDF, ASCII, audio, video, etc.).

Cost, usage, equipment availability, technical support, networkability.

Licensing issues such as access by walk-in library users, access by remote users, identification, copyright, and future access to the data if subscription is cancelled.

Library's commitment to the database.

Coverage, contents, full-text, appropriateness, and impact on public service.

#### B. Selection Practices:

1. **Course Work:** The Library provides resources to facilitate and enrich classroom instruction for each program of the University.
2. **Chronological Periods Collected or Excluded:** There are no general restrictions based upon chronological periods, however, specific subject policies may exclude certain time periods.
3. **Emphasis on Current Materials:** Ensuring that gaps in the existing library collections and the increasing output of new literature, the library must emphasize the selective acquisition of current materials over, but not to the exclusion of, retrospective materials.
4. **Continuing Support for Strong Collections:** The Library must be sensitive to the ebbs and flows of University priorities in making allocations of collection development resources. Traditionally strong collections will continue to be supported so long as there is instructional or research demand for the material. Specialized collections developed to support discontinued research projects or faculty that are no longer at the University will not continue to be supported at the expense of other collections for which demand is heavier. New or rejuvenated programs will also receive temporary priority in resource allocation so that supporting collections are adequate to the change in their use patterns.
5. **Geographical Areas Collected or Excluded:** While variations exist within many particular subject policy statements, the general priorities in terms of geographical areas collected are as follows: 1) United States of America, 2) Rest of North America, 3) Africa, 4) the Caribbean, 5) South America and Central America, 6) Europe, 7) Remaining areas of the world. No geographical area is generally excluded from being collected.
2. **Diversity:** All library collections will provide information that represents the diverse and varied background of the university community. The collection also provides an opportunity for members of the community to acquaint themselves with people of different races, religious beliefs, ethnic backgrounds, or sexual orientations.

3. **Recreational Reading:** The Library provides a limited recreational reading collection for the University community. Funds for this collection is limited. These are works of contemporary fiction and non-fiction. Selections are made from sources including the current bestseller lists in the New York Times and Publishers Weekly and from reviews of new books in these and other sources. Recommendations from faculty, staff, and students are welcomed.
4. **Language:** Material is collected in the English language except those materials purchased for foreign languages study (usually considered the basic and representative works in these languages) or those required to meet specific needs when they are unavailable in translation.
5. **New Curriculum:** The Library maintains flexibility to develop collections in new programs and to expand existing subject collections to meet curriculum changes.
6. **Prairie View A&M History:** The Library has the responsibility to preserve printed and audiovisual materials concerning the history and development of the university, and to collect and preserve publications of its departments and schools, including theses. The materials are housed in the University Archives.
7. **Single Copies:** To prevent serious dilution of library fiscal resources, standard procedure is to purchase only one copy of a title. Very heavy demand and continued use may mandate duplication in rare instances. Requests for multiple copies can originate from faculty, library users, or staff, but the collection development librarian must approval duplications.
8. **Shared Resources:** Holdings of other libraries in Texas, and availability of items through Interlibrary Loan are factors in purchase decisions. Interlibrary loan transactions will be analyzed and purchase of a borrowed title may be considered.
9. **Out-of-Print:** The purchase of in-print materials has priority over out-of-print publications. Out of Print materials are often difficult and expensive to acquire and should be requested only when essential to instruction and research. The library will attempt to locate such material by listing it with an OP book dealer or searching the Internet.
10. **Faculty Research Materials:** The Library acquires faculty research materials for the study and teaching of a subject but carefully reviews faculty requests that are deemed highly specialized, excessively expensive, or inappropriate for research or teaching of the curriculum. In lieu of acquiring these definitive materials, the Library makes every effort to locate and borrow the needed materials through Interlibrary Loan. Faculty and administrative staff doing research for institutional or instructional development or improvements may recommend the purchase of materials for the Library. The Library acquires materials if their addition to the collection is of more than temporary value, i.e. will be of potential value for

longer than the life of the project. The research materials is evaluated by the same criteria as other titles requested. Attempts to meet the researcher's need with borrowed materials is advised if requested titles are excessively expensive or of an ephemeral nature.

11. Electronic Journals: The Library expects to increase the number of electronic journal available, with a special emphasis on those vendors that provide cross-linkage between web-based scholarly databases and web-based journals, so that a researcher will eventually be able to move quickly from a database directly to a cited article. In addition to these factors, the library also gives heavy consideration to long-term access and archiving issues, as well as general issues of usability. Electronic formats are preferred to paper format, particularly indexes and periodicals. The Library subscribes to full text periodical databases whenever possible over acquiring paper copies of individual titles. Web-based databases and files are preferable to CD-ROM products. Individual e-journals are preferable to paper formats, whenever feasible.

### C. Collecting Level

Programs leading only to undergraduate degree majors or minors will typically be what ALA Guidelines term the "Study or Instructional Support Level (Introductory). Programs offered at both baccalaureate and master's degree levels (or at masters level only), the typical level will be the "Study or Instructional Support Level (Advanced). Level 4 (the "Research" level) is accorded to only a few programs offering post-master's level degree programs if the programs are identified and have a research component.

### D. Material Formats

Guidelines and policies for acquiring particular genres of publication:

1. Books: Monographs are nonserial bibliographic items, either complete in one part or complete, or intended to be completed, in a finite number of separate parts – most commonly called a book.

Substantive monographs will be collected according to the following general guidelines:

- a. Relationship of the subject matter covered by the monograph to the University's curriculum, research programs, and service activities.
- b. High probability of use, largely determined by the criteria above, as well as other facts including language, age of publication.
- c. Quality of the work, as indicated by the author's qualifications, the reputation of the publisher, citations of the work, or book reviews.

Selection of monographs is also affected by variant editions,

Hardbound materials are preferred for inclusion in the collection. If a choice is available between a hardbound or a quality paper edition of the same title (and edition), the hardbound should be purchased, unless the cost difference is so great as to prohibit purchase in hardbound format.

Textbooks adopted for courses are not purchased by the library. It is not the responsibility of the library to provide classroom textbooks for students. These should be ordered and purchased through the bookstore. Faculty donations to the library of publisher-supplied complimentary textbooks will not be accepted in accordance to library policy. Retention of such gifts will be determined by the Collection Development Librarian. Workbook or any other work that consists primarily of pages to be filled in are considered consumables and are not purchased. Mass market paperbacks are not purchased.

2. **Continuations:** A continuation is a serial publication issued regularly in a frequency greater than twice a year, including annuals, biennials, etc. The Library selectively acquires continuations that fill an ongoing information need. The issue is whether such continuations should be placed on standing order or to be acquired periodically from firm order budgets. Standing orders are easy to administer, but may waste resources if current information is not routinely needed or the item is used primarily as an illustration of information sources available.
3. **Dissertations and Theses:** The Library is the depository for dissertations and theses produced by University students, even though they are considered unpublished materials. They are housed in archives.
4. **Examination Guides:** Examination guides to aid post-secondary students in preparing for general and specialty-standardized tests, such as the Graduate Record Examination (GRE) or Medical Aptitude Test (MAT), are selectively collected by the library only in English for placement in the library reference collections. Students preparing for such examinations are encouraged to acquire personal copies for extensive consultation and trial test taking. Civil service examination guides are generally not acquired.
5. **Electronic Formats:** online databases, computer software, e-journal, World Wide Web sites: Sources in this fast-evolving format had an impact upon the reference collection and its services. An ongoing expense of this new technology is the investment in and maintenance of new hardware. The popularity of online indexes and databases due to their quality, ease of access and currency has led the Library to replace their print versions. The Library strives to maintain full-text journal on electronic formats. The computer software is fully cataloged and classified. It is shelved in the Reference or Circulating area, as appropriate. A master of each disc is archived by Bibliographic Access staff when permitted by copyright provision. The Library reserves the right as part of selection to duplicate all discs for archival purposes when permissible.

The proliferation and expense of electronic databases require that care consideration be given to selecting those that will be most beneficial to Prairie View students and faculty. Electronic formats must conform to current library hardware and software requirements. Preference is given to Web-based resources. Computer software is fully cataloged and classified and shelved in the appropriate area of the Library. Bibliographic Access staff, when permitted by copyright provisions, will archive a master of each disc. The Library reserves the right to duplicate all discs for archival purposes when permissible.

The Collection Development Librarian has the ultimate responsibility for this, but will make decisions in consultation with reference librarians. The Library considers the following factors in selecting electronic resources:

- a. *Content:* Is the database appropriate in content and at the appropriate scholarly level to support university academic programs? Is full-text included?
- b. *Affordability:* Is the cost justified either by the number of potential users or by materials the resource replaces? Is the database subsidized or available with consortium pricing.
- c. *Accessibility:* Does the license permit sufficient simultaneous users to justify the expense? Does the license permit remote access for off-campus/distance learning students? Is the resource available on the World Wide Web as opposed to CD-ROM only? Can a web resource be accessed through IP address validation instead of passwords?

In addition to the basic selection criteria, the following factors are also considered in the review of electronic databases:

- a. Comprehensiveness, coverage, time span, update frequency.
- b. Ease of use.
- c. Access – local network, standalone station, general stack circulation, reserve circulation.
- d. Quality of indexing and search engine.
- e. Data Storage and archiving.
- f. Anticipated number of users; departments who will use the resource.
- g. Pricing options/license fees.

World Wide Websites:

- a. Usually possible to reach site.
- b. URL remains stable; if changed, there is a hot-link to new URL.
- c. Purpose, scope and limits stated clearly.

- d. Content kept current; content updated promptly with dates stated.
  - e. Origin of content accurate and verifiable.
  - f. Objectivity of information presented.
  - g. Authority/qualification of author identified.
  - h. Logical organization and sequence of content.
  - i. No advertising or clear distinction between content and advertising.
  - j. Pages have standard headers and footers.
  - k. Avoid client-specific mark-up.
  - l. Logical organization and sequence.
  - m. Includes navigational cues.
6. Festschriften: These works commemorating special events or individuals will be collected on the same bases as other monographs.
  7. Government Documents. The John B. Coleman Library is a selected depository for federal government publications, distributed by the Superintendent of Documents. Selection is made based on the University's instructional and research needs, and takes into consideration the general information needs of the citizens of the 10th Congressional District of Texas. Our regional depository is located at the Texas State Library at Austin. Documents are chosen which support the needs of Prairie View students and faculty, or which may be useful to the public. The library also collects non-depository materials published by US government agencies. Federal documents are the property of the US government and are maintained and weeded in accordance with Federal depository regulations.
  8. Indexes: The selection and ordering process is handled in the same manner as serials and periodicals. Indexes are classified and cataloged and are shelved in the reference area. Weeding is seldom done so that the library can accumulate backfiles of where to find needed information. Electronic formats are preferred.
  9. Loose-leaf services: They are treated as reference books, and are classified and shelved in the reference area. A reference librarian or subject liaison originates the order, usually in response to a faculty request.
  10. Microforms: The Library holds an extensive and diverse collection of microform. The hard copy is replaced by the microform when it becomes available, mostly on an annual basis. The titles not available from microform vendor are sent to the state-contract bindery for binding. When they are returned from the bindery, they are cataloged and shelved in stacks with a limit circulation period. The Library has maintained back issues of journals only in microforms since late 1970's. Due to space and cost, some periodicals are only purchased in microform. The preferred format is microfiche, although microfilm is acceptable for newspaper subscriptions or when fiche is not available. Negative vesicular (non-silver) 35 mm is the preferred type and size. Microforms are cataloged and appear in the Online Public Access Catalog (OPAC) They are not, however, classified, but rather are shelved

in alphabetical title order in the storage cabinets. It is the responsibility of the Head of Periodicals to prepare the order list of the microform titles.

The library prefers microform under the following circumstances:

- a. When the print item is produced on material that has a limited life expectancy in normal use, for example newsprint paper.
- b. When the print item is produced in such a fashion that it will be unnecessarily expensive to maintain or dangerous in the book stacks, for example oversize periodicals printed on heavy paper.
- c. When microform is the only way to obtain an item, such as manuscripts, COM-produced indexes, or complete periodical volumes.
- d. When costs of obtaining items in original or reprint would be prohibitive and the anticipated use would be relatively low or restricted to a small number of library users.
- e. When periodical use has dropped off so that continuing storage costs are no longer reasonable. This cannot be applied equally across all disciplines because of different reliance upon periodicals and associated illustrations.
- f. When duplication in microform is necessary for a limited number of high demand materials.

When faced with a choice between microform formats, the library prefers microfiche unless existing holdings are already in microfilm.

11. Music Scores: The Music Library collects study scores. See the "Music" collection policy for additional information on specific types of scores collected.
12. Newsletters: A newsletter is a serial consisting of one or a few printed sheets containing news or information of interest chiefly to a special group. When substantive articles begin to outnumber news items, the title is generally considered a periodical. The Library generally discourages the collecting of newsletters because of their limited audiences, lack of indexing, and temporary nature. Exceptions include newsletters published by an organization affiliated with Prairie View A&M University.
13. Newspapers: These serials, issued at stated and frequent intervals (usually daily, weekly, or semiweekly), contain news, opinions, advertisements and other items of current, often local, interest. Because newsprint on which most newspapers are printed on deteriorates rapidly, the library prefers to retain selected titles permanently in microfiche and microfilm. The Library subscribes to a small collection of international, national, and local newspapers in hard copy. The most current two months of several major American dailies are held in hard copy, and microfilm backfiles of three titles are maintained. Access to other newspapers is available electronically. For purposes of ordering, receiving, storing and retrieving current subscriptions and backfiles, newspaper are handled in the same manner as periodicals.

Newspapers are acquired for the following reasons, arranged in priority order:

- a. To support continuing curricular requirements, i.e., the relevance of the newspaper to specific courses.
- b. To provide broader coverage of current, regional, national, or international events.
- c. Representation of diverse political and social viewpoints
- d. To provide sources of news from home for areas with significant representation within the University community.
- e. To support continuing research interests, such as newspapers of record, or selected historic titles needed to support ongoing research projects are collected in chronological periods long enough to promote their use.

14. Non-Print: Audio-visual materials must be compatible with equipment owned by the library. Caution is advised when considering the purchase of other than heavy-use formats such as videocassettes and 16 mm films. Whenever a choice is available, preference is given to media that are closed-captioned over media that are not closed-captioned. There should be a definite commitment by the requesting instructor to use these items. Because of cost, software is ordered on a 'preview' basis and must be previewed by faculty. Faculty must indicate a willingness to use media in the classroom as a precondition for purchase. The audio-visual software is fully cataloged, classified, and shelved in the Circulation Department.

15. Pamphlets: Defined as paperbound or unbound nonperiodical publications of not fewer than five or more than forty-eight pages (exclusive of covers) – also called brochures or booklets – this definition excludes government documents and music scores. With the exception of government publications, pamphlets are generally not acquired for the cataloged collection.
16. Periodicals: Defined as a serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings. The library selectively collects periodicals in core and related subject areas. Periodicals are purchased on a subscription basis. The library subscribes to periodicals through a jobber to simplify the ordering and payment process and to insure that all subscriptions run concurrently on an annual basis, dated January 1 to December 31. The major periodicals order is submitted for approval and processing in August of the previous year, except in years when new jobber bids are required, in which case orders must be ready in June or July. Request for subscription should be received at least several weeks ahead of these deadlines, in order to assure their being processed. The Library

subscribes to periodicals indexed in one of more indexes subscribed to by the Library, except in rare cases. The growth of electronic and remote access influences the appropriateness of locally owned materials. Starting from 1996, most titles with full-text access via the TexShare Resource Sharing program are no longer in the subscription list.

Selection Criteria - generally, the library does not subscribe to periodicals that are not indexed in one or more indexes received by the library. Also, the library evaluates: 1) the present use of periodicals in the subject area under consideration; 2) projected future use; 3) critical review of the journal under consideration by experts in the field; and 4) Holdings in other regional libraries (can interlibrary loan serve the need) Recommendations about specific titles and numbers of copies are made by the Head of Periodicals to Associate Director. These recommendations are based on information provided by library subject liaisons, faculty and students. Requests for new subscriptions and backfiles are evaluated by various criteria such as indexing, cost and potential usefulness to the greatest number of students and faculty at Prairie View A&M University. Other considerations include a journal's availability in a full-text database and space requirements. Newspapers are received from various cities in Waller County, major Texas cities and key regional areas of the United States. Print copies of newspapers are not retained permanently.

17. Reference Collection: materials designed to provide quick access to information in all subject fields. The works chosen for the collection should supply as many reliable facts as possible, with a minimum of duplication and overlap. The librarians regularly review materials in the reference collection and remove or update outdated publications. The criteria for consideration in the Reference collection include: 1) Accuracy and authenticity, 2) scope and depth of coverage, 3) Historical perspective as well as currency of data, and 4) Ease of use, such as special locating features.
18. Scripts: The library does not normally collect radio, film, and television scripts except when included in collective works. The library collects Play scripts in individual and collective formats with limited numbers of duplicates to support the Communication and Drama Department's curricular and extracurricular activities.
19. Serials: A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include: periodicals, newspapers, annuals (reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies, and numbered monographic sets. Selection responsibility of serials, including such items as almanacs, yearbooks, directories, etc, resides with the Associate Director based on the same criteria and input used for periodicals decisions. They are both classified and cataloged and are shelved with the circulating and reference collection, as appropriate. Superseded volumes are

either transferred from reference to the circulating collection or withdrawn. The library makes these Decisions on a case-by-case basis.

The Library seeks to achieve a balance among the various departments in ordering serials, keeping in mind the differential reliance upon serial publications and their various costs.

The Library has certain general preferences in reviewing serials for possible purchase:

Serials that represent a permanent addition to the Library's collections are preferred over publications that will be discarded.

Serials whose contents can be easily accessed through use of indexing services or internal indexing are preferred over titles that lack this.

Serials with demonstrated use (such as interlibrary loan requests) are preferred over titles with potential use.

Serials produced by certain publishers known to charge higher than normal prices (i.e., Springer, Elsevier, North Holland, Pergamon, and Gordon & Breach) should be avoided if possible.

18. Variant Editions. The library often has numerous choices when trying to acquire a particular monographic title. In order to allow the purchase of other materials the following guidelines are designed to reduce unnecessary duplication.

- a. Abridged Editions: Unabridged, original editions are generally preferred over abridged editions except when the original is no longer available or the abridged edition has historic or literary value.
- b. Bibliographic Equivalents: The library will not attempt to acquire more than a single imprint in cases when a book is published simultaneously in two or more places, but with different imprints, such as British, Canadian, and American works, or later printings of the same edition. Substantively different editions may be collected.
- c. Paperback editions: Hardbound editions of works are preferred whenever possible because they tend to last longer in library use, and they usually are more likely to allow for rebinding. Further, most paperbacks need to be bound before they are available for public use. The library will collect paperbacks when that is the only format available, when there is a substantial difference between the cost of the hardback and the paperback, or as duplicates for when high use is expected to be temporary.
- d. Reprint editions: Reprint editions (Including exact facsimile reproductions) are suitable substitutes when original editions are generally no longer available for acquisitions, are too valuable, or are too fragile for addition to

the library's circulating collection. Because of the added cost of such editions, the titles should be carefully considered before they are purchased for the collections.

- e. Spiral/Looseleaf Bindings: If there is a choice of the physical format of an edition, the library prefers not to acquire a spiral or spring bindings since these do not wear well in a library setting and are hard to rebind. The library also prefers not to acquire materials in a loose-leaf binder, unless there is no choice, given the ease of removing or relocating pages within a volume.
- f. Translations: Translations from a foreign language into English and from a less familiar to a foreign language taught at the University may be collected. If there is a significant time lag between the publication of a foreign language work and the appearance of the translated work, both the original and translated work may be collected. If a work is simultaneously published in several languages, the library prefers to collect only in English or a language taught at the University. If only partial translations are available, both the original and the translation may be acquired. In the case of literary works published originally in a language taught at the university, only major works should be acquired in English translation editions.

## **VII. Materials Not Considered for Purchase include:**

- A. Required textbooks, instructor's manuals, study guides, workbooks, and lab manuals.
- B. Audio Visual materials that are cost-prohibitive to purchase and can be rented for a reasonable price.
- C. Foreign language materials except those that support foreign language classes.
- D. Out-of-print materials except under special circumstances only.
- E. Utility software, including word processing and spreadsheets will not be selected, as these programs will be made available through the campus student computing laboratories.
- F. Mass-market paperbacks.

## **VIII. Gifts & Donations**

Guidelines for the Acceptance of Gifts:

The same selection standards apply to gifts as to the rest of the collection. All donated materials are reviewed to determine usefulness to the collection. The Library reserves the right to refuse materials and/or to dispose of any materials that do not meet its needs.

Gifts are accepted on the condition that the donor relinquishes all authority over the use that is made of the gift materials and that the library staff is free to dispose of materials not added to the library collections.

If the library receives a year or more of a serial title not already in the collection, the collection development librarian will decide whether to add the gift title. Otherwise, only issues that fill gaps in periodical holdings will be retained.

Gifts that have significant monetary value, e.g., rare books, manuscripts and films, will require a transfer of legal title by gift in a properly executed form. This gift form is a formal instrument of acceptance. This form must be (a) signed and dated by the donor and (b) witnessed and dated by another party who is neither related to the donor nor employed by the institution receiving the gift. The Associate Director should be notified when significant gifts are presented so that appropriate publicity and appreciation may be arranged.

The Library adheres to the rules of the University and the Internal Revenue Service on gift appraisal for tax purposes. By order of the Board of Regents, the Library cannot provide an appraisal (i.e., statement of the value of gift items for income tax deductions or other purposes). The donor has the responsibility to arrange for an appraisal and to pay for the appraisal since the donor is the beneficiary of the tax deduction. The Library may respond to the donor with a letter of acknowledgement verifying the number and format of materials received. It is not the responsibility of the Library to provide the donor with a list of materials received and/or retained. A library assistant or student worker inserts a bookplate in a book in honor of the donor.

## **IX. Maintenance of the Collection**

Weeding is an integral and important aspect of the collection development and collection management process. Weeding of library materials is essential for the maintenance of an active, academically useful collection and for the best utilization of limited space. Weeding is an ongoing process, reflecting changing needs and current development in every subject area. Responsibility for weeding rests with library liaisons and professional librarians with the liaisons taking the initiative and reviewing all materials.

The followings are general guidelines that may be applied to the weeding process. Library liaisons may provide more specific guidelines in their areas as need indicates. The general guidelines are valid for print and non-print materials except otherwise indicated.

1. Multiple copies - Generally there should not be more than one copy per title. Additional copies should be either reassigned or withdrawn. Exceptions include heavy use titles, but these should be monitored closely. As soon as the demand lessens, additional copies should be weeded.
2. Replaces an earlier edition of a work. When new editions are received, older editions should be examined closely and weeded if appropriate. The editions selected are those best suited to the students who will use them.

3. Erroneous or outdated information - especially applicable in the sciences and technical areas. Works containing out-of-date information should be weeded if they have no curricular, historical, or research value. This is an area where consultation with appropriate faculty may be necessary.
4. Discontinued programs or courses - printed materials supporting programs or courses that are no longer offered should be examined for general relevance.
5. Serials/annuals - when newer editions of serials or annuals are received, the older editions should be retained. Generally, these are reference materials, but the older works in series may be placed in the circulating collection.
6. Age - Except in some areas of the humanities and social sciences, materials of a certain age have a very limited value and should be withdrawn or replaced with new materials. Generally, titles over ten years old should be looked at carefully to determine continuing value.
7. Physical condition - materials that have been damaged or are missing some part are either replaced or withdrawn entirely.
8. Audio-visual and computer software weeding should be done in conjunction with the appropriate instructional personnel.
9. Low usage -- the title is seldom used.

#### B. Lost Items and Replacements

Materials that are missing, lost, or withdrawn because of wear are not automatically replaced. The library replaces lost materials based on the following criteria:

- Importance of the item to the collection.
- Demand for the materials.
- Availability of materials in subject area.
- Availability of funds.

#### C. Conservation, Preservation and Restoration

The Library strives to maintain the physical integrity of materials in the collection through conservation measures such as temperature, humidity and dust control. Material will be repaired, rebound or reformatted when possible to preserve the contents for continued use. Library staff should send books or periodicals needing repair to the attention of the Collection Development Librarian. Items are chosen for rebinding or mending depending on the condition of the material.

Periodicals retained permanently are bound at regularly established intervals. A Library Binding Institute certified commercial bindery (Heckman) is used to ensure high quality performance. Print issues not retained are usually replaced with microforms, with the exception of ephemera and some non-indexed titles.

## **X. Interlibrary Loan**

The OCLC Interlibrary Loan system identifies the most expeditious loan sources for materials needed by faculty, staff and students at no charge. Participation in AMIGOS, TexShare, and ILLiad opens up the entire world of information to serve the research needs of an active academic community. The courier service within the consortia members has been upgraded to daily delivery since 1997-98. The Library uses Ariel for Interlibrary Loan Internet transmission and subscribes to ProQuest Direct for full text article access. Commercial delivery of articles via electronic means through contract with British Library Document Supply Center, AMIGOS A-Plus The General Article Service to quicken access to needed materials.

## **XI. Intellectual Freedom**

The Library staff supports the American Library Association's "Bill of Rights" and its concept of intellectual freedom. Because the Library encourages the free exploration of ideas, the Library attempts to purchase and make available materials that represent differing viewpoints. The Library maintains a collection representing a broad range of thought. In order to achieve a balanced collection, subjects will be considered without prejudice or censorship as long as they fit into the general collection criteria of the Library.

## **XII. Copyright**

The Library complies with the United States Copyright Law, United States Codes Title 17 P.L. 94-553 and amendments, in both intent and practice. Materials acquired by acquisition or donation must acknowledge the rights of copyright owner - the exclusive rights of reproduction, adaptation, publication, performance, and display - as stated generally in Section 106.

## Appendix B-2: Collection Development Plan (by Subject Area).

### General Collection Guidelines:

Collection development in all subject areas adhere to the following basic guidelines. Any exceptions, additions, or changes related to a specific subject will be noted within the collection development plan for that subject.

- A. Languages:** English is the primary language for materials collected by the John B. Coleman Library. Materials originally published in other languages and translated to English are also collected. Collections of foreign language materials will be added as necessary to support foreign language courses.
- B. Chronological Guidelines:** Material is collected in all chronological periods. Generally the focus of the collection is on the late 20<sup>th</sup> century through the present. However materials covering earlier time periods are collected to support instruction in several subject areas.
- C. Geographic Guidelines:** The primary focus of the collection is on materials pertaining to the United States or the relation of other countries to the United States. Materials that focus on a global or worldview of the subject are also heavily collected. Other areas that are of interest to the collection include Africa, Mexico, the United Kingdom, and China.
- D. Treatment of Subject:** For the most part juvenile materials, newspapers, and textbooks will not be collected. Please see the collection development statements pertaining to those materials. In addition, unrevised thesis and dissertation materials from universities other than Prairie View A&M University will not be collected.
- E. Types of Materials:** Print monographs and serials form the basis of the primary collection. Please refer to the collection development statements pertaining to other formats such as audio-visual materials and electronic resources.
- F. Date of Publication:** The library emphasizes current monographs, with the primary purpose of supporting faculty and student research and coursework. Items more than ten years old are acquired selectively, usually as replacements for classic works, or at the specific request of a student or faculty member. Earlier important works not represented in the collection are purchased on request or need. Retrospective collecting is determined by program need, collection strength, availability of desired materials on the book market, and availability from other libraries.

# African American Studies

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## I. Purpose:

Materials on African-American life and culture at Prairie View A&M University are collected not only to meet the instructional needs for specific courses offered as a part of any specific African American studies course, but also as general resources in support of courses offered within disciplinary boundaries (e.g., history, sociology, anthropology, and others). These materials also reflect student and faculty research interests in a many academic areas, particularly in the humanities and social sciences.

African American studies is based on content from several Humanities and Social Sciences disciplines (i.e., anthropology, art and archaeology, drama, comparative literature, American literature, economics, education, geography, government, history, music, religion, and sociology). The most relevant materials are hold in the Coleman Library in the Library of Congress B, D,E,G,H,P, and Z classifications, although some materials may be located elsewhere in the library system (e.g., African American art; and folk medicine. All selectors whose areas include material on African and American studies should collect in accordance with this policy. Collection Development Policies in Sociology, History, Anthropology, and English Literature should be consulted.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Class and Subject:

LC Classification	Subject	Level	Collection Liaison
DT	Africa	B	Sociology (Russo)
Z 1361.N39	African Americans: Bibliography	B	Sociology (Russo)
E 184.5-E185	African Americans :General Works	B	Sociology (Russo)
N 6538.N5	African Americans and Art	B	Sociology (Russo)
PS 338.N4	African Americans and Drama	B	Sociology (Russo)
LC 2717; LC 2731; LC 2781	African Americans and Education.	B	Sociology (Russo)
GR 100.A34; GR 103.L48	African Americans and Folklore.	B	Sociology (Russo)
E 185.96	African Americans and Genealogy.	B	Sociology (Russo)

JV 6471.H45	African Americans and Immigration.	B	Sociology (Russo)
E 185.8; HD 8081.A65	African Americans and Labor and Employment.	B	Sociology (Russo)
PS 153.N5; PS 310.N4; PS 366.A35; PS 374.N4; PS 508.H57; PS 3551-3576	African Americans and Literature.	B	Sociology (Russo)
RA 448.5 N4	African Americans and Public Health	B	Sociology (Russo)
BR 563.N4; BS; BX 8435.D96	African Americans and Religion.	B	Sociology (Russo)
F 394.D219	African Americans in Texas	B	Sociology (Russo)
F786.F575 F 790	African Americans in the Southwest.	B	Sociology (Russo)

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## Agriculture

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### I. Purpose:

The agricultural collection is intended to support the teaching and research activities of the College of Agriculture and Human Sciences of Prairie View A&M University. Prairie View A&M University is a land grant institution that has been collecting agricultural titles since 1876. Today, Prairie View A&M continues to develop its agricultural collection through the depository library system (it is a federal and state depository), by exchanges, and by extensive purchases.

The collection supports the College of Agriculture and Human Sciences' teaching and research activities in the following areas: Agriculture (including Agricultural Economics, Agricultural Economics with World Food Distribution, Agriculture and Human Resources, Agronomy, Animal Science, and Food Science); Human Nutrition and Food; and Sciences (including Family and Community Studies, Human Development and the Family, and Merchandising and Design).

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Class and Subject:

LC Classification	Subject	Level	Collection Liaison
S1-S972	Agriculture (General)	B	Agriculture (Walker)
SB1-SB468; SB487-SB1110	Plant Culture	B	Agriculture (Walker)
SD1-SD669.5	Forestry	A	Agriculture (Walker)
SF1-SF1100	Animal Culture	B	Agriculture (Walker)
SH1-SH691	Aquaculture. Fisheries. Angling	B	Agriculture (Walker)
SK1-SK664	Hunting Sports	A	Agriculture (Walker)
TX341-TX641	Nutrition. Foods and food supply	B	Agriculture (Walker)
TX641.2-TX840	Cooking	B	Agriculture (Walker)

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## Architecture and Community Development

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### I. Purpose:

To support instruction and research through the masters level in architecture and in community and regional planning, and through the undergraduate level in interior design. The architecture collection is directly supports the undergraduate and graduate curricular needs, and to provide faculty research materials. Content is at the undergraduate and graduate readership level. Related disciplines sharing an interest in this collection include Art History, American Studies, Architectural Engineering, Public Policy, and Urban Geography.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Class and Subject:

LC Class	Subject	Collection Level	Collection Liaison
NA	Architecture	B	Architecture (Hutchinson)
NA1-NA6	Periodicals	B	Architecture (Hutchinson)
NA10-NA17	Societies	A	Architecture (Hutchinson)
NA21	Congresses	A	Architecture (Hutchinson)
NA25-NA27	Collected writings	A	Architecture (Hutchinson)
NA31	Encyclopedias, dictionaries, glossaries, etc.	B	Architecture (Hutchinson)
NA40	Biography (Collective)	A	Architecture (Hutchinson)
NA50-NA60	Directories	A	Architecture (Hutchinson)
NA62-NA63	Communication of information	A	Architecture (Hutchinson)
NA65	Tours	A	Architecture (Hutchinson)
NA100-NA130	Architecture of the state	A	Architecture (Hutchinson)
NA190-NA1614	History	B	Architecture (Hutchinson)

NA1995	Architecture as a profession	B	Architecture (Hutchinson)
NA1996	Business management for architects	B	Architecture (Hutchinson)
NA1997	Women architects	B	Architecture (Hutchinson)
NA2000-NA2320	Study and teaching. Research	B	Architecture (Hutchinson)
NA2335-NA2360	Competitions	A	Architecture (Hutchinson)
NA2400-NA2420	Museums	A	Architecture (Hutchinson)
NA2430-NA2460	Exhibitions	A	Architecture (Hutchinson)
NA2500-NA2540	General works	B	Architecture (Hutchinson)
NA2541-NA2599	Special topics	B	Architecture (Hutchinson)
NA2685-NA2726	Architectural drawing	B	Architecture (Hutchinson)
NA2728	Data processing. Computer-aided design	B	Architecture (Hutchinson)
NA2750-NA2793	Architectural design	B	Architecture (Hutchinson)
NA2794-NA2800	Elements of architecture	B	Architecture (Hutchinson)
NA2810-NA2817	Orders of architecture	B	Architecture (Hutchinson)
NA2835-NA3070	Architectural details, motives, etc	B	Architecture (Hutchinson)
NA3310-NA4050	Architectural decoration	B	Architecture (Hutchinson)
NA4100-NA8480	Special classes of buildings	B	Architecture (Hutchinson)
NA9000-NA9428	Aesthetics of cities. City planning and beautifying	B	Architecture (Hutchinson)
NK1700-NK2195	Interior decoration. House decoration	B	Architecture (Hutchinson)
NK2200-NK2750	Furniture	A	Architecture (Hutchinson)
NK2775-NK2898	Rugs. Carpets.	A	Architecture (Hutchinson)

NK2910	Screens	A	Architecture (Hutchinson)
NK2975-NK3096	Tapestries. Wall hangings.	A	Architecture (Hutchinson)
NK3175-NK3296	Upholstery. Drapery	A	Architecture (Hutchinson)
NK3375-NK3498	Wallpapers	A	Architecture (Hutchinson)
NK9600-NK9699	Woodwork	A	Architecture (Hutchinson)
SB469-SB486	Landscape gardening. Landscape architecture	B	Architecture (Hutchinson)
TH1-TH9745	Building construction	B	Architecture (Hutchinson)
TH1-TH4	Periodicals and societies	B	Architecture (Hutchinson)
TH5	Congresses	A	Architecture (Hutchinson)
TH6	Exhibitions. Museums	A	Architecture (Hutchinson)
TH7	Collected works	B	Architecture (Hutchinson)
TH9	Dictionaries and encyclopedias	B	Architecture (Hutchinson)
TH11	Builders' and contractors' bulletins	A	Architecture (Hutchinson)
TH12-TH13	Directories	A	Architecture (Hutchinson)
TH15-TH127	History and description	B	Architecture (Hutchinson)
TH139-TH140	Biography	B	Architecture (Hutchinson)
TH144-TH159	General works	B	Architecture (Hutchinson)
TH165-TH213	Study and teaching	B	Architecture (Hutchinson)
TH215-TH216	Communication of building information	B	Architecture (Hutchinson)
TH257	Patents	A	Architecture (Hutchinson)
TH350	Engineering of the subdivision	A	Architecture (Hutchinson)
TH375-TH383	The building site	A	Architecture (Hutchinson)

TH385	Building layout	A	Architecture (Hutchinson)
TH420	Building standards	A	Architecture (Hutchinson)
TH425	Specifications	A	Architecture (Hutchinson)
TH431	Drawings	A	Architecture (Hutchinson)
TH434-TH437	Estimates. Measurements. Quantities and cost	B	Architecture (Hutchinson)
TH438	Management of the construction site	B	Architecture (Hutchinson)
TH439	Building inspection	B	Architecture (Hutchinson)
TH441	Building failures	B	Architecture (Hutchinson)
TH443	Building accidents	B	Architecture (Hutchinson)
TH447	Wrecking	A	Architecture (Hutchinson)
TH449	Salvage	A	Architecture (Hutchinson)
TH441	Building companies	A	Architecture (Hutchinson)
TH453	Building performance	B	Architecture (Hutchinson)
TH455	Catalogs of building supplies	A	Architecture (Hutchinson)
TH845-TH895	Architectural engineering. Structural engineering of buildings	B	Architecture (Hutchinson)
TH900-TH915	Construction equipment in building	A	Architecture (Hutchinson)
TH1000-TH1727	Systems of building construction	B	Architecture (Hutchinson)
TH2035-TH3000	Details in building design and construction	B	Architecture (Hutchinson)
TH3301-TH3411	Maintenance and repair	A	Architecture (Hutchinson)
TH4021-TH4977	Builds: Construction with reference to use	A	Architecture (Hutchinson)

TH5011-TH5701	Construction by phase	A	Architecture (Hutchinson)
TH6010-TH6013	Building fittings	A	Architecture (Hutchinson)
TH6014-TH6085	Environmental engineering of buildings	B	Architecture (Hutchinson)
TH6101-TH6887	Plumbing and pipefitting	A	Architecture (Hutchinson)
TH7005-TH7699	Heating and ventilation	A	Architecture (Hutchinson)
Th7700-TH7975	Illumination. Lighting	A	Architecture (Hutchinson)
TH8001-TH8542	Decoration and decorative furnishings	A	Architecture (Hutchinson)
TH9025-TH9092	Protection of buildings	A	Architecture (Hutchinson)
Th9111-TH9599	Protection from fire	A	Architecture (Hutchinson)
TH9701-TH9745	Protection from burglary	A	Architecture (Hutchinson)

## Art (Visual Arts)

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### I. Purpose:

To support teaching and research in art history and art education. Besides students in fine arts, students and researchers in several University departments or programs use the collection, including Architecture, History, Marketing, Education, and the various language and literature departments. The collection is developed accordingly. Content is developed primarily at the undergraduate survey level. General works on areas not currently taught will be collected on a basic survey level at the upper-undergraduate level.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Class and Subject:

LC Classification	Subject	Level	Collection Liaison
N1-9	Periodicals	B	Art (Hutchinson)
N10-25	Societies, congresses	B	Art (Hutchinson)
N31-55	Encyclopedias, Dictionaries, Biographies, etc.	B	Art (Hutchinson)
N61-72	Theory, Philosophy, and Aesthetics	B	Art (Hutchinson)
N81-390	Art Education	B	Art (Hutchinson)
N400-3990	Art Museums, galleries, periodicals, catalogs, handbooks, organized by country, special museums	U	Art (Hutchinson)
N4000-4042	Catalogs of picture collections in art museums, libraries, trade catalogs, etc.	U	Art (Hutchinson)
N5200-5299	Exhibitions: general (usual classification is by medium, subject, nationality, specific artist included in other LC class range)	A	Art (Hutchinson)

N5300-5306	History: General Works	B	Art (Hutchinson)
N5603-5896	History of Classical Art	B	Art (Hutchinson)
N5940-5961	History of Medieval Art	B	Art (Hutchinson)
N6370-6375	History of Renaissance Art, 16 <sup>th</sup> Century: general works	B	Art (Hutchinson)
N6407-6425	17 <sup>th</sup> and 18 <sup>th</sup> Centuries: General Works: Baroque, Neclassicissim, Rococo	B	Art (Hutchinson)
N6447-6465	19 <sup>th</sup> Century: general works; movements; Impressionism, Nabis, Post-Impressionism, Realism, Romanticism, Symbolists, etc.	B	Art (Hutchinson)
N6840-6494	20 <sup>th</sup> Century: general works; movements; Abstract art, abstract Expressionism, Cubism, Dada, Expressionism, Fauvism, Surrealism, etc.	B	Art (Hutchinson)
N6501-7414	By country, movements and artists, 14 <sup>th</sup> -20 <sup>th</sup> Century	B	Art (Hutchinson)
N7414-7418	Jewish Art	B	Art (Hutchinson)
N7260-7369	Asian Art	B	Art (Hutchinson)
N7380-7399	African Art	B	Art (Hutchinson)
N7420-7425	Historical works to 1800, post-1800	B	Art (Hutchinson)
N7430-7432	Technique, composition: general works, styles	B	Art (Hutchinson)
N7433	Popular Manuals	B	Art (Hutchinson)
N7442-7470	Collected writings, festschriften, lectures,	B	Art (Hutchinson)

	writings by artists, etc.		
N7475-7483	Art criticism, history of art criticism, historiography, biography of art critics, and historians	B	Art (Hutchinson)
N7565	Iconography, iconology	A	Art (Hutchinson)
N7570-7649	Human figure, portraits, etc.	B	Art (Hutchinson)
N7660-7690	Animals, birds, plants; devices	B	Art (Hutchinson)
N7740-7760	Allegories, symbolism, mythology	B	Art (Hutchinson)
N7790-8189	Religious art, Christian: general works; Early Christian, Medieval, Renaissance, iconography	B	Art (Hutchinson)
N8190-8199	Non-Christian art	B	Art (Hutchinson)
N8210-8266	Historical subjects, landscapes, literary subjects, other special subjects	B	Art (Hutchinson)
N8350-8356	Art as a Profession	B	Art (Hutchinson)
N8510-8553	Art studios, materials	B	Art (Hutchinson)
N8555-8580	Conservation of Works of Art	B	Art (Hutchinson)
N8600-8675	Economics of art, art dealers, etc.	A	Art (Hutchinson)
	Auction and Sales Catalogs	U	Art (Hutchinson)
NB1-1950	Sculpture	B	Art (Hutchinson)
NB1-50	Periodicals, museum collections, collected writings, dictionaries, encyclopedias	B	Art (Hutchinson)
NB 60	General works	B	Art (Hutchinson)
NB61-64	Prehistoric, primitive sculpture	B	Art (Hutchinson)
NB69-80	Ancient: Egyptian, Assyro-Babylonian, etc.	B	Art (Hutchinson)

NB85-169	Classical: Greek, Etruscan, Roman	B	Art (Hutchinson)
NB 90-120	Ancient Sculpture	B	Art (Hutchinson)
NB170-180	Medieval	B	Art (Hutchinson)
NC 1-1940	<u>Drawing, Design, Illustration</u> [2]	B	Art (Hutchinson)
NC 1-5	Periodicals, Dictionaries, encyclopedias	B	Art (Hutchinson)
NC 14-17	Exhibitions (by place held)	B	Art (Hutchinson)
NC20-37	Museums and collections of drawings	B	Art (Hutchinson)
NC38	Sales Catalogs	U	Art (Hutchinson)
NC45	Collected writings, collective biography	B	Art (Hutchinson)
NC50-376	History of Drawing: ancient to 20 <sup>th</sup> century	B	Art (Hutchinson)
	History of Drawing: Renaissance, Baroque, 19 <sup>th</sup> -20 <sup>th</sup> c.	B	Art (Hutchinson)
NC390-670	Study & teaching; includes elementary, secondary education etc.	B	Art (Hutchinson)
NC703-725	Theory of design: general, historical treatises	B	Art (Hutchinson)
NC730-757	Technique: Composition, perspective, etc.	B	Art (Hutchinson)
	Special subjects: Technique, history, collection, anatomy, landscapes, etc.	B	Art (Hutchinson)
NC850-995	Graphic art materials: technique, history, collections; includes conservation, book illustration, illustration subdivided by country	B	Art (Hutchinson)

	Illustration of children's books		Art (Hutchinson)
NC995-1003	Commercial art	B	Art (Hutchinson)
NC 1005-1260	Books of reproductions of drawings	B	Art (Hutchinson)
	Reproductions of drawings, Renaissance, Baroque, 19 <sup>th</sup> -20 <sup>th</sup> c.	B	Art (Hutchinson)
NC1300-1763	Caricature, pictorial humor, and satire	B	Art (Hutchinson)
NC 1800-1861	Posters	U	Art (Hutchinson)
NC1860-1890	Pictorial cards of greeting, invitations, etc.	U	Art (Hutchinson)
ND 25-3416	Painting	B	Art (Hutchinson)
ND25-31	Collected writings, encyclopedias, dictionaries	B	Art (Hutchinson)
ND34-45	Collective biography, general catalogue raisonnees	B	Art (Hutchinson)
ND55-60	Early works to 1800, general works	B	Art (Hutchinson)
ND60-73	Ancient: general works	B	Art (Hutchinson)
ND137-141	Medieval: general & special works	B	Art (Hutchinson)
ND 160	Post Medieval: General Works	B	Art (Hutchinson)
ND170-172	Renaissance, 15 <sup>th</sup> and 16 <sup>th</sup> c.: general works	B	Art (Hutchinson)
ND 180-188	17 <sup>th</sup> -18 <sup>th</sup> C.: general works	B	Art (Hutchinson)
ND 190-196	19 <sup>th</sup> -20 <sup>th</sup> C.: General works	B	Art (Hutchinson)
ND202-1108	History, subdivided by country: general works, periods, movement, individual artists	B	Art (Hutchinson)
ND115-1120	Study & Teaching	B	Art (Hutchinson)
ND1130-1156	Popular works, juvenile works, etc.	U	Art (Hutchinson)

ND1288-1460	Special Subjects of Painting	B	Art (Hutchinson)
ND1470-1495	History of Painting Techniques, composition, light, color, technical works, psychology of color, etc,	B	Art (Hutchinson)
ND1500-1625	Painting materials and methods: general, technical manuals, pigments, special painting surfaces, etc	B	Art (Hutchinson)
NE1-3002	Print Media	B	Art (Hutchinson)
NE 1-978	Printmaking and Engraving	B	Art (Hutchinson)
NK 1-9955	Decorative Arts, Applied Arts, Decoration and Ornament	B	Art (Hutchinson)
NK1-27	Periodicals, societies, collected writings	B	Art (Hutchinson)
NK28-30	Encyclopedias, dictionaries	B	Art (Hutchinson)
NK50-440	Study and Teaching	B	Art (Hutchinson)
	Auction catalogs	U	Art (Hutchinson)
NK600	History: Primitive-20 <sup>th</sup> Century	B	Art (Hutchinson)
NK 1700-3503	Interior Decoration	B	Art (Hutchinson)
NK 3835-3850	Ceramics	B	Art (Hutchinson)
NK 4623-4654	Vases	B	Art (Hutchinson)
NX 1-820	Arts in General	B	Art (Hutchinson)
	Includes works dealing with two or more of the fine arts media, e.g., literature, performing arts, and the visual arts		Art (Hutchinson)
PN 1993-1998	Motion Pictures	B	Art (Hutchinson)
PN1993	Periodicals, dictionaries, general history	B	Art (Hutchinson)
PN 1993.7-1994.9	Study and Teaching; competitions, juvenile, anecdotes		Art (Hutchinson)

PN1995-1995.8	Aesthetics, criticism; relation to history, literature, etc., censorship, etc.	B	Art (Hutchinson)
PN1997-1998	Authorship, individual motion pictures, biography	B	Art (Hutchinson)
TP 785-823	Pottery and Ceramics	B	Art (Hutchinson)
TP 845-873	Glass	B	Art (Hutchinson)
TP 890-933	Textiles, Dyes	B	Art (Hutchinson)
TR 1-1050	Photography	B	Art (Hutchinson)
TR1-12	Periodicals, museums, dictionaries, encyclopedias	B	Art (Hutchinson)
TR15-145	History: general, collective and individual biography	B	Art (Hutchinson)
TR146-179	Manuals, study and teaching, etc.	B	Art (Hutchinson)
TR183-187	Psychology, aesthetics, criticism	B	Art (Hutchinson)
TS 720-770	Jewelry and Metal Work	B	Art (Hutchinson)

# Audiovisual Materials

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## I. Purpose:

To provide a collection of audiovisual resources in a variety of formats in all academic fields of study including the humanities, the social sciences and the natural sciences. To support a reserve media collection of items placed or requested by faculty. To provide recreational media resources. As part of the Library collection, the Audio Visual collection supports the instructional and research needs of the Prairie View A&M University academic community.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Level	Collection Liaison
BF	Audio Visual- <b>Psychology</b>	B	Russo
D, E, F	Audio Visual- <b>History:</b>	B	Henson
H	Audio Visual- <b>Social Science:</b>	B	Russo
HC-HG	Audio Visual- <b>Business</b>	B	Gay
HV, KF	Audio Visual – <b>Criminal Justice</b>	B	Russo
LB	Audio Visual- <b>Education</b>	B	Russo
M	Audio Visual- <b>Music (Classical):</b>	B	Moore
M	Audio Visual- <b>Music (Popular):</b>	B	Moore
M	Audio Visual- <b>Music (Jazz):</b>	B	Moore
M	Audio Visual- <b>Music (Other):</b>	B	Moore
N	Audio Visual- <b>Visual Arts:</b>	B	Hutchinson
P	Audio Visual- <b>Literature (English and Foreign)</b>	B	Gay

	<b>Languages: Drama and Prose:</b>		
P	Audio Visual- <b>Literature:</b>	B	Gay
Q	Audio Visual- <b>Science:</b>	B	Hutchinson
R	Audio Visual – <b>Nursing</b>	B	Brown
T	Audio Visual – <b>Engineering</b>	B	Hutchinson
U/V	Audio Visual - <b>Military Science</b>	B	Henson

## Biology

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### **I. Purpose:**

To support teaching and research through the advanced level in biology including botany, zoology and microbiology, and to provide for non-specialists basic materials concerning certain practical aspects of those subjects. Interest in these fields is concentrated in the Biology Department. Certain aspects are also relevant to Anthropology, Architecture, Chemistry, Engineering, Geography, Geology, Home Economics, Nursing, Pharmacy, Physics, Psychology, and Education.

### **II. General Collection Guidelines:**

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### **III. LC Classification and Subjects:**

LC Classification	Subject	Level	Collection Liaison
QH1-QH278	Natural history		Biology (Henson)
QH301-QH705	Biology		Biology (Henson)
QK1-QK989	Botany		Biology (Henson)
QL1-QL991	Zoology		Biology (Henson)
QM1-QM695	Human anatomy		Biology (Henson)
QP1-QP981	Physiology		Biology (Henson)
QR1-QR502	Microbiology		Biology (Henson)

## Business Administration

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Coverage includes the following subjects: Accounting, Finance, Management, and Marketing.

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### I. Purpose:

To support present and anticipated University teaching and research through the master's level, as well as faculty research in the following areas: Accounting, Finance, Marketing, and Management.

Materials will be acquired to keep the collection current on new theories, movements, and developments in the field of business. At the same time, materials of historical significance or written by renown writers in the field will be acquired and retained to provide a complete overview of growth and development in business.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Level	Collection Liaison
HF5601-HF5689	Accounting. Bookkeeping	B	Accounting (Gay) NWC (Brumfield)
HF5691-HF5716	Business mathematics. Commercial arithmetic	B	Accounting (Gay) NWC (Brumfield)
HJ2240-HJ5908	Revenue. Taxation. Internal revenue	B	Accounting (Gay) NWC (Brumfield)
HG178	Liquidity	B	Accounting (Gay) NWC (Brumfield)
HG179	Personal finance	B	Accounting (Gay) NWC (Brumfield)
HG201-HG1496	Money	B	Accounting (Gay) NWC (Brumfield)
HG1501-HG3550	Banking	B	Accounting (Gay) NWC (Brumfield)
HG3691-HG3769	Credit. Debt. Loans	B	Accounting (Gay) NWC (Brumfield)
HG3810-HG4000	Foreign exchange. International finance. International monetary systems	B	Accounting (Gay) NWC (Brumfield)
HG4001-HG4285	Finance management. Business finance. Corporation finance	B	Accounting (Gay) NWC (Brumfield)

HG4301-HG4480.9	Trust services. Trust companies	B	Accounting (Gay) NWC (Brumfield)
HG4501-HG6051	Investment, capital formation, speculation	B	Accounting (Gay) NWC (Brumfield)
HG6105-HG6270.9	Lotteries	A	Accounting (Gay) NWC (Brumfield)
HG8011-HG9999	Insurance	A	Accounting (Gay) NWC (Brumfield)
HJ9-HJ2216	Public finance	B	Accounting (Gay) NWC (Brumfield)
HD28-HD70	Management. Industrial Management.	B	Accounting (Gay) NWC (Brumfield)
HD72-HD88	Economic growth, development, planning	B	Accounting (Gay) NWC (Brumfield)
HD101-HD1395.5	Land use	A	Accounting (Gay) NWC (Brumfield)
HD1401-HD2210	Agriculture	B	Accounting (Gay) NWC (Brumfield)
HD2321-HD4730.9	Industry	B	Accounting (Gay) NWC (Brumfield)
HD4801-HD8943	Labor. Work. Working class.	B	Accounting (Gay) NWC (Brumfield)
HD9000-HD9999	Special industries and trades	A	Accounting (Gay) NWC (Brumfield)
HE1-HE9990	Transportation and communications.	A	Accounting (Gay) NWC (Brumfield)
HF5381-HF5386	Vocational Guidance. Career development.	B	Accounting (Gay) NWC (Brumfield)
HF5387-HF87.5	Business ethics	B	Accounting (Gay) NWC (Brumfield)
HF5484-HF5495	Warehouses. Storage.	A	Accounting (Gay) NWC (Brumfield)
HF5520-HF5541	Office equipment and supplies	A	Accounting (Gay) NWC (Brumfield)
HF5546-HF5548.6	Office management	B	Accounting (Gay) NWC (Brumfield)
HF5548.7- HF5548.85	Industrial psychology	B	Accounting (Gay) NWC (Brumfield)
HF5549-HF5549.5	Personnel management. Employee management.	B	Accounting (Gay) NWC (Brumfield)

HF5717-HF5734.7	Business communication	B	Accounting (Gay) NWC (Brumfield)
HF5735-HF5746	Business records management	B	Accounting (Gay) NWC (Brumfield)
HF5761-HF5780	Shipment of goods. Delivery of goods.	A	Accounting (Gay) NWC (Brumfield)
HF5410-HF5417.5	Marketing. Distribution of products	B	Accounting (Gay) NWC (Brumfield)
HF5419-HF5422	Wholesale trade	B	Accounting (Gay) NWC (Brumfield)
HF5428-HF5429.6	Retail trade	B	Accounting (Gay) NWC (Brumfield)
HF5429.7-HF5430.6	Shopping centers. Shopping malls	A	Accounting (Gay) NWC (Brumfield)
HF5437-HF5444	Purchasing. Selling. Sales personnel. Sales executives	B	Accounting (Gay) NWC (Brumfield)
HF5446-HF5459	Canvassing. Peddling	A	Accounting (Gay) NWC (Brumfield)
HF5460-HF5469.5	Department stores. Mail order business. Supermarkets. Convenience stores	A	Accounting (Gay) NWC (Brumfield)
HF5469.7-HF5481	Markets. Fairs	A	Accounting (Gay) NWC (Brumfield)
HF5482-HF5482.4	Secondhand trade	A	Accounting (Gay) NWC (Brumfield)
HF5482.6- HF5482.65	Black market	A	Accounting (Gay) NWC (Brumfield)
HF5801-HF6182	Advertising	B	Accounting (Gay) NWC (Brumfield)

## Chemistry

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### I. Purpose:

To support teaching and research in all areas of chemistry, including analytical chemistry, biochemistry, inorganic, physical/theoretical chemistry, chemical physics, crystallography, as well as specialized chemical techniques such as spectroscopy. While interest in these areas is centered in the Chemistry Department, faculty and students in related fields, such as biological sciences, chemical engineering, materials sciences, physics and pharmacy also have special interest in one or more of these areas. This collection also serves some of the needs of related departments, particularly chemical engineering, biology (biochemistry), and physics (chemical physics, atomic and molecular physics, atmospheric chemistry, computational chemistry, nonlinear dynamics, foundations of physics).

Most research in chemistry is focused in organic chemistry. Hence, we will consider increased support for this discipline of chemistry as funds allow.

Inorganic, organic and analytical chemistry rely heavily on spectral information, and an added effort is being made to identify and acquire publications that provide data either online or in print for IR, NMR, Mass Spectra and UV spectra

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
QD1-QD65	General chemistry	B	Chemistry (Hutchinson)
QD71-QD142	Analytical chemistry	B	Chemistry (Hutchinson)
QD146-QD197	Inorganic chemistry	B	Chemistry (Hutchinson)
QD241-QD441	Organic chemistry	B	Chemistry (Hutchinson)
QD450-QD801	Physical and theoretical chemistry	B	Chemistry (Hutchinson)
QD901-QD999	Crystallography	B	Chemistry (Hutchinson)

## Communications

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### I. Purpose:

To support research and teaching on the undergraduate level in the field of Communications (including the field of journalism) The Communications Department offers students a wide range of classes in many aspects of media practice, including journalistic writing and editing, broadcast writing and production, media studies, photojournalism, electronic and digital journalism, advertising, magazine article writing, public relations principles, and communication law. There are various aspects of journalism that are of direct relevance to other programs of study: the history of journalism in a given country is often of great importance both to cultural historians and to members of the relevant language department; students of radio and television have interests in such Journalism courses as "Theories of Mass Communication," and "News Reporting"; political scientists are interested in such journalism-related topics as media law and the impact of journalism on political processes; public relations is of interest to faculty and students of the marketing department.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
P 87-91	<b>Mass Communication Theory</b>	B	English (Gay)
PN 4700-4798 PN 4888	Reporting and Journalistic Writing	B	English (Gay)
PN 4775, 4778 PN 4784, 4832 4836	<b>Editing:</b> Includes Newspaper and Magazine Layout, Design and Graphics	B	English (Gay)
Z 286.N48	<b>Newspaper Publishing</b>	B	English (Gay)
Z 286.P4	<b>Periodical Publishing</b>	B	English (Gay)
K 4240,4285 PN 4797; Z 657	<b>Media Law and Ethics</b>	B	English (Gay)
PN 4784; HD 59; HM 263	<b>Public Relations:</b> Public relations aspects of particular subjects handled under broader subject	B	English (Gay)

	(e.g., Hospitals-- Public Relations.)		
PN 4801-4823; PN 4838-4885	<b>History and Criticism of Journalism</b>	B	English (Gay)
TR 820 TR 640-685	<b>Photojournalism:</b> No technical acquisitions (e.g., the chemistry or photography). See <b>Art Statement</b> for additional photography topics.	B	English (Gay)
HE 8689-HE 8700	<b>Radio and Television Broadcasting</b>	B	English (Gay)
Z 5630-Z 5635	<b>Bibliographies (Mass Media)</b>	B	English (Gay)

## Computer Science/Computer Information Systems

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### I. Purpose:

Computer Science is traditionally concerned with the science and technology of computing and communication systems. It is the discipline that studies the principles, design and applications of computer systems and computer technologies. Recently, interest has turned to a broader view, encompassing human-computer interaction, autonomous systems, visualization, and technology for multimedia presentations.

The collection supports undergraduate and graduate teaching programs and research at all levels in computer science. Graduate study is offered leading to a Master's degree in Computer Science or Computer Information Systems. While interest is centered in the [Department of Computer Sciences](#), faculty and students in many other parts of the university have specific concerns in computer science: interest is most intensely focused in the fields of business, engineering, linguistics, mathematics, and physics.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Level	Collection Liaison
Q 334-6	Artificial Intelligence:	B	Electrical Engineering (Hutchinson)
QA 76.7-76.73	Programming Languages	B	Electrical Engineering (Hutchinson)
QA 76.758	Software Engineering	B	Electrical Engineering (Hutchinson)
QA 76.766O63	Operating Systems	B	Electrical Engineering (Hutchinson)
QA 76.9A73	Computer Architecture	B	Electrical Engineering (Hutchinson)
QA 76.9C65	Simulation	B	Electrical Engineering (Hutchinson)
QA 76.9M35	Computer Mathematics:	B	Electrical Engineering (Hutchinson)

QA 267	Machine Theory: See	B	Electrical Engineering (Hutchinson)
T 385	Computer Graphics	B	Electrical Engineering (Hutchinson)
TK 5105	Data Communications:	B	Electrical Engineering (Hutchinson)
TK 7874-7895	Computer Engineering/Computer Hardware:	B	Electrical Engineering (Hutchinson)

## Economics

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### I. Purpose:

Economics is the study of how humanity satisfies its many material wants and needs. At Prairie View A&M University, the Economics faculty is a part of the Department of Management and Marketing. At the University, courses in economics are offered to provide students with the basic knowledge of economics relevant to the business environment. The course content combines the basic skills of the subject matter with the analytical and quantitative tools needed function effectively in making rational business decisions. The courses offered recognize the changing structure of the national and global economies

This collection development policy for Economics is designed to provide guidelines for building a collection of library materials to support teaching and research in economics.

Business Administration is a closely related field that shares both theory and primary research materials with economics. In addition, students and faculty in other disciplines, especially history, the social sciences, urban planning, utilize economic data and research. Non-specialists in other fields need access to basic research and commentaries in economics.

Materials of historical significance or written by renowned writers in the field will be retained to provide a complete overview of growth and development in economics.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Level	Collection Liaison
HB1-HB3840	Economic theory. Demography	B	Economics (Gay)
HB71-HB74	Economics as a science. Relation to other subjects	B	Economics (Gay)
HB75-HB130	History of economics. History of economic theory	B	Economics (Gay)
HB131-HB147	Methodology	B	Economics (Gay)
HB201-HB206	Value. Utility	B	Economics (Gay)
HB221-HB236	Price	B	Economics (Gay)
HB238-HB251	Competition. Production. Wealth	B	Economics (Gay)
HB501	Capital. Capitalism	B	Economics (Gay)
HB522-HB715	Income. Factor shares	B	Economics (Gay)
HB801-HB843	Consumption. Demand	B	Economics (Gay)

HB846-HB846.8	Welfare theory	A	Economics (Gay)
HB848-HB3840	Demography. Population. Vital events	A	Economics (Gay)
HB3711-HB3840	Business cycles. Economic fluctuations	B	Economics (Gay)

## Education

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### I. Purpose:

To support teaching and research through the doctoral level in fields of education; curriculum and instruction, educational administration, educational psychology, physical and health care education, and special education. In addition to the support of teaching culminating in specific degree, the College of Education curricula also provide the basis for legal certification of students who are preparing to teach but who are enrolled outside the college of education.

Major areas of emphasis in the collection include: Computer and other advanced technology applications, Curriculum development and learning theory, Educational organization and administration, Educational finance, Educational philosophy, Educational research, Educational policy, Educational psychology, and Special education.

Many departments share specific interest with those in the College of Education, such as Sociology, Social Work (vocational rehabilitation), Human Ecology, the various language departments (teaching and foreign languages. Further, certain educational programs specialization within their own departments, notably music education.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Level	Collection Liaison
L7-L991	Education (General)	B	Education (Russo) NWC (Brumfield)
LA50LA2396	History of education	B	Education (Russo) NWC (Brumfield)
LB5-LB45	Theory and practice of education (General)	B	Education (Russo) NWC (Brumfield)
LB51-LB885	Systems of individual educators and writers	B	Education (Russo) NWC (Brumfield)
LB1025-LB1050.75	Teaching (Principles and practice)	B	Education (Russo) NWC (Brumfield)
LB1050.9-LB1091	Educational psychology	B	Education (Russo) NWC (Brumfield)
LB1101-LB1139	Child study	B	Education (Russo) NWC (Brumfield)
LB1139.2-LB1139.5	Early childhood education	B	Education (Russo) NWC (Brumfield)
LB1140-LB1140.5	Preschool education	B	Education (Russo)

			NWC (Brumfield)
LB1141-LB1489	Kindergarten	B	Education (Russo) NWC (Brumfield)
LB1501-LB1547	Primary education	B	Education (Russo) NWC (Brumfield)
LB1555-LB1602	Elementary or public school education	B	Education (Russo) NWC (Brumfield)
LB1603-LB1696.6	Secondary education. High school	B	Education (Russo) NWC (Brumfield)
LB1705-LB2286	Education and training of teachers and administrators	B	Education (Russo) NWC (Brumfield)
LB2300-LB2430	Higher education	B	Education (Russo) NWC (Brumfield)
LB2799-LB2799.3	Educational consultants and consulting	A	Education (Russo) NWC (Brumfield)
LB2801-LB3095	School administration and organization	B	Education (Russo) NWC (Brumfield)
LB3201-LB3325	School architecture and equipment	A	Education (Russo) NWC (Brumfield)
LB3401-LB3495	School hygiene. School health services	A	Education (Russo) NWC (Brumfield)
LB3497-LB3499	Hygiene in universities and colleges	A	Education (Russo) NWC (Brumfield)
LB3525-LB3575	Special days	A	Education (Russo) NWC (Brumfield)
LB3602-LB3640	School life. Student manners and customs	B	Education (Russo) NWC (Brumfield)
LC8-LC59	Forms of education	B	Education (Russo) NWC (Brumfield)
LC65-LC245	Social aspects of education	B	Education (Russo) NWC (Brumfield)
LC251-LC951	Moral and religious education	B	Education (Russo) NWC (Brumfield)
LC980-LC1099.5	Types of education	B	Education (Russo) NWC (Brumfield)
LC1200-LC1203	Inclusive education	B	Education (Russo) NWC (Brumfield)
LC1390-LC5160.3	Education of special classes of person	B	Education (Russo) NWC (Brumfield)
LC5161-LC5163	Fundamental education	B	Education (Russo) NWC (Brumfield)

LC5201-LC6660.4	Education extension. Adult education. Continuing education	B	Education (Russo) NWC (Brumfield)
LC6681	Education and travel	A	Education (Russo) NWC (Brumfield)
LC6691	Traveling educational exhibits	A	Education (Russo) NWC (Brumfield)
LD13-LD7501	Individual institutions (United States)	A	Education (Russo) NWC (Brumfield)
LE3-LE78	Individual institutions (America, Non-US)	A	Education (Russo) NWC (Brumfield)
LF14-LF5627	Individual institutions (Europe)	A	Education (Russo) NWC (Brumfield)
LG21-LG961	Individual institutions (Asia, Africa, etc.)	A	Education (Russo) NWC (Brumfield)
LH1-LH9	College and school magazines and papers	A	Education (Russo) NWC (Brumfield)
LJ3-LJ165	Student fraternities and societies	A	Education (Russo) NWC (Brumfield)
LT6-LT501	Textbooks	NA	Education (Russo) NWC (Brumfield)
GV181.35-GV181.6	Recreation leadership	A	Education (Russo) NWC (Brumfield)
GV182-GV182.5	Recreation areas and facilities	A	Education (Russo) NWC (Brumfield)
GV191.2-GV200.66	Outdoor life. Outdoor recreation	A	Education (Russo) NWC (Brumfield)
GV201-GV555	Physical education and training	B	Education (Russo) NWC (Brumfield)
GV557-GV1198.995	Sports	B	Education (Russo) NWC (Brumfield)
GV1199-GV1570	Games and amusements	A	Education (Russo) NWC (Brumfield)
GV1580-GV1799.4	Dancing	B	Music (Moore)
GV1800-GV1860	Circuses, spectacles, etc.	A	Education (Russo) NWC (Brumfield)
BF376.C6	Counseling	B	Education (Russo) Psychology (Russo) NWC (Brumfield)
RJ125-RJ145	Physiology of children and adolescents	B	Education (Russo) NWC (Brumfield)

## Engineering

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Coverage includes the following subjects: Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering

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### I. Purpose:

The Engineering program at Prairie View A&M University prepares students both for professional practice in engineering and for research and teaching careers in the field. To support teaching and research in Chemical, Civil, Electrical, Mechanical, and Petroleum Engineering and Engineering Mechanics through the masters level. While concern for these fields is centered in the College of Engineering, faculty and students in other departments have interest in specific areas such as students of chemistry in chemical engineering, architecture in architectural engineering, community and regional planning in transportation engineering. The undergraduate curriculum in electrical engineering emphasizes a solid foundation in courses such as: networks, linear systems, electronics, electromagnetics, digital systems, and physical electronics.

The undergraduate curriculum in Computer Engineering is based on course work in mathematics, the basic sciences, and general engineering, in addition to technical core courses in electrical engineering and computer science.

### II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Level	Collection Liaison
TL500+	<b>AEROSPACE ENGINEERING</b>	A	Engineering (Hutchinson)
TA358	<b>Aerothermodynamics</b>	A	Engineering (Hutchinson)
TL 557 .A8	<b>Atmospheric Science</b>	B	Engineering (Hutchinson)
TL 570-TL688	<b>Aircraft Structural Mechanics</b>	A	Engineering (Hutchinson)
TA359	<b>Vehicle</b>	A	Engineering (Hutchinson)
TL1050+	<b>Orbital Mechanics</b>	A	Engineering (Hutchinson)
R 850-R 895	<b>BIOMEDICAL ENGINEERING:</b>	B	Engineering (Hutchinson)
TP1-156	<b>CHEMICAL ENGINEERING</b>		Engineering (Hutchinson)

TP 156 .C35	<b>Catalysis</b>	B	Engineering (Hutchinson)
TP159.H4	<b>Chemical Kinetics and Dynamics</b>	B	Engineering (Hutchinson)
TP 200-248	<b>Chemicals</b>	B	Engineering (Hutchinson)
TP 248.13-248.65	<b>Biotechnology</b>	B	Engineering (Hutchinson)
TP 250-261	<b>Industrial Electrochemistry</b>	B	Engineering (Hutchinson)
TP 267.5-301	<b>Explosives &amp; Pyrotechnics</b>	B	Engineering (Hutchinson)
TP 315-360	<b>Fuel</b>	B	Engineering (Hutchinson)
TA455.P58	<b>Polymer Science</b>	B	Engineering (Hutchinson)
TP 480-498	<b>Low Temperature Engineering</b>	B	Engineering (Hutchinson)
TP 500-659	<b>Fermentation</b>	B	Engineering (Hutchinson)
TP368+	<b>Chemical Manufactures</b>	B	Engineering (Hutchinson)
TP155.7	<b>Process Dynamics and Control</b>	B	Engineering (Hutchinson)
TP 690-692	<b>Petroleum</b>	B	Engineering (Hutchinson)
TP 1101-1185	<b>Ceramics</b>	B	Engineering (Hutchinson)
TP 1101-1185	<b>Plastics</b>	B	Engineering (Hutchinson)
TA 1-TA2040	<b>CIVIL ENGINEERING:</b>		Engineering (Hutchinson)
TA 177.4 - 185	<b>Engineering Economy</b>	B	Engineering (Hutchinson)
TA 213-215	<b>Engineering Machinery, Tools, and Implements</b>	B	Engineering (Hutchinson)
TA 349-359	<b>Mechanics of Engineering. Applied Mechanics</b>	B	Engineering (Hutchinson)
TA 401-492	<b>Materials of Engineering and Construction. Mechanics of Materials</b>	B	Engineering (Hutchinson)
TA 501-625	<b>Surveying</b>	B	Engineering (Hutchinson)

TA 630-TA 695	<b>Structural Engineering (General)</b>	B	Engineering (Hutchinson)
TA 645-TA 656.6	<b>Structural Mechanics</b>	B	Engineering (Hutchinson)
TA 654-TA 654.9	<b>Structural Dynamics</b>	B	Engineering (Hutchinson)
TA 654.6	<b>Earthquake Forces</b>	B	Engineering (Hutchinson)
TA 656	<b>Structural Stability</b>	B	Engineering (Hutchinson)
TA 656.5	<b>Structural Reliability</b>	B	Engineering (Hutchinson)
TA 658.44	<b>Earthquake Resistant Design</b>	A	Engineering (Hutchinson)
TA 705	<b>Geotechnical Engineering</b>	A	Engineering (Hutchinson)
TA 800-TA 820	<b>Tunneling (Tunnels)</b>	A	Engineering (Hutchinson)
TH+, especially TH845+	<b>Architectural Engineering (including Building Construction)</b>	B	Engineering (Hutchinson)
TH 845-TH 895	<b>Architectural Engineering. Structural Engineering of Buildings</b>	B	Engineering (Hutchinson)
TH1000-TH1725	<b>Systems of Building Construction, including Fireproof Construction</b>	B	Engineering (Hutchinson)
TH 1095	<b>Earthquakes and Building Construction</b>	B	Engineering (Hutchinson)
TK 7885-TK7895	<b>Computer Engineering. Computer Hardware</b>	B	Engineering (Hutchinson)
Q 334- Q 336	<b>Artificial Intelligence</b>	B	Engineering (Hutchinson)
QA 9.58	<b>Algorithms</b>	B	Engineering (Hutchinson)
QA 75.5-76.95	<b>Electronic Computers. Computer Science</b>	B	Engineering (Hutchinson)
QA 76.17	History of Computers	B	Engineering (Hutchinson)
QA 76.4	Analog Computers	B	Engineering (Hutchinson)
QA 76.5-76.73	Digital Computers	B	Engineering (Hutchinson)
QA 76.54	Real time data processing	B	Engineering (Hutchinson)

QA 76.55	Online data processing	B	Engineering (Hutchinson)
QA 76.58	Parallel Computers	B	Engineering (Hutchinson)
QA 76.6-76.642	Programming	B	Engineering (Hutchinson)
QA 76.73	Programming Languages	B	Engineering (Hutchinson)
QA 76.75-76.76	Computer Software	B	Engineering (Hutchinson)
QA 76.758	Software Engineering	B	Engineering (Hutchinson)
QA 76.76.C68	Computer Viruses	B	Engineering (Hutchinson)
QA 76.76.E95	Expert Systems	B	Engineering (Hutchinson)
QA 76.76 .063	Operating Systems	B	Engineering (Hutchinson)
QA 76.76 .R44	Reliability	B	Engineering (Hutchinson)
QA 76.8	Special Computers	B	Engineering (Hutchinson)
QA 76.87	Neural Networks	B	Engineering (Hutchinson)
QA 76.88	Supercomputers	B	Engineering (Hutchinson)
QA 76.9 .A25	Computer Security	B	Engineering (Hutchinson)
QA 76.9 .A73	Computer Architecture	B	Engineering (Hutchinson)
QA 76.9 .C65	Computer Simulation	B	Engineering (Hutchinson)
QA 76.9 .D35	Data Analysis	B	Engineering (Hutchinson)
QA 76.9 .D5	Distributed Processing	B	Engineering (Hutchinson)
QA 76.9 .H85	Human-Computer Interaction	B	Engineering (Hutchinson)
QA 76.9 .M35	Computer Mathematics	B	Engineering (Hutchinson)
QA 76.9 .N38	Natural Language Processing	B	Engineering (Hutchinson)
QA 76.9 ,S88	System Design	B	Engineering (Hutchinson)
QA 164	<b>Combinational/Discreet Mathematics</b>	B	Engineering (Hutchinson)

QA 273-QA 280	<b>Probabilities, Mathematical Statistics</b>	B	Engineering (Hutchinson)
QA 299.6-QA 433	<b>Analysis: Including analytical methods connected with physical problems.</b>	B	Engineering (Hutchinson)
QA 402.5	<b>Optimization</b>	B	Engineering (Hutchinson)
QE 501.4	<b>Remote Sensing</b>	B	Engineering (Hutchinson)
QH 541.15 .M3	<b>Mathematical Modeling</b>	B	Engineering (Hutchinson)
QC501-766	<b>Electricity and Magnetism</b>	B	Engineering (Hutchinson)
QA 75.5-QA 76.95	<b>Information Systems:</b>	B	Engineering (Hutchinson)
TA630+	<b>Structures and Structural Mechanics</b>	B	Engineering (Hutchinson)
TK 1-TK9971	<b>ELECTRICAL ENGINEERING</b>	B	Engineering (Hutchinson)
TK 1-451	<b>General</b>	B	Engineering (Hutchinson)
TK 301-TK 399	<b>Electric Meters</b>	B	Engineering (Hutchinson)
TK 453	<b>Electric Materials</b>	B	Engineering (Hutchinson)
TK 454-454.15	<b>Electric Circuits</b>	B	Engineering (Hutchinson)
TK 454.2-454.4	<b>Electric Networks</b>	B	Engineering (Hutchinson)
TK 454.4 .M3	<b>Magnetic Materials</b>	B	Engineering (Hutchinson)
TK 454.4 .S93	<b>Superconductors</b>	B	Engineering (Hutchinson)
TK 1001-TK1841	<b>Production of Electric Energy or Power. Powerplants. Central Stations</b>	B	Engineering (Hutchinson)
TK 2000-TK 2891	<b>Dynamolectric machinery and auxiliaries, including generators, motors, and transformers</b>	B	Engineering (Hutchinson)
TK 2896-TK2985	<b>Production of Electricity by Direct Energy Conversion</b>	B	Engineering (Hutchinson)

TK 2960	<b>Solar Cells</b>	B	Engineering (Hutchinson)
TK 3001-TK 3521	<b>Distribution or Transmission of Electric Power</b>	B	Engineering (Hutchinson)
TK 4001-TK 4102	<b>Applications of Electric Power</b>	B	Engineering (Hutchinson)
TK 4125-TK 4399	<b>Electric Lighting</b>	B	Engineering (Hutchinson)
TK 4601-TK 4661	<b>Electric Heating</b>	B	Engineering (Hutchinson)
TK 5101-6720	<b>Telecommunications</b>	B	Engineering (Hutchinson)
TK 5105	<b>Data Transmission Systems</b>	B	Engineering (Hutchinson)
TK 7800-8360	<b>Electronics</b>	B	Engineering (Hutchinson)
TK7871.6+	<b>Electromagnetic Wave Propagation.</b>	B	Engineering (Hutchinson)
TK7870+	<b>Physical Electronics</b>	B	Engineering (Hutchinson)
TK 3001+	<b>Power System Analysis</b>	B	Engineering (Hutchinson)
TK5981+	<b>Electro-Acoustics and Dynamics</b>	B	Engineering (Hutchinson)
TK 8330-8334	<b>Semiconductor Devices</b>	B	Engineering (Hutchinson)
T1-2040	<b>ENGINEERING (GENERAL)</b>	B	Engineering (Hutchinson)
TA 174	<b>Engineering Design</b>	B	Engineering (Hutchinson)
TA213+	<b>ENGINEERING MECHANICS:</b>	B	Engineering (Hutchinson)
TA417.6	<b>Solid Mechanics</b>	B	Engineering (Hutchinson)
T57.37	<b>Experimental Mechanics</b>	B	Engineering (Hutchinson)
TA640+	<b>Computation Mechanics</b>	B	Engineering (Hutchinson)
TA654+; TJ170+	<b>Dynamics and Control</b>	B	Engineering (Hutchinson)
TA404.25	<b>Materials</b>	B	Engineering (Hutchinson)
TA 170-TA 171	<b>ENVIRONMENTAL ENGINEERING</b>	B	Engineering (Hutchinson)

TD1-TD1066	<b>ENVIRONMENTAL TECHNOLOGY/ SANITARY ENGINEERING.</b>	B	Engineering (Hutchinson)
TD 172-TD 192	<b>Environmental Pollution</b>	B	Engineering (Hutchinson)
TD201-TD500	<b>Water Supply for Domestic and Industrial Purposes</b>	B	Engineering (Hutchinson)
TD 370-TD 374	<b>Water Quality</b>	B	Engineering (Hutchinson)
TD 403-404	<b>Remediation of Ground Water</b>	B	Engineering (Hutchinson)
TD 420-TD 427	<b>Water Pollution</b>	B	Engineering (Hutchinson)
TD 430-TD 480.7	<b>Water Purification. Water Treatment and Conditioning</b>	B	Engineering (Hutchinson)
TD 481 – TD 500	<b>Water Distribution Systems</b>	A	Engineering (Hutchinson)
TD 785 – TD 812	<b>Municipal Refuse. Solid Wastes</b>	A	Engineering (Hutchinson)
TD 812	<b>Radioactive Wastes</b>	A	Engineering (Hutchinson)
TD 813-TD870	<b>Street Cleaning. Litter and Its Removal</b>	A	Engineering (Hutchinson)
TD 878-TD 893.5	<b>Special Types of Pollution (including air pollution and noise pollution)</b>	A	Engineering (Hutchinson)
TD 881-TD 890	<b>Air Pollution</b>	A	Engineering (Hutchinson)
TD 897-TD 899	<b>Industrial and Factory Wastes</b>	A	Engineering (Hutchinson)
TD 900-TD 929	<b>Rural Sanitary Engineering</b>	A	Engineering (Hutchinson)
TD 940 – TD 949	<b>Low Temperature Sanitary Engineering</b>	A	Engineering (Hutchinson)
TS+	<b>MANUFACTURERS</b>		Engineering (Hutchinson)
TJ 1-TJ 1496	<b>MECHANICAL ENGINEERING</b>	B	Engineering (Hutchinson)
TJ 1-TJ160	<b>General Mechanical Engineering</b>	B	Engineering (Hutchinson)
TJ 163-TJ169	<b>Energy Engineering</b>	B	Engineering (Hutchinson)

TJ 170-TJ177	<b>Mechanics of Machinery. Dynamics</b>	B	Engineering (Hutchinson)
TJ 181-TJ210	<b>Mechanical Movements</b>	B	Engineering (Hutchinson)
TJ 210.3-TJ211	<b>Robotics</b>	B	Engineering (Hutchinson)
TJ 211.3	<b>Machine Vision</b>	B	Engineering (Hutchinson)
TJ 212-TJ225	<b>Control Engineering</b>	B	Engineering (Hutchinson)
TJ227-TJ240	<b>Machine Design and Drawing</b>	B	Engineering (Hutchinson)
TJ255-TJ265	<b>Heat Engines</b>	B	Engineering (Hutchinson)
TJ 751-830	<b>Motors and Engines</b>	B	Engineering (Hutchinson)
TJ 809-812.8	<b>Solar Energy</b>	B	Engineering (Hutchinson)
TK4001+	<b>Mechanical Systems</b>	B	Engineering (Hutchinson)
TL 1-4050	<b>Motor Vehicles</b>	B	Engineering (Hutchinson)
TL 1-480	<b>Automotive Engineering</b>	B	Engineering (Hutchinson)
TP 159.H4	<b>Thermosciences</b>	B	Engineering (Hutchinson)
UG	<b>MILITARY ENGINEERING</b>	B	Engineering (Hutchinson)
TN+	<b>MINING ENGINEERING AND METALLURGY:</b>	B	Engineering (Hutchinson)
VM+	<b>NAVAL ARCHITECTURE</b>	B	Engineering (Hutchinson)
TK 9001-TK 9401	<b>NUCLEAR ENGINEERING</b>	B	Engineering (Hutchinson)
TN860+	<b>PETROLEUM ENGINEERING</b>	B	Engineering (Hutchinson)
S 590	<b>SOIL MECHANICS:</b>	B	Engineering (Hutchinson)
TA1001+	<b>TRANSPORTATION ENGINEERING</b>	B	Engineering (Hutchinson)
TE+	<b>Highway Engineering. Roads and Pavements</b>	B	Engineering (Hutchinson)
TE 177-TE 178.8	<b>Roadside Development. Landscaping</b>	B	Engineering (Hutchinson)

TE 200-TE 205	<b>Materials for Road making</b>	B	Engineering (Hutchinson)
TE 206-TE 209.5	<b>Location Engineering</b>	B	Engineering (Hutchinson)
TE 210-TE 227	<b>Construction Details (including foundations, maintenance, equipment)</b>	B	Engineering (Hutchinson)
TE 250-TE278.6	<b>Pavements and Paved Roads</b>	B	Engineering (Hutchinson)
TE 279	<b>Streets</b>	B	Engineering (Hutchinson)
TE 280-TE295	<b>Sidewalks, Footpaths, Flagging</b>	B	Engineering (Hutchinson)
TE 298	<b>Curbs, Curbstones</b>	A	Engineering (Hutchinson)
TF+	<b>Railroad Engineering and Operation</b>	A	Engineering (Hutchinson)
TF 200-320	<b>Railway Construction</b>	A	Engineering (Hutchinson)
TF 340-TF 498	<b>Railway equipment and supplies</b>	A	Engineering (Hutchinson)
TF 501-TF 668	<b>Railway plant operations and management</b>	A	Engineering (Hutchinson)
TF 670-TF 851	<b>Local and Light Railways</b>	A	Engineering (Hutchinson)
TF 840-TF 851	<b>Elevated Railways and Subways</b>	A	Engineering (Hutchinson)
TG 1-470	<b>Bridge Engineering</b>	A	Engineering (Hutchinson)

# English

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## I. Purpose:

To support teaching and research primarily in English and American literature, but also in other literature in the English language and in literary theory, comparative literature, the history of ideas, writing research and writing in various disciplines, criticism, bibliography and methods of research. Library support for this field is in the acquisition of literary works to serve as objects of study, and of critical and theoretical works.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Class	Subject	Collection Level	Collection Liaison
P1-P1091	Philology. Linguistics	B	English (Gay)
PA1-PA199	Classical philology	B	English (Gay)
PA201-PA899	Greek philology and language	B	English (Gay)
PA1000-PA1179	Medieval and Modern Greek language	B	English (Gay)
PA2001-PA2915	Latin philology and language	A	English (Gay)
PA3000-PA3049	Classical literature	B	English (Gay)
PA3050-PA4505	Greek literature	B	English (Gay)
PA5000-PA5660	Byzantine and modern Greek literature	A	English (Gay)
PA6000-PA6971	Roman literature	B	English (Gay)
PA8001-PA8595	Medieval and modern Latin literature	A	English (Gay)
PB1-PB3029	Modern language. Celtic languages	A	English (Gay)
PC1-PC5498	Romance philology and languages	B	English (Gay)
PD1-PD7159	Germanic philology and languages	A	English (Gay)
PE1-PE3729	English philology and language	B	English (Gay)

PF1-PF5999	West Germanic philology and languages	A	English (Gay)
PG1-PG9665	Slavic, Baltic, Albanian languages	A	English (Gay)
PH1-PH5490	Uralic, Basque language	A	English (Gay)
PJ1-PJ9500	Oriental philology and literature	A	English (Gay)
PK1-PK9601	Indo-Iranian philology and literature	A	English (Gay)
PL1-PL8844	Languages of Eastern Asia, Africa, Oceania	A	English (Gay)
PM1-PM9021	Hyperborean, Indian, and artificial languages	A	English (Gay)
PN1-PN6790	Literature (General)	B	English (Gay)
PQ1-PQ3999	French Literature	A	English (Gay)
PQ4001-PQ4500.2	Italian Literature	A	English (Gay)
PQ6001-PQ8929	Spanish Literature	A	English (Gay)
PQ9000-PQ9999	Portuguese literature	A	English (Gay)
PR1-PR9680	English literature	B	English (Gay)
PS1-PS3626	American literature	B	English (Gay)
PT1-PT4897	German literature	A	English (Gay)
PT5001-PT5980	Dutch literature	A	English (Gay)
PT6000-PT6467.36	Flemish literature	A	English (Gay)
PT6500-PT6593.36	Afrikaans literature	A	English (Gay)
PT7001-PT7099	Scandinavian literature	A	English (Gay)
PT7101-PT7338	Old Norse literature	A	English (Gay)
PT7351-PT7550	Modern Icelandic literature	A	English (Gay)
PT7581-PT7599	Faroese literature	A	English (Gay)
PT7601-PT8260	Danish literature	A	English (Gay)
PT8301-PT9155	Norwegian literature	A	English (Gay)
PT9201-PT9999	Swedish literature	A	English (Gay)

# Geography

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## I. Purpose:

To support teaching for the following courses: introductory geography, physical geography, cultural geography, economic geography, the geography of Africa, the geography of Texas, human geography, political geography, and world regional geography . Aspects of these areas are shared with a number of other disciplines, e.g., political geography with Government; urban geography with Architecture and Planning; and cultural geography with Sociology. The field is interdisciplinary and overlaps with to some extent with anthropology, biology, civil engineering, economics, geology, and history. The University offers only minors in Geography and does not offer Geography as a major source of study.

Materials should provide an introduction to and some depth in physical, economic, cultural geography, and environmental studies, and planning. A balance should be maintained between introductory sources and materials for the upper undergraduate level, for while introductory sources are suitable for many students taking Geography course to fulfill University core requirements, the collection should contain sources that challenge the better students, support faculty research, and extend curricular content.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
D-F	<b>Geography and Description of Individual Countries and US States</b>	B	Social Sciences (Russo)
G 141	<b>General Geography:</b> Historical Geography	B	Social Sciences (Russo)
G 1-140, G 149-180, G 200-922	<b>General Geography</b> Travel, Explorations, Voyages	B	Social Sciences (Russo)
G70-G76	<b>Geography -- Methodology</b>	B	Social Sciences (Russo)
G141	<b>Historical Geography</b>	B	Social Sciences (Russo)
GA 1-23, GA 51-87	<b>Cartography:</b> Mathematical Geography	B	Social Sciences (Russo)

GA 101-1776	<b>Cartography:</b> Mapping	B	Social Sciences (Russo)
G 70.4	<b>Remote Sensing</b>	B	Social Sciences (Russo)
G 3-398, GB 400-649, GB 5000-5030	<b>Physical Geography:</b> See Footnote 1	B	Social Sciences (Russo)
GF 1-127, GF 500-895	<b>Human Geography:</b> Anthrogeography	B	Social Sciences (Russo)
HB 848-875, HB 879-3700	<b>Human Geography:</b> Economic Geography	B	Social Sciences (Russo)
JC 319	<b>Human Geography:</b> Geopolitics	B	Social Sciences (Russo)
GF 125	<b>Urban Geography</b>	B	Social Sciences (Russo)
HB 1951-2160	<b>Population Geography</b>	B	Social Sciences (Russo)
HF 1021+	<b>Economic Geography</b>	B	Social Sciences (Russo)
JC319-323	<b>Political Geography</b>	B	Social Sciences (Russo)
UA 985-997	<b>Military Geography</b>	B	Social Sciences (Russo)
S494.5.G46	<b>Agricultural Geography</b>	B	Social Sciences (Russo)
Z 6001-6028	<b>Geography Bibliography</b>	B	Social Sciences (Russo)

# History

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## **I. Purpose:**

To support instruction, study, and research of history through the master's level. The collection supports a broad range of undergraduate and graduate courses. Students majoring in other disciplines also use the History collection for historical background in topics of interest.

The curriculum includes courses in American life, cultural history and intellectual history. The library attempts to collect as comprehensively as possible with strength and depth in all chronological periods of US history (including colonial and national eras). Many of the major journals are collected.

The collection seeks to provide worldwide coverage of all historical periods from early civilizations to the modern era. We continue to collect to support instruction and study in as much as possible in all areas of US history. Faculty and graduate student interests are important influences on collecting. Special emphasis is placed on African American history. The University's special collection also contains relevant historical materials.

Access to materials using hardcopy and electronic resources is available. The main access point for library monographs is the OPAC. All journals are listed in the OPAC. Major topical indexes such as Firstsearch are available. In addition, all students have access to the Internet and World Wide Web allowing the use of bibliographic and textual resources nationally and worldwide. The Library's ILL services provide materials (monographs and periodical articles) from around the country.

Library material is acquired in several ways. The library's library liaison and collection development librarian uses *Choice*, subject bibliographies, publishers' catalogs, and advertisements, which are shared with the faculty of the History Department.

The library's resources in History (number and type of items, bibliographic publications, and methods of access) as they relate to the courses offered at the University reflect a collection at the instructional support level for the most part.

## **II. General Collection Guidelines:**

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## **III. LC Classification and Subjects:**

LC Classification	Subject	Collection Level	Collection Liaison
C1-C51	Auxiliary Sciences of History (General)	A	History (Henson)
CB1-CB482	History of Civilizations	A	History (Henson)
CC1-CC960	Archaeology	A	History (Henson)

CD1-CD6471	Diplomatics. Archives. Seals.	A	History (Henson)
CE1-CE97	Technical Chronology. Calendar	A	History (Henson)
CJ1-CJ6661	Numismatics	A	History (Henson)
CN1-CN1355	Inscriptions. Epigraphy.	A	History (Henson)
CR1-CR6305	Heraldry	A	History (Henson)
CS1-CS3090	Genealogy	A	History (Henson)
CT21-CT9999	Biography	A	History (Henson)
D1-D2009	History (General)	B	History (Henson)
DA1-DA995	History of Great Britain	B	History (Henson)
DAW1001- DAW1051	History of Central Europe	B	History (Henson)
DB1-DB3150	History of Austria. Liechtenstein. Hungary. Czechoslovakia	A	History (Henson)
DC1-DC947	History of France	B	History (Henson)
DD1-DD905	History of Germany	B	History (Henson)
DE1-DE100	History of the Greco- Roman world	A	History (Henson)
DF10=DF951	History of Greece	A	History (Henson)
DG11-DG999	History of Italy	A	History (Henson)
DH1-DH925	History of Low Countries. Benelux Countries	A	History (Henson)
DJ1-DJ500	History of Netherlands	A	History (Henson)
DJK1-DJK77	History of Eastern Europe (General)	A	History (Henson)
DK1-DK949.5	History of Russia. Soviet Union. Former Soviet Republic.	A	History (Henson)
DL1-DL1180	History of Northern Europe. Scandinavia	A	History (Henson)
DP1-DP402	History of Spain	A	History (Henson)
DQ1-DQ851	History of Switzerland	A	History (Henson)
DR1-DR2285	History of Balkan Peninsula	A	History (Henson)
DS1-DS937	History of Asia	A	History (Henson)
DT1-DT3415	History of Africa	B	History (Henson)

DU1-DU950	History of Oceania	A	History (Henson)
DX101-DX301	History of Gypsies	A	History (Henson)
E11-E143	America	B	History (Henson)
E151-E910	United States	B	History (Henson)
F1-F975	United States local history	B	History (Henson)
F1001-F1145.2	British America	B	History (Henson)
F1170	French America	A	History (Henson)
F1201-F3799	Latin America. Spanish America	A	History (Henson)

# Human Sciences

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## I. Purpose:

To support teaching and research in nutrition, in child development and home economics education, family economics, food systems administration, food technology, home management, interior design, and textiles and clothing; and provide basic materials on the practical aspects of these subjects for the whole University community. While concern for these fields is centered in the College of Agriculture and Human Sciences, the library resources are of interest to the faculty and students in several other areas, including architecture, art, biology, business, chemistry, education, nursing, and psychology.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
RA 601-602	<b>Food and Food Supply</b>	B	Agriculture (Walker)
HD 9000.7-.9	<b>Food Laws and Legislation</b>	B	Agriculture (Walker)
TX 1-1110	<b>Home Management:</b>	B	Agriculture (Walker)
TX 1-1110	<b>Home Economics Education:</b>	B	Agriculture (Walker)
QH 521	<b>Food Biology</b>	B	Agriculture (Walker)
QP 141; TX 340-840	<b>Nutrition (Generally)</b>	B	Agriculture (Walker)
QR 115-129	<b>Microbial Ecology of Foods</b>	B	Agriculture (Walker)
RC 455	<b>Nutrition and Mental Health</b>	B	Agriculture (Walker)
RC 596	<b>Food Allergies</b>	B	Agriculture (Walker)
RC 620-632	<b>Nutritional Diseases</b>	B	Agriculture (Walker)
RJ 390-399	<b>Nutritional Diseases of Children</b>	B	Agriculture (Walker)
RM 214-259	<b>Diet, Dietetics and Vitamin Therapy</b>	B	Agriculture (Walker)
TP 493.5	<b>Freezing of Food</b>	B	Agriculture (Walker)
TS 195-198	<b>Food Packaging</b>	B	Agriculture (Walker)
TX 341-641	<b>Nutrition and Food Research</b>	B	Agriculture (Walker)
TX 599-612	<b>Food Inspection</b>	B	Agriculture (Walker)
TX 645-840	<b>Cookery</b>	B	Agriculture (Walker)

# Juvenile Justice

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## I. Purpose:

To support teaching and research to the BS degree in Criminal Justice, the BS degree in Criminal Justice with a specialization in Juvenile Justice, the BS degree in Psychology, to the MS level in Juvenile Justice, MS level in Juvenile Forensic Psychology, the PhD level in Juvenile Justice, and the PhD. Level in Clinical Adolescent Psychology. Many of these concerns are shared with other disciplines and departments on campus, including Psychology, and Sociology.

The purpose of this plan is to develop a collection that supports the undergraduate and graduate curriculum and research in the field of juvenile justice, including doctoral studies. Strong emphasis is given to the acquisition of materials necessary for research by members of the academic community whose focus is in the area of juvenile justice.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
HV4701-HV4890.9	Protection of animals. Animal rights. Animal welfare	A	Juvenile Justice (Russo) NWC (Brumfield)
HV4905-HV4959	Animal experimentation. Anti-vivisection	A	Juvenile Justice (Russo) NWC (Brumfield)
HV4961-HV4995	Degeneration	B	Juvenile Justice (Russo) NWC (Brumfield)
HV5001-HV5720.5	Alcoholism. Intemperance. Temperance reform	A	Juvenile Justice (Russo) NWC (Brumfield)
HV5725-HV5770	Tobacco habit	A	Juvenile Justice (Russo) NWC (Brumfield)
HV5800-HV5840	Drug habits. Drug abuse	B	Juvenile Justice (Russo) NWC (Brumfield)
HV6035-HV6197	Criminal anthropology	B	Juvenile Justice (Russo) NWC (Brumfield)

HV6201-HV6249	Criminal classes	B	Juvenile Justice (Russo) NWC (Brumfield)
HV6250-HV6250.4	Victims of crimes. Victimology	B	Juvenile Justice (Russo) NWC (Brumfield)
HV6251-HV6773.55	Crimes and offenses	B	Juvenile Justice (Russo) NWC (Brumfield)
HV6774-HV7220.5	Crimes and criminal classes	B	Juvenile Justice (Russo) NWC (Brumfield)
HV7428	Social work with delinquents and criminals	B	Juvenile Justice (Russo) NWC (Brumfield)
HV7431	Prevention of crime, methods, etc.	B	Juvenile Justice (Russo) NWC (Brumfield)
HV7435-HV7439	Gun control	B	Juvenile Justice (Russo) NWC (Brumfield)
HV7551-HV8280.7	Police. Detectives. Constabulary	A	Juvenile Justice (Russo) NWC (Brumfield)
HV8290-HV8291	Private security services	A	Juvenile Justice (Russo)
HV8301-HV9920.7	Penology. Prisons. Corrections	B	Juvenile Justice (Russo) NWC (Brumfield)
HV9051-HV9230.7	Juvenile offender. Juvenile delinquency. Reform schools etc.	B	Juvenile Justice (Russo) NWC (Brumfield)
HV9261-HV9430.7	Reformation and reclamation of adult prisoners	B	Juvenile Justice (Russo) NWC (Brumfield)
HV9950-HV9960	Criminal justice administration by region or country	B	Juvenile Justice (Russo) NWC (Brumfield)

# Mathematics

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## I. Purpose:

To support both research and teaching (through the masters level) in the major areas of mathematics. The current collection policy emphasizes pure mathematics and mathematical statistics. Applied computer science materials are collected under the computer science collection development policy. For the mathematics collection, books are generally purchased in control theory, coding theory, automata theory, information theory, systems science, and operations research. The pure mathematics research areas of primary interest include: symbolic and mathematical logic, algebra, topology, algebraic and differential geometry, and analysis, especially partial differential equations. The areas of interest in applied mathematics are probabilities and stochastic processes, relativity, and gravitational theory; biomathematics; numerical analysis; fluid mathematics, and mechanics of solids.

Mathematical pedagogy is selectively collected, primarily with electronic journals.

Publications in these fields are of interest not only to mathematicians but also to researchers and students in many disciplines. Engineers and researchers in other scientific and technical disciplines focus on applied mathematics while social scientists and business/actuarial researchers are interested in the applications of logic, probability and mathematical statistics.

The collection policy statement for mathematics/statistics is necessarily related to the collection policies for engineering, physics, business, and education.

Specific policies, if any, on replacement, deselection, out of print acquisition, preservation, etc. decisions are made on a case by case basis. Replacements are ordered only for high circulation monographs.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
QA1-QA74; QA77-QA99	Mathematics (General)	B	Mathematics (Hutchinson)
QA101-QA145	Elementary Mathematics and Arithmetic	B	Mathematics (Hutchinson)
QA150-QA272	Algebra	B	Mathematics (Hutchinson)
QA273-QA299.4	Probability and Statistics	B	Mathematics (Hutchinson)

QA299.6-QA433	Analysis	B	Mathematics (Hutchinson)
QA440-QA699	Geometry	B	Mathematics (Hutchinson)
QA801-QA939	Analytic Mechanics	B	Mathematics (Hutchinson)

# Medicine

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## I. Purpose:

To supply the medical literature needed to support the instructional mission of the Undergraduate Medical Academy.

This policy describes the subjects and types of material that are of primary importance to the development of the library's collection. The purpose of the policy is not to determine which individual items to acquire or provide access to, but instead to give a general framework within which choices can more easily be made.

The library's focus is on the professional literature which supports the School's curriculum, research interests, and outreach programs. The journal literature is considered the most significant record of advances in knowledge and takes precedence over other published forms.

Future developments will reflect an increasing emphasis on access to local and remote resources through electronic means rather than traditional forms of ownership. Some materials will be acquired in electronic format only; funding for these acquisitions will be through the Library's collection budget as well as by shared arrangements with other institutions. The identification of remote electronic resources and the establishment and maintenance of linkages with these resources will become an integral part of the Library's collection development activities.

## II. General Collection Guidelines:

**A. Languages collected (primary and selective) or excluded:** Only English language publications are collected in this subject area, although gift books in other languages may be considered.

**B. Chronological Guidelines covered by the collection in terms of intellectual content, movements, or schools:** Emphasis on current practice.

**C. Geographical areas covered by the collections in terms of intellectual content, publication sources, or both, and specific areas excluded, as appropriate:** There are no limitations on geographical areas covered, although the emphasis is on materials published in and about the United States. The Library acquires basic research and clinical publications from major publishers in the U.S. and countries that publish seminal works in English. Publications for practitioners are normally purchased only if published in the US.

**D. Treatment of Subject:** Material of a historical nature is included in the **History of Science Statement**. Popular treatments will not normally be acquired.

**E. Types of Materials:** Includes encyclopedias, dictionaries, directories, atlases of anatomy, the proceedings of medical conferences, congresses and symposia, and government publications. Theses and dissertations will not be purchased. Juvenile literature, and popular literature are not collected for this collection.

All formats and types are collected except: Annual reports, Examination review books; study guides, fiction, manuals, models, programmed texts, textbooks, reprints, translations of current monographs or journals

Some formats are selectively collected. These include:

1. Archival materials and publications of local historical importance
2. Atlases
3. Audiovisual programs
4. Biographies and autobiographies
5. Conference proceedings and symposia - Consider sponsoring organization, breadth of topic, publisher, and time from meeting to publication.
6. Dissertations (Non-Prairie View) - As requested by primary clientele, if the topic falls within collection policy guidelines and if requester's research is not subsidized by alternate sources such as grant funds. [Note: Prairie View Dissertations are collected by the Coleman Library.]
7. Electronic publications - May include core bibliographic and selected secondary resources for the health sciences; high-use core journals, standard handbooks, and manuals; required "classic" texts in the subspecialties.
8. Faculty publications
9. Government documents - Includes both depository and non-depository documents.
10. Health education and patient education information
11. Pamphlets
12. Popular works - May include high-quality, reviewed materials on consumer health.
13. Syllabi, course evaluations, and course outlines
14. Technical reports - Individual reports as requested by primary clientele, if the topic falls within collection policy guidelines.

**F. Date of Publication:** Emphasis is on recent publications. The intent is to maintain an up-to-date research collection; therefore, almost all regular allocations are spent on newly published material. Books that are more than one or two years old are ordered only if a special request is made, if the content is not out of date, or if they are of lasting historical or reference value.

Publications of conference proceedings held more than a year prior to the current date are acquired only if there is an obvious need.

Retrospective purchases are rarely made unless a major deficiency is identified and an ongoing need for the material exists.

### **G. Related Subjects and Interdisciplinary Relationships:**

**Biology:** Materials on the health and biology of non-humans are collected by Biology, while Medicine and Nursing collect materials on the health and biology of humans.

**Education:** Education covers all aspects of recreation and leisure. The Education, Nursing, and Medicine selectors consult about materials on health education programs, AIDS education in schools, students as AIDS victims, drug education in the schools, education regarding environmental effects on health, education of the physically disabled, and learning disabilities.

**Gerontology:** Materials on the aged that are not specifically medically oriented are collected by Social Work while Medicine and Nursing covers medical treatment of geriatric patients. Long-term care is covered by Medicine if it involves physical and medical care, and by Social Work if it is social work oriented.

**Management:** Medicine is responsible for collecting materials on health care institutions, although Management may acquire some material on health care costs and the management of health care institutions.

**Psychology:** Medicine and Nursing covers most of the R classifications. Psychology may acquire materials on art therapy, group psychotherapy, and psychoanalysis.

**Social Work:** Materials related to community mental health and marital and family therapy may be collected by Social Work or Psychology.

### **H. Selection Criteria**

Factors considered are the following:

1. Bibliographic access - Availability through indexing in secondary sources is of major importance.
2. Cost
3. Need
4. Quality - Determined in part by reputation of authors or editors, institutional affiliation, relationship to professional society, up-to-date references, and clarity of illustrations or micrographs.
5. Readership
6. Subject scope and centrality
7. Type of publication:
  1. REVIEWS; SUMMARIES - Rarely more than one in any field.
  2. Those broader in scope are preferred.
  3. NEWSLETTERS - Rarely acquired.

4. JOURNAL BACKFILES - Acquire from first volume if in publication only for a year or two. If not a new journal, judgments are made based on demand for the journal, availability from other sources, and cost of the volumes. If another copy is available elsewhere on campus, duplicate backfiles are not acquired.

8. Use or potential use

**I. Other General Considerations:**

**III. Observations and Qualifications by Subject and LC Class:**

LC Classification	Subject	Collection Level	Collection Liaison
-	<b>General Works.</b>	B	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>General Medicine</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Alternate Systems of Medicine: Thomsonian, Electric Homopathic, etc.</b>	Excluded	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Dentistry:</b>	Excluded	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Dermatology:</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Geriatrics:</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Gynecology and Obstetrics:</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
QM 1-549	<b>Human Anatomy</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
RC 31-429	<b>Internal Medicine</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
RC 581-1245	<b>Internal Medicine (Specialties):</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
RA 960-1000.5	<b>Medical Centers, Hospitals, Dispensaries, et al.</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)

R 5-864	<b>Medicine (General):</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
RA 790.6-790.95	<b>Mental Health as a Profession</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Non-Western Systems of Medicine:</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Ophthalmology:</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
RF 1-547	<b>Otorhinolaryngology</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Pathology</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
RJ 1-507	<b>Pediatrics:</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
RM 695-733	<b>Physical Medicine, Physical Therapy</b>		Biology (Henson) HCC (Brown) NWC (Brumfield)
RC 435-571	<b>Psychiatry:</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Public Aspects of Medicine and Social Work.</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
RA 421 – 790.53	<b>Public Health</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Sports Medicine:</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
-	<b>Surgery:</b>	A	Biology (Henson) HCC (Brown) NWC (Brumfield)
RM 1-671.5	<b>Therapeutics. Pharmacology</b>	C	Biology (Henson) HCC (Brown) NWC (Brumfield)

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## Collecting Levels and Access Notes

The Medical Library Collection is contemplated to encompass the professional literature on public health, a community-focused, multidisciplinary field, which can be defined as the science, practice, and philosophy of preventing the occurrence and severity of disease and injury, promoting healthy lifestyles and behaviors, protecting the environment, and providing access to health care through policy development.

### Specific Subfields

Subject	Collecting Level	Related Collection
AIDS	B	
Air Pollution	B	
Alcoholism	B	
Ambulatory Care	B	
Alternative Medicine	B	
Biostatistics	B	
Breast Cancer	B	
Cancer	B	
Career Opportunities	B	
Cervical Cancer	B	
Chronic Disease	B	
Clinical Practice Guidelines	B	
Community Health	B	
Demography	B	
Dental Public Health	B	
Dietary Studies (Nutrition Surveys)	B	
Dietetics	B	
Eating Disorders	B	
Environmental Health	B	
Environmental Microbiology	B	
Epidemiology	B	

Family Planning	B	
Food Safety	B	
Hazardous Substances	B	
Health Administration	B	
Health Care Reform	B	
Health Care Systems - National and International	B	
Health Economics	B	
Health Education and Behavior	B	
Health Gerontology	B	
Health Insurance	B	
Health Personnel	B	
Health Policy	B	
Health Professions Education/Training	B	
Health Promotion	B	
Health Services	B	
Health Services Outcomes	B	
Health Services Research	B	
Health Statistics	B	
History of Public Health	B	
Human Populations	B	
Immunology	B	
Infectious Diseases	B	
Informatics	B	
Inpatient Care	B	
International Health	B	
Laboratory Practices	B	
Laws, Legislation, and Regulation	B	
Long-Term Care	B	

Maternal and Child Health	B	
Medicaid	B	
Medical Ethics	B	
Medical Geography	B	
Medical Sociology	B	
Medically Underserved	B	
Medically Uninsured	B	
Medicare	B	
Mental Health Services	B	
Microbiology	B	
Minority Health	B	
Nutrition	B	
Nutritional Biochemistry	B	
Occupational Health	B	
Parasitology	B	
Population Planning	B	
Practice Management	B	
Pregnancy Termination	B	
Preventive Medicine	B	
Public Health	B	
Public Health Nursing	B	
Public Health in Visual Images and Popular Culture	B	
Radioactive Pollution and Radiological Health	B	
Rural Health	B	
Schools of Public Health	B	
Smoking	B	
STDs	B	
Solid Waste	B	
Substance Abuse and Dependence	B	

Toxicology	B	
Tropical Medicine	B	
TML	B	
Violence and Abuse Behavior	B	
Virology	B	
Vital Statistics	B	
Water Fluoridation	B	
Water Pollution	B	
Women's Health	B	

**Collection Scope Notes:**

**Abbreviations**

**Alternative Medicine - (B)**

Systems of therapeutics that differ from orthodox medical care.

RELATED COLLECTIONS:

John B. Coleman – Minimal Collection

Nursing Library – Minimal Collection

**Biostatistics - [biometrics; biometry] (B)**

The application of statistical processes and methods to the analysis of biological data.

RELATED COLLECTIONS:

**Career Opportunities - (B)**

Resources to assist clients in their career choices and development, including writing resumes and locating employment, grant, and publishing opportunities.

RELATED COLLECTIONS:

John B. Coleman Library (B)

Nursing Library (B)

**Community-based Public Health - (B)**

**Community Health - (B)**

Activities and programs intended to improve the health status of a specified community.

RELATED COLLECTIONS:

Nursing Library

**Rural Health - (B)**

Health care available in remote areas of the U.S. is usually emergency care or primary care delivered by a general practice/family practice, osteopathic, or internal medicine physician, or by physician assistants, nurse practitioners, EMTs, or paramedics. The patient is stabilized until being transported to advanced secondary or tertiary care facilities located in larger population centers.

RELATED COLLECTIONS:

Nursing Library (B)

**Urban Health - (B)**

Pertains to health care services and facilities available in cities or developed areas in contrast to those available in rural areas.

**Comparative Health Systems - See Health Care Systems--National and International**

**Dental Public Health - (B)**

A dental specialty involving the control and prevention of dental disease and the promotion of oral health through organized community efforts. The focus of treatment is the community rather than the individual patient.

RELATED COLLECTIONS:

Nursing Library (B)

**Water Fluoridation - (A)**

The addition of fluorides to drinking water as a measure to reduce the incidence of dental caries.

RELATED COLLECTIONS:

.Nursing Library (M)

**Eating Disorders - (B)**

Collective term for anorexia nervosa, bulimia, bulimarexia, and compulsive eating.

Related collections:

John B. Coleman (B)

Nursing Library (B)

**Environmental Health - (B)**

The effect of the environment on human health, and the prevention of illness and injury resulting from humankind's influence on the environment.

See also Laws, Legislation and Regulations, and Toxicology.

**Air Pollution - (A)**

Possible Collection Interests:

works on the effects of air pollution on human health. Includes works on air quality management, analysis, measurement, and control of air quality, indoor air pollution, air sampling and ventilation, "sick buildings," Legionnaires.

Works on the physiological effects of air pollution.

**Radioactive Pollution and Radiological Health - (A)**

Possible Collection Interests:

Works on the effects of radioactive pollution on human populations and works on the promotion and maintenance of health through the prevention of radiation illness or injury.

Radon, radiation dosimetry, electromagnetic fields, extremely low frequency (ELF) electromagnetic fields, health physics, radiation protection, radiation carcinogenesis, radionuclide carcinogenesis, environmental radionuclides, health effects of non-ionizing

radiation, the measurement, evaluation and control of radiation in the work place and the environment. general works on radiobiology, radiation genetics and radiation injuries.

See Food Safety for food irradiation.

### **Solid Waste - (A)**

Possible Collection Interests:

The effects of solid waste disposal on human health. This is an area of growing interest in the field of environmental health.

Material on community collection of solid waste and disposal of industrial, medical, and hazardous waste; the technology of waste disposal.

### **Water Pollution - (A)**

Possible Collection Interests:

works on water quality and the effects of water pollution on human health. water quality, drinking water, water supply and water quality management.

Basic works on water analysis and purification, wastewater, sewage disposal and purification, water reuse.

Basic reference works on aquatic ecology, and the effects of pollution on the aquatic community.

RELATED COLLECTIONS:

### **Environmental Microbiology - (A)**

The study of the effects of microorganisms on the environment.

Possible Collection Interests

works on bio-pollutants in the air, water, soil, solid waste, and sewage that affect human health.

Works on bioremediation--the contributions of microorganisms and/or nutrients to assist in biodegradation (ex.: bacteria that degrade oil slicks or pesticide residues).

Works on industrial and sanitary microbiology.

See also Environmental Health.

RELATED COLLECTIONS:

**Epidemiology - (B)**

The study of the distribution and determinants of health-related conditions or events in specified populations and the application of this study to control of health problems.

Possible Collection Interests:

diseases affecting the human population, specifically causes, incidences and characteristic behaviors of disease outbreaks affecting human populations and the interrelationships of host, agent, and environment to distribution and control of disease.

**Chronic Disease - (B)**

Diseases that have one or more of the following characteristics: are permanent, leave residual disability, are caused by nonreversible pathological alteration, require special training of the patient for rehabilitation, or may be expected to require a long period of supervision, observation, or care.

Includes long-terms diseases such as heart disease, renal disease, diabetes, asthma, etc.

**Cancer - (B)**

Any malignant neoplasm or tumor. Cancer cells, unlike benign tumor cells, are characterized by proliferation, invasion, and metastasis. Possible Collection Interests materials that emphasize population studies, geographic distribution, and epidemiological and environmental factors of different forms of cancer. Selective coverage of nutritional carcinogenesis.

**Infectious Diseases - (B)**

Diseases caused by pathogenic agents, such as bacteria or viruses. The disease may or may not be contagious. Includes AIDS, diphtheria, malaria, measles, mumps, rubella, roseola, tuberculosis, rabies, smallpox, tetanus, typhoid fever, leprosy, etc.

Possible Collection Interests:

Demographic and public health aspects, including education, prevention, and control of diseases.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**AIDS - (B)**

Suppression or deficiency of the cellular immune response, acquired by exposure to the human immunodeficiency virus (HIV). AIDS was first recognized in the U.S. in 1981. By 1984, HIV was identified as the etiologic agent of AIDS. AIDS is a global epidemic with no cure at the present time.

Possible Collection Interests:

Economics, epidemiology, incidence, public policy, public planning, policy-related psychosocial and behavioral aspects, legislation, and government policy.

Also directories of treatment programs. .

RELATED COLLECTIONS:

John B. Coleman Library – B

Nursing Library -- B

**Family Planning - (B)**

Conscious effort of couples or individuals to control the number and spacing of births.

Possible Collection Interests:

public policy, organization and administration, research, evaluation, education and communication of family planning.

See also Human Populations.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**Food Safety - (B)**

The role of the Food and Drug Administration in safeguarding American consumers against injury, unsanitary food, and fraud.

#### Possible Collection Interests

Materials relating to government regulation of food and drugs.

Issues of food labeling, food irradiation, food adulteration, food sanitation, and food contamination.

#### RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

#### **Health Administration** [health care administration, health care management] - (B)

Describes a wide-range of management activities, including planning, organizing, financing, directing, controlling, evaluating, and developing policy for programs and organizations engaged in the provision or delivery of health care, including health benefit programs, health care corporations, voluntary health agencies, hospitals, nursing homes, rehabilitation centers, health maintenance organizations (HMOs), preferred provider organizations (PPOs), state and local health departments, home health services, health planning agencies, community mental health centers, state mental health departments, clinics, health care foundations, residential treatment facilities, health insurance agencies, military treatment facilities, pharmaceutical companies, equipment manufacturers, federal agencies, ambulatory care centers, educational and research organizations, and professional associations.

#### Possible Collection Interests

health administration stresses both the internal operations and the external delivery of care by health care systems or organizations.

#### **Health Personnel** [health manpower] - (B)

Refers to the human resources component of health services delivery and includes both individual practitioners as well as employees of health care organizations and programs. They may or may not be professionally trained and may or may not be subject to public regulation.

#### Possible Collection Interests:

The areas of education, supply and demand, trends, and utilization.

#### **Health Professions Education/Training** - (B)

Collects guides to graduate schools offering health-related degrees as well as scholarship and grant funding opportunities.

See also Career Opportunities.

### **Practice Management - (B)**

Application of management principles to the administration of individual or group practice. Possible Collection Interests theory, administration, and economics of practice management.

#### RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

### **Health Care Systems--National and International - (B)**

The network of organizations and individuals who provide health services in a defined geographic area. (National health care system: a health program in which a national government directly operates a health system that serves some or all of its citizens. "National health care system" and "national health insurance" are not synonymous; the latter refers to programs in which the government insures or arranges financing for health care without directly owning or operating a health care program. International health care system: a health program that provides an entire population with complete medical care through government subsidization and regulation of medical and health services).

Possible Collection Interests

Materials on the policies and delivery of health care by national health systems worldwide.

Comparative information.

### **Health Economics - (B)**

The branch of the social sciences that studies the provision of health care services, both their delivery and use, with special attention to quantifying the demands and costs of services and the benefits obtained. More emphasis is given to the impact of health care services to a population than to individuals. Possible Collection Interests: U.S. and worldwide health care costs and control, cost-benefit analysis, financial administration and management, and public policy.

### **Health Education and Behavior - (B)**

A process designed to increase the ability of individuals and the general population to make informed decisions affecting their personal, family, and community well-being. The following activities are included: inform and educate people about health, illness, disability, and ways in which they can improve and protect their own health such as more efficient use of the delivery system; motivate people to change to more healthful behaviors; help individuals

learn the necessary skills to adopt and maintain healthful practices and lifestyles; foster teaching and communication skills in all those involved in instructing consumers about health; advocate changes in the environment that facilitate healthful conditions and healthful behavior; add to the knowledge and research base concerning the most effective methods of achieving health goals.

Possible Collection Interests :

Those discussing change in behavior as it relates to health and behavioral risk factors--such as smoking, weight gain, substance abuse, etc.

Materials covering theory, research and practice of behavior therapy, psychology of health, health attitudes, health education, health behavior, patient compliance, and sex behavior.

### **Health Gerontology - (A)**

The study of the sociological, psychological, health, and biological aspects of aging.

Possible Collection Interests:

Health gerontology, which includes: health promotion, disease prevention, chronic disease control, mental health, rehabilitative care, self-care, and community health services for the aged.

Demographic trends; health policy, planning, management and evaluation of elder health; institutional and non-institutional long-term care and services for older persons.

Geriatrics.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

### **Health Insurance - (B)**

Insurance against loss by disease or accidental bodily injury. Usually covers some of the medical costs of treating the disease or injury, may cover other losses associated with them such as loss of present or future earnings, and may be either individual or group insurance.

Materials on Medicare/Medicaid, national health policy/insurance, economic aspects of medical care, government issues, legal issues, malpractice/state regulation, medically uninsured, cost containment, fee schedules, diagnostic and procedure codes, reimbursement mechanisms, politics of health insurance, quality assurance and quality control of health care, health policy, and social security.

### **Medicare - (B)**

A federal program administered under HCFA (Health Care Financing Administration) that reimburses hospitals and physicians for health care provided to qualifying people aged 65 years and older, persons eligible for Social Security disability payments for at least two years, and certain workers and their dependents who need kidney transplantation or dialysis. The program was enacted July 30, 1965 as Title XVIII of the Social Security Act and became effective on July 1, 1966. It consists of two separate but coordinated programs: hospital insurance (Part A) and supplementary medical insurance (Part B).

Possible Collection Interests:

government policy and regulations, organization and administration, program reports, trends and statistics, reimbursement and economics, and current issues, such as reform.

### **Medicaid - (B)**

A program jointly funded by the states and federal government which reimburses hospitals and physicians for providing care to needy and low-income individuals who cannot finance their own medical expenses; specific categories include the aged, the blind, the disabled, and members of families with dependent children where one parent is absent, incapacitated, or unemployed. Authorized by Title XIX of the Social Security Act, Medicaid eligibility includes a means test. It is the main source of public assistance for nursing home costs. Subject to broad federal guidelines, states determine the benefits covered, program eligibility, rates of payment for providers, and methods of administering the program.

Possible Collection Interests:

federal and state (specifically Texas) policy and regulations, organization and administration, program reports, trends and statistics, and economics of all areas of Medicaid--the aged, the blind, the disabled, nursing homes, aid to dependent children, incapacitated, and unemployed.

### **Medically Uninsured - (B)**

Individuals who are capable of sustaining themselves financially and are able to pay for the basic costs of living but are unable to afford medical expenses or to buy health insurance.

Possible Collection Interests:

Materials on legislation and policy, organization and administration of accessibility, and economic availability.

**Health Policy** [medical policy] - (B)

A statement of a decision regarding a goal in health care and a plan for achieving that goal.

Possible Collection Interests

Health policy. U.S. federal government's health policy

Works on health policy in other nations and at the local, state and international levels.

Health politics and the health policies of political parties and non-governmental organizations.

Works on proposed health policies or proposed changes to existing health policies. Scholarly works representing the whole spectrum of viewpoints

Works comparing health policies over time or in different locations.

The role of government in health care and health care resource allocation.

Current issues ("hot topics") while they are still under debate. Current topics that affect health care, even if the topic is not directly health related (ex.: welfare reform, environmental policies).

See Laws, Legislation and Regulations for health policies that are in force (that is laws and regulations) Congressional bills and hearings.

See Health Insurance for Medicare, Medicaid and Medigap insurance.

**Health Care Reform** - (B)

Efforts on the federal, state and local levels to make changes in the health care delivery system so that costs are reduced or contained, the uninsured population is covered, all citizens have access to health care, financing is assured, and quality of care is controlled or improved.

Possible Collection Interests:

Health care reform in the U.S. at both the federal and state levels, but works on health care reform in other industrialized nations.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**Health Promotion - (B)**

Any activity that seeks to improve a person's or population's health by providing information about and increasing awareness of 'at risk' behaviors associated with certain diseases with the intent of reducing those behaviors.

Possible Collection Interests:

Materials with an emphasis on change in lifestyles, either individual or community-wide, for maintenance of health. Includes sample surveys and health instruments.

**Health Services - (B)**

Medical and health care activities related to the diagnosis, treatment, therapy, and rehabilitation of patients. In addition, activities that affect the recovery, health status, and well-being of patients ranging from acute care treatment to chronic disease care to preventive health care.

Possible Collection Interests:

Materials on policy, organization and administration, trends and statistics for all health services areas.

**Ambulatory Care - (B)**

All types of health services that are provided on an outpatient basis, in contrast to services provided in the home or to persons who are inpatients. While many inpatients may be ambulatory, the term ambulatory care usually implies that the patient has come to a location other than his/her home to receive services and has departed the same day.

**Inpatient Care - (B)**

Health services provided to a patient who has been admitted at least overnight to a hospital or other health facility.

**Long-Term Care - [nursing homes] (B)**

Health services provided to persons who are chronically ill, aged, disabled, or retarded, in an institution or at home, on a long-term basis.

**Health Services Research - (B)**

Research concerned with the organization, financing, administration, and other nonmedical aspects of health services. Health services research often focuses on the relationships among need, demand, supply, use, and outcomes of health services.

Possible Collection Interests:

The areas of funding, policy, methodology, protocols, case studies, evaluation, and trends.

### **Clinical Practice Guidelines - (B)**

Descriptive tools or standardized specifications for care of the typical patient in the typical situation, developed through a formal process that incorporates the best scientific evidence of effectiveness with expert opinion.

Possible Collection Interests

AHCPR practice guidelines, as well as accepted standards of practice from various organizations and associations.

Materials dealing with the development, administration, and evaluation of clinical practice guidelines.

### **Health Services Outcomes - (B)**

Evaluation of the results of services, such as the degree to which individuals receiving health services experience measurable benefits.

Possible Collection Interests:

Materials evaluating outcomes of health services, including statistics and trends.

### **Health Statistics - (B)**

Possible Collection Interests: vital and health statistics for the U.S.--including population statistics--and all statistics published by international, state and foreign bodies.

### **Vital Statistics - (B)**

Possible Collection Interests:

National and state cumulations of statistics related to natality, mortality of diseases, marriage and divorce.

### **History of Public Health - (B)**

Possible Collection Interests:

historical materials on epidemic diseases, human disease, causes and theories of causation of diseases, hospitals, health behavior, public health, disease prevention, and medical care.

Selective biographies.

### **Human Populations - (B)**

A group of individuals co-existing at a given moment and defined time, according to various criteria. The term population usually denotes all the inhabitants of a specified area (state, province, city, etc.) but may also be used to refer to subpopulations within the larger group (male/female population, school population, etc.).

Possible Collection Interests:

General population statistics including vital statistics, morbidity and mortality.

Materials on demography; population genetics, and population policy.

RELATED COLLECTIONS:

### **Demography - (B)**

The study of human populations in relation to the changes brought about by the interplay of births, deaths, and migration.

Possible Collection Interests:

materials dealing with the statistical study of the characteristics of human population, especially with reference to size and density, growth, distribution, migration and vital statistics, and the effect of all these on social and economic conditions.

### **Population Planning - (B)**

The study of governmental or broad societal approaches to cope with the economics and social consequences of excessive growth in human numbers. More generally, the term may be used for governmental or social efforts to raise or to lower the level of population.

Possible Collection Interests:

Materials on population policy and planning from world countries.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - A

**Immunology** - (B)

Study of the structure and function of the immune system and the study of immunity-- protection from diseases, especially infectious diseases.

Possible Collection Interests:

Works on the administration and use of vaccines for prevention of disease; immunization programs, and public policy issues. immunosuppression (interference with the normal immunological response), immunotoxicology (the study of agents produced in response to and capable of neutralizing a specific biological toxin), natural immunity, and the role of nutrition in immunity.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**Informatics** [medical informatics] - (B)

An emerging term, still seeking a standard definition, which is used to cover the computer management--including storage, retrieval, and use--of medical and related information.

Possible Collection Interests:

administration, policy and planning, and evaluation of medical informatics systems.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**International Health** - (A)

Possible Collection Interests: materials dealing with health issues for individual and national health concerns from an international perspective.

## **Laboratory Practices - (B)**

The procedures for and performance of experimentation or research in a laboratory setting.

To assist faculty and staff conducting laboratory research, Possible Collection Interests: basic works on laboratory practice, including laboratory manuals and laboratory standards. Works in laboratory practices in parasitology and virology, infection control, and laboratory safety.

The welfare and use of laboratory animals.

See Medical Ethics for information on human subjects and ethical issues of animal research.

See also Occupational Health.

### **RELATED COLLECTIONS:**

John B. Coleman Library -- B

Nursing Library - B

## **Laws, Legislation and Regulation - (A)**

Possible Collection Interests: U.S. laws (United States Code Service, Lawyers Edition), Texas statute (Vernons Texas Code Annotated), federal regulations (Code of Federal Regulations (CFR) and the Federal Register), and Texas regulations (Texas Register).

Possible Collection Interests:

Congressional hearings, committee reports and important bills under consideration in the area of health.

Works on health law, environmental law, and occupational health and safety

Works on the health laws of other states and nations.

Works on international health laws and works that compare the health related laws of different states or nations

See also Health Policy.

### **RELATED COLLECTIONS:**

John B. Coleman Library -- B

Nursing Library - 0

**Maternal and Child Health - (B)**

Organized health and social services for pregnant women, mothers, their children, and sometimes fathers. Mothers and children are often considered vulnerable populations with special health needs who will benefit by preventive medicine and being accorded a high public priority. Services are sometimes separately funded from other health services such as the Maternal and Child Health Program operated by the federal government under the authority of Title V of the Social Security Act.

Possible Collection Interests: materials on the development of child and maternal health and welfare programs, including planning, administration and evaluation techniques. Materials on maternal and child nutrition, communicable disease control, prenatal care, community health services for women and children, and school health programs. Includes both national and international perspectives.

**Medical Ethics - (B)**

The values and guidelines that govern decisions in medicine. Principal issues include doctor-patient relationships, expected conduct, and interaction with the patient's family, colleagues, and the community.

Possible Collection Interests:

Materials on Issues related to the distribution and delivery of services as well as allocation of health and economic resources.

RELATED COLLECTIONS:

**Medical Geography - (B)**

Analysis of spatial variations in human health and the search for the environmental and social conditions that may be causally related to these variations. Also includes the spatial analysis of health care services and planning and health behavior. Medical geography is a multi-stranded discipline ranging across the broad spectrum of physical, social, economic, and urban geography and strongly committed to inter-disciplinary activity in concepts, substance, and techniques.

Possible Collection Interests:

Materials on the geographic distribution of diseases, disease patterns, disease ecology, and evaluation of health status indicators.

**Medical Sociology - (B)**

The study of health, illness, and medical care as they are affected by social structure and social interaction.

Possible Collection Interests:

Materials related to social and cultural determinants of health and illness, health care seeking behavior, and response to treatment.

The socio-economic aspects of health care, the study of health professions as occupations, and the social implications of innovations in medical technology.

See also Health Economics and Health Care Systems--National and International.

**RELATED COLLECTIONS:**

John B. Coleman Library -- B

Nursing Library - B

**Medically Underserved - (A)**

A geographic location such as an urban or rural area that has inadequate health resources to meet the health care needs of the resident population. (Example: physician-shortage area applies to a medically underserved area that is short of physicians.) A medically underserved population may not reside in a particular medically underserved area or be defined by its place of residence; therefore, migrants, Native Americans, and prison inmates may be so classified.

Possible Collection Interests:

Materials dealing with the availability of physicians, medical facilities, and health care services to a given population.

**Mental Health Services - (A)**

The diagnosis and treatment of emotional and mental diseases and conditions or their symptoms through the administration of medication and specialized therapy.

Possible Collection Interests:

Materials on mental health programs, community mental health, and schoolchild guidance centers. Screening, prevention, and cost and administration of services.

**RELATED COLLECTIONS:**

John B. Coleman Library -- B

Nursing Library - A

**Microbiology - (B)**

The study of microorganisms, including bacteria, protozoa, fungi and viruses. Possible Collection Interests: selectively in microbiology. The beneficial contributions of microorganisms to health. Selects a few basic works in bacteriology and mycology.

See Virology for study of viruses.

See also Epidemiology, Environmental Microbiology, Food Safety, and Toxicology.

Related collections:

John B. Coleman Library -- B

Nursing Library - B

**Minority Health - (B)**

A public education and research area focusing on diseases or conditions that are unique, more prevalent, or more serious in minority populations.

Possible Collection Interests:

Materials on health policy, availability and accessibility of health care, and planning and administration of health programs for minority populations. Reports and trends of current programs.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**Nutrition - (B)**

The science of food, the nutrients and other substances therein, and their action, interaction, and balance in relation to health and disease.

Possible Collection Interests:

Nutritional principles during the life cycle (including maternal, child, adolescent, and geriatric nutrition) for groups of people and populations rather than the individual.

materials on the application and educational aspects of nutritional principles, metabolism and metabolic diseases, diet and food supply in foreign countries, nutritional problems as seen in nutritional status surveys, malnutrition, etc.

Materials on nutrient requirements, food sanitation, and food toxicology.

See also Food Safety.

#### RELATED COLLECTIONS:

Agriculture Collection at the John B. Coleman Library (B)

#### **Dietary Studies** [Nutrition Surveys] - (B)

Method of determining or evaluating the dietary intake of an individual, group, or population. A dietary study is used to detect the adequacy or inadequacy of diets in order to give valuable information concerning food habits, menu preparation, and food procurement, availability, and distribution.

#### Possible Collection Interests:

Materials on the preparation of questionnaires and surveys, the procedures for conducting the surveys, the data results (raw or analyzed), and recommendations from surveys and studies.

Materials on diet history and nutrition surveillance.

#### **Dietetics** - (B)

Combined science and art of regulating the planning, preparing, and serving of meals to individuals or groups under various conditions of health and disease according to the principles of nutrition and management, with due consideration for economic, social, cultural, and psychological factors.

#### Possible Collection Interests:

materials on nutrition planning and preparation of special diets

some cookbooks.

#### **Nutritional Biochemistry** - (B)

Study of the chemical processes of nutrients on the human organism.

Possible Collection Interests:

Handbooks, and related materials on metabolism and nutritional disorders.

**Occupational Health** [occupational medicine, industrial hygiene, industrial health] - (B)

The promotion and maintenance of the physical and mental health of employees in occupational settings. Alternative definition: The anticipation, recognition, evaluation and control of the environmental factors or stresses arising in or from the workplace which may cause sickness or impaired health or well-being, significant discomfort, or inefficiency among workers or residents of the surrounding community.

Possible Collection Interests:

Works on the prevention and control of occupational illness and occupational injury; all occupational settings: industrial, agricultural, commercial, laboratories, offices, and, to a lesser extent, the military.

Works on occupational exposure to toxic substances, pollutants, noise, vibration, heat, repetitive motion, stress, video terminal displays (VTD's), radiation, and other health hazards; occupational health services, safety, accident prevention, risk assessment, health and safety standards.

Works on the measuring, sampling, monitoring and evaluating factors which may lead to occupational illness or injury; ergonomics.

Materials from the Occupational Safety and Health Administration (OSHA) and the National Institute of Occupational Safety and Health (NIOSH)

See Health Promotion for works on worksite health promotion.

See Mental Health for mental health services in the occupational setting.

See Substance Abuse for employee assistance programs.

See also Environmental Health and Toxicology.

**RELATED COLLECTIONS:**

Nursing Library.

**Parasitology** - (B)

The study of parasites and diseases caused by parasites.

Possible Collection Interests:

works on the incidence and transmission of parasitic diseases among human populations and works on the prevention and control of parasitic diseases.

Basic works on clinical parasitology and a few selective works on parasites that pose a threat to humans.

See Tropical Medicine for parasitic diseases that occur in tropical and subtropical regions.

**RELATED COLLECTIONS:**

John B. Coleman Library -- B

Nursing Library - B

**Preventive Medicine - (B)**

The branch and specialty of medicine that focuses on the health of individuals and defined populations in order to protect, promote, and maintain health and well-being, and to prevent disease, disability, and premature death. It includes biostatistics, epidemiology, health services administration, environmental and occupational influences on health, social and behavioral influences on health, and measures that prevent the occurrence, progression, and disabling effects of disease or injury. Preventive medicine developed subsequent to bacteriology and was initially concerned with specific medical control measures taken against the agents of infectious diseases. With increasing knowledge of nutrition and malignant and other chronic diseases, the scope of preventive medicine has been extended, and it is now assumed that most problems are preventable at some stage of their development. The promotion of health through altering behavior, especially by health education, is gaining prominence as a component of preventive care.

Possible Collection Interests:

Mass screening, prevention and control of communicable diseases, and accident prevention.

**RELATED COLLECTIONS:**

Nursing - B

**Public Health - (B)**

The science that deals with the protection and improvement of a society's health by organized community effort aimed at a variety of levels including international, national, state, and local. Public health activities encompass preventive medicine, epidemiology, health

education, occupational health and safety programs, immunizations, sanitation, and guarantee of the quality of air, water, and food.

**Public Health Nursing - (A)**

Refers to activities conducted by specially prepared registered nurses employed in community agencies. Much of the work of the public health nurse focuses on health education and disease prevention.

.RELATED COLLECTIONS:

The primary collection is at the Nursing Library

**Public Health in Visual Images and Popular Culture - (B)**

An exploration of how public health information is transmitted to society through non-print media.

Possible Collection Interests: materials that examine health communication and education through visual, aural, and cultural methods.

RELATED COLLECTIONS:

John B. Coleman Library -B

**Public Health Genetics - (B)**

An interdisciplinary area of research which seeks to determine genetic factors in the etiology of human disease and to integrate biotechnological, social, behavioral, legal, and ethical information resulting from this scientific discovery.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

**Schools of Public Health - (A)**

Current catalogs from Schools of Public Health, both national and international, are maintained as well as information about internships and fellowships.

See also Career Opportunities.

### **Substance Abuse and Dependence - (B)**

Excessive use of addictive substances, especially alcohol and narcotic drugs.

Possible Collection Interests:

Materials on the behavioral and cultural aspects of addictive substances as well as materials on prevention and rehabilitation programs.

Materials on the effects of drugs as they relate to nutrition, health education, preventive medicine, etc.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

### **Alcoholism - (B)**

A chronic, progressive pathological condition affecting multiple systems, especially the nervous and digestive systems. It is caused by the excessive and habitual consumption of alcohol.

Possible Collection Interests:

Alcoholism as a problem within the community, statistics and trends, and alcoholism treatment centers.

### **Smoking - (B)**

Engaged in the process of inhaling and exhaling the fumes of burning plant material, such as tobacco, which produces small particles of carbonaceous matter in the air. Smoking has been linked to lung cancer, cancer of the larynx, chronic bronchitis, emphysema, coronary artery disease, hypertensive heart disease, peptic ulcer, and cancer of the bladder.

Possible Collection Interests:

Health effects and consequences of smoking and tobacco use.

Materials on education, prevention, and smoking-related disease statistics.

### **Toxicology - (B)**

The study of substances that can cause acute or chronic injury to the human body.

Possible Collection Interests:

Occupational and environmental toxicology. Occupational toxicology includes industrial toxicology and the toxicology of other work environments as well. Environmental toxicology includes both the indoor and outdoor environment.

The effects on human populations of all ages, including children and infants (e.g. lead exposure) as well as the effects of toxic substances on human reproduction.

Chemical and radioactive poisoning, but also includes biochemical toxicology. Food contamination by agricultural chemicals (pesticides, insecticides etc.), bacteria, and other harmful substances is included.

Risk assessment, detection, prevention of exposure to harmful substances; acceptable exposure limits, threshold limit values (TLV's), permissible exposure limits (PEL's) etc.

Basic works on the pharmacological actions, antidotes, and treatment of toxins as well as plant and animal poisons.

See also Environmental Health, and Food Safety.

### **Hazardous Substances - (B)**

Any substance whose chemical, physical, or biological properties can cause injury to people coming in contact with it.

Possible Collection Interests:

Works on substances that may be injurious to humans. Including works on the evaluation, control, and environmental impacts of hazardous substances, including remediation and worker protection.

Basic reference works, such as chemistry handbooks, on the physical and chemical properties of substances that may be hazardous.

RELATED COLLECTIONS:

John B. Coleman Library -- B

Nursing Library - B

### **Tropical Medicine - (B)**

Branch of medical science that deals principally with the diseases common in the tropics or subtropical regions, especially diseases of parasitic origin.

Possible Collection Interests:

The prevention and control of tropical diseases and on their incidence and transmission. Works on skin diseases of the tropics and subtropics are included.

See also Epidemiology and Parasitology.

RELATED COLLECTIONS:

John B. Coleman Library -- A

Nursing Library - B

### **Violence and Abuse Behavior - (B)**

Physical force exerted for the purpose of violating, damaging, or abusing people or things.

Possible Collection Interests:

Materials on educational and prevention programs and community services related to violence and abuse behavior, including domestic violence and child abuse.

RELATED COLLECTIONS:

. John B. Coleman Library -- B

Nursing Library - B

### **Virology - (B)**

The study of viruses and diseases caused by viruses.

Works on the incidence and transmission of viruses among human populations and works on the prevention and control of diseases caused by viruses.

Basic works on pathology and treatment of diseases caused by viruses.

See also Epidemiology and Microbiology.

RELATED COLLECTIONS:

Nursing - B

**Women's Health - (B)**

A public education and research area focusing on diseases or conditions that are unique, more prevalent, or more serious among women.

Possible Collection Interests:

Materials in the areas of education and promotion of health-related topics affecting women such as cancer, mental health, sexually transmitted diseases, childbirth, etc. policy and administrative issues for providing women's health services.

RELATED COLLECTIONS:

John B. Coleman Library - B

Nursing Library B

**Breast Cancer - (B)**

Malignancy of the breast. Breast cancer is second to lung cancer as a cause of cancer deaths in North American women. It currently affects 1 in 10 women in the U.S. and is considered an epidemic by authorities.

Possible Collection Interests:

Materials on awareness and education, screening, incidence, and mortality of breast cancer.

**Cervical Cancer - (B)**

Cancer of the cervix uteri, the third most common cause of cancer deaths in North American women.

Possible Collection Interests:

materials on education and awareness, screening, incidence, and mortality of cervical cancer.

**Pregnancy Termination - (B)**

Termination of a pregnancy before the fetus has attained viability, that is, become capable of independent extrauterine life. Viability is usually defined in terms of the duration of pregnancy, weight of the fetus, and occasionally the length of the fetus. Different types of

pregnancy termination are distinguished: early--less than twelve completed weeks of gestation; late--more than twelve weeks; induced; and spontaneous.

Possible Collection Interests:

Materials on laws and legislation related to pregnancy termination, moral and ethical issues, and international reports and statistics.

Related collections:

John B. Coleman Library – B

Nursing Library -- B

# Military Science

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## **I. Purpose:**

The Army ROTC program prepares college men and women for service as officers in the United States Army, either on active duty, as citizen soldiers in the Reserve Components, or a combination of active duty and the Reserve Component. Courses emphasize Army organization, leadership, service weapons, combat operations, military strategy, and the impact on the military services of the U.S. in the contemporary world scene. A conventional four-year program is offered, as well as a three- and two-year programs.

The Naval Reserve Officers Training Corps (NROTC) provides an opportunity for young men and women to earn commissions in the Navy or Marine Corps. A naval science curriculum is offered and midshipmen participate in active duty at-sea or shore-based training facilities for periods of approximately four weeks. Qualified midshipmen are commissioned as Ensigns in the Navy (Navy-option) or Second Lieutenants in the Marine Corps (Marine-option) upon completion of university degree requirements and the naval science program. All graduates are ordered to active duty upon commissioning. Both a four-year program and a two-year program are offered.

Military science comprises the academic study of military institutions, the relationship of the military to society, and the evolution of military thought. Its approach is highly interdisciplinary, using a variety of sources and methods and including materials that document the organization and description of armies. Materials concerned with strategic and tactical theory, logistics, command and control, and the training and management of troops are also included,

The collection supports faculty and student research and the curriculum at the under-graduate level in military science. The collection attempts to acquire significant cultural, historical, doctrinal, strategic, and tactical materials necessary to understand past, current, and likely future military and paramilitary affairs and related technological developments. Emphasis is upon circulating monographs, with secondary emphasis upon journals and reference materials including occasional handbooks.

There is considerable interaction with other disciplines, for example, with Engineering and the Sciences; and also in the area of peace and conflict, with the History, Political Science, and Law collections.

## **II. General Collection Guidelines:**

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

### III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
U	Military Science(General)	B	History (Henson)
UA	Armies(Organization, Distribution)	B	History (Henson)
UB	Military Administration	B	History (Henson)
UC	Military Science(Maintenance and transportation)	B	History (Henson)
UD	Infantry	B	History (Henson)
UE	Cavalry, Armor	B	History (Henson)
UF	Artillery	B	History (Henson)
UG	Military Engineering	B	History (Henson)
UH	Military Science(Other services)	B	History (Henson)
V	Naval Sciences(General)	B	History (Henson)
VA	Navies(Organization, Distribution)	B	History (Henson)
VB	Naval Administration	B	History (Henson)
VC	Naval Maintenance	B	History (Henson)
VD	Naval Seamen	B	History (Henson)
VE	Marines	B	History (Henson)
VF	Naval Ordnance	B	History (Henson)
Z6207-Z6725	Military and Naval Bibliography	B	History (Henson)

# Music

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## I. Purpose:

To support teaching and research requirements of undergraduate instruction and research in the School of Music and to support faculty research in these fields.

In addition to these specific curricular interests, the collection should provide a broad base of support for general cultural interests in music its role in the history of civilization on an international scale to include a special interest in the music of Texas composers and Texas ethnic minorities.

To provide for interdepartmental; academic needs in art, drama, dance, musical acoustics, aesthetics, and psychology, linguistics, folklore, American studies, the study of ethnic and popular culture and radio-television-film production.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
M1-M3.3	Printed Music-Collections	B	Music (Moore)
M4-M1480	Printed Music-Instrumental	B	Music (Moore)
M1495-M2199	Printed Music-Vocal	B	Music (Moore)
ML1-ML5	Periodical	A	Music (Moore)
ML12-ML20	Directories, Almanacs	A	Music (Moore)
ML25-ML28	Societies and other organization	A	Music (Moore)
ML29-ML31	Special Collections	A	Music (Moore)
ML32-ML33	Institutions	A	Music (Moore)
ML35-ML39	Festivals, Congresses	A	Music (Moore)
ML40-ML44	Programs	A	Music (Moore)
ML45	Circulars and Advertisements	A	Music (Moore)
ML46	Scrapbooks	A	Music (Moore)
ML47-ML54	Librettos, Texts, Scenarios	A	Music (Moore)
ML55-ML90	Aspects of the field of music as a whole	B	Music (Moore)

ML93-ML97	Manuscript studies and manuscripts	A	Music (Moore)
ML100-ML109	Dictionaries, Encyclopedias	B	Music (Moore)
ML110=ML111	Music Librarianship	A	Music (Moore)
ML112-ML158	Music Printing and publishing. Bibliography	B	Music (Moore)
ML159-ML3785	History and criticism	B	Music (Moore)
ML3790-ML3792	Music trade	B	Music (Moore)
ML3795	Music as a profession	B	Music (Moore)
ML3797-ML3799	Music research	B	Music (Moore)
ML3800-ML3923	Philosophical and societal aspects of music, Physics and acoustics of music, Physiological aspects of music	B	Music (Moore)
ML3928-ML3930	Literature for children	A	Music (Moore)
MT1	General	B	Music (Moore)
MT2.5	Music study abroad	A	Music (Moore)
MT3-MT5	History	B	Music (Moore)
MT5.5-MT7	Music theory	B	Music (Moore)
MT17	Music in special education	B	Music (Moore)
MT18	Music in colleges and universities	B	Music (Moore)
MT20-MT34	Systems and methods	B	Music (Moore)
MT35-MT39	Notation	B	Music (Moore)
MT40-MT67	Composition, Elements and techniques of music	B	Music (Moore)
MT68	Improvisation, Accompaniment, Transposition	B	Music (Moore)
MT70-MT74	Instrumentation and orchestration	B	Music (Moore)
MT75	Interpretation	B	Music (Moore)
MT80	Embellishment	B	Music (Moore)
MT82	Memorizing	B	Music (Moore)
MT85	Conducting. Score reading and playing	B	Music (Moore)
MT87	Community music	A	Music (Moore)

MT88	Administration and instruction of vocal groups	B	Music (Moore)
MT90-MT146	Analysis and appreciation of music	B	Music (Moore)
MT150	Audio-visual aides	A	Music (Moore)
MT155	Music theory for children	B	Music (Moore)
MT165	Tuning	B	Music (Moore)
MT170-MT810	Instrumental technique	B	Music (Moore)
MT820-MT915	Singing and vocal technique	B	Music (Moore)
MT918-MT949	School music	B	Music (Moore)

### Ethnomusicology to include Non-Western Music:

**General and regional histories.** Studies in the theory and methodology of the discipline. Study of musical instruments and their performance. Description and analysis of non-western music. Emphasis on titles published by university presses, institutes and professional societies.

Collection of field recordings when available. Artistic, anthropological, socio-cultural aspects of non-western music. Representative works of western folk music to provide historical coverage. Collect Americana such as hymnals, tune books and songbooks. (See Appendix 1)

**Music of popular cultures:** Jazz, popular music, rock and roll and country/western. Emphasis on sound recordings, current and retrospective, as primary documentation. Oral tradition through recorded interviews, letter and manuscripts.

Anthologies of essays and articles, dissertations on popular music as a social phenomena, songbooks, methods, fake books, arrangements, lead sheets and reference works.

Collect literature on performers and composers through biographies, discographies, bio-discographies and pictorial presentation.

**Theory and composition:** Elements of music including rhythm, meter, tempo, melody, harmony, counterpoint, form, orchestration, arranging, eartraining and sight singing. Acquire monographs on the college level.

**Music theory:** Historical music treatises, theoretical development for all periods, analytical techniques and analyses of specific works, anthologies of musical examples, study scores. (See Appendix 1)

**Composition:** Emphasis on techniques of composition for all historical periods with particular emphasis on contemporary writing. Jazz improvisation, advanced style and analysis and arranging.

**Musical acoustics:** General characteristics of sound, physical characteristics of tones, resonance, form or overtone structure, duration and the physical properties of all musical instruments. Acoustics for musical theaters.

**Audio engineering:** The history of the development of sound recordings to include the various modes of recording and the industry and continued technical developments of equipment. Preservation of sound recordings. Recording studio techniques.

**Applied music:** Instrumental and vocal techniques and methods. Historical treatises, emphasis is on modern practice.

Instrument maintenance and repair. Music scores for the voice and all instruments for a representative collection for all historical periods.

General and historical treatment of performance practice and interpretation both instrumental and vocal.

**Dramatic music:** History and criticism of performances, music theater and production and staging. Librettos. (See Appendix 1)

**Music Education:** Includes instrumental and vocal pedagogy for both individual and class instruction, administration and organization of music curricula and school music programs, and instrument maintenance and repair.

Historical treatment of foundations and principles of music education significant publications by professional organizations, research methodology, texts and measurements. Comprehensive selection of dissertations from other institutions as a major source of research in music education. Physiology, psychology of music and music therapy, the historical development and current theories.

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## APPENDIX 1

### Music Scores:

Scores are purchased to support the instructional and research needs of all the divisions of the School of Music, with general attention given to the needs of other university academic departments and official units. Scores will be actively sought in gift collections.

### Specifications:

- Collect the historical monuments, sets, anthologies and collected editions of the works of composers to provide an instructional support reference collection.  
*Collecting Level B*
- Collect the works of major composers of all periods in western music. *Collecting Level B*
- Collect the works of composers of secondary importance in western music.  
*Collecting Level B*

- Collect broadly the works of the major African American composers and selectively the composers of secondary importance. *Collecting Level B*
- Collect anthologies of popular music in America to include jazz, musicals, representative works of a given genre or of an outstanding composer or performer, film music, etc., to provide historical coverage from the birth of a given genre. *Collecting Level B*
- Collect broadly collections of folk music of the Americas and selectively of European nationalities. *Collecting Level B*
- Collect manuscripts and published scores by Texas composers of national note and former or present members of the faculty. *Collecting Level B*
- Collect several different editions of major works with emphases on text editions and editions by reputable scholars. *Collecting Level B*

### **Score Formats:**

Scores will be collected in the following formats:

- Manuscripts as available in the original copy or facsimile reprints.
- Full scores: collect selectively for major works.
- Study / miniature scores: This format preferred for general use for all major works. Necessary with piano vocal score for major works.
- Piano-vocal scores: First priority for opera and major vocal and choral works with orchestra.
- Reduction of solo literature with orchestra for solo instrument and piano.
- Sets of parts: Performing editions of major chamber works up to and including ten parts for instrumental and vocal titles. Accepted with score when a title of lesser importance can only be purchased in that way.
- Contemporary music in the format published, e.g. diagrammatic notation, transparencies, accompanied by tapes, etc. Duplicate copies for performance purchased very selectively.
- Solo literature for the voice and all instruments.
- Collections of vocal music preferred to single titles when so published.
- For jazz, purchase fake books, lead sheets, and arrangements.

# Northwest Houston Center Library

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The John B. Coleman Library maintains a collection of core materials at the Northwest Houston Center Library to support the instruction at that location. The collection development policies for the Northwest Houston Center Library are the same as those for the John B. Coleman Library unless specifically stated otherwise below.

## General Collection Guidelines:

- A. Languages:** English is the primary language for materials collected by the John B. Coleman Library. Materials originally published in other languages and translated to English are also collected. Collections of foreign language materials will be added as necessary to support foreign language courses.
- B. Chronological Guidelines:** Material is collected in all chronological periods. Generally the focus of the collection is on the late 20<sup>th</sup> century through the present. However materials covering earlier time periods are collected to support instruction in several subject areas.
- C. Geographic Guidelines:** The primary focus of the collection is on materials pertaining to the United States or the relation of other countries to the United States. Materials that focus on a global or worldview of the subject are also heavily collected. Other areas that are of interest to the collection include Africa, Mexico, the United Kingdom, and China.
- D. Treatment of Subject:** For the most part juvenile materials, newspapers, and textbooks will not be collected. Please see the collection development statements pertaining to those materials. In addition, unrevised thesis and dissertation materials from universities other than Prairie View A&M University will not be collected.
- E. Types of Materials:** Print monographs and serials form the basis of the primary collection. Please refer to the collection development statements pertaining to other formats such as audio-visual materials and electronic resources.
- F. Date of Publication:** The library emphasizes current monographs, with the primary purpose of supporting faculty and student research and coursework. Items more than ten years old are acquired selectively, usually as replacements for classic works, or at the specific request of a student or faculty member. Earlier important works not represented in the collection are purchased on request or need. Retrospective collecting is determined by program need, collection strength, availability of desired materials on the book market, and availability from other libraries.

## Collection Guidelines Specific to the Northwest Houston Center Library:

- A. Scope:** Materials purchased for the Northwest Houston Center Library focus on the primary subject areas of **Business Administration, Education, Juvenile Justice, Nursing, and Psychology** (Refer to the appropriate Subject Collection Guidelines). However, related materials in other subjects may also be purchased.
- B. Level:** Material purchased for the Northwest Houston Center Library should support graduate and doctoral level instruction. Undergraduate level material that is determined to be essential to the subject will also be considered.

- C. Duplication:** With rare exception, only one copy of each title will be purchased for the Northwest Houston Center Library. Materials purchased for the Northwest Houston Center Library can duplicate material held by the John B. Coleman Library if it is determined to be essential to the collection. However, priority should be given to purchasing unique materials.

**Electronic and Online Materials:**

The Northwest Houston Center Library has access to all of the online databases, ebooks and electronic resources provided by the John B. Coleman Library.

**Intra-library Loan:**

The Northwest Houston Center Library has access to the print material held by the John B. Coleman Library. Material in the circulating collections of the John B. Coleman Library may be requested through intra-library loan and delivered to the Northwest Houston Center Library for patron use.

**Gifts and Donations:**

All gifts and donations should be directed to the John B. Coleman Library and the Collection Development Librarian ([jsrusso@pvamu.edu](mailto:jsrusso@pvamu.edu) 936-261-1528)

# Nursing

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## I. Purpose:

To supply the nursing literature needed to support teaching and research through the advanced level. Interest in material on nursing centers in the School of Nursing, but students and faculty in other University schools and colleges also use the material both academically and as consumers of health care.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
RT	<b>Nursing: Includes Nursing History And Education: Nursing As A Profession.</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RT 62	<b>Exceptions: Practical Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RT 82.5	<b>Practical Nursing Education</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RT 82.4	<b>Associate Degree Nurses</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
QR 46	<b>Microbiology for Nurses</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 180.8	<b>Specialties in Nursing: Poliomyelitis Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 266	<b>Cancer Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 311.8	<b>Tuberculosis Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 350.5	<b>Neurological Nursing</b>	B	Biology (Henson) NWC (Brumfield)

			HCC (Brown)
RC 440	<b>Psychiatric Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 674	<b>Cardiovascular Disease Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 735.5	<b>Respiratory Disease Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 884.7	<b>Urological Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 954	<b>Geriatric Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 966	<b>Industrial Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RC 1097	<b>Aviation Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RD 32.3	<b>Operating Room Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RD 97	<b>Surgical Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RD 753	<b>Orthopedic Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RE 88	<b>Eye, Ear, Nose and Throat Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RG 105	<b>Gynecological Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RG 951	<b>Obstetric Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RJ 245	<b>Pediatric Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RK 605	<b>Dental Nursing</b>	A	Biology (Henson) NWC (Brumfield) HCC (Brown)

RK 125	<b>Dermatologic Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RM 125	<b>Pharmacology for Nurses</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
RM 700	<b>Physical Therapy for Nurses</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
UH 490-495	<b>Army Nurses and Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)
VG 350-355	<b>Navy Nurses and Nursing</b>	B	Biology (Henson) NWC (Brumfield) HCC (Brown)

# Philosophy

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## I. Purpose:

The teaching of Philosophy is intended to assist students develop rational critical thinking skills, understand philosophical problems and issues, learn philosophical doctrines and theories, and appreciate the history of philosophical works from both Western and non-Western philosophical traditions.. These skills are developed by examining philosophical ideas and movements that have influenced contemporary philosophical activity according to both the Western and non-Western traditions.

The Collection is intended to support teaching and research in the following fields; aesthetics, epistemology, ethics, history of philosophy, philosophy of history, philosophy of language, philosophy of law, philosophy of medicine, logic, metaphysics, political and social philosophy, philosophy of religion, philosophy of science, and value theory. Faculty and students in fields of study other than Philosophy have specific interests in one or more of the areas of Philosophy, for example: students in the fine arts in aesthetics, students of linguistics in the philosophy of language, students in computer science in logic, etc.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
BH	<b>Aesthetics</b>	A	Social Sciences (Russo)
BD 143-236	<b>Epistemology</b>	A	Social Sciences (Russo)
BD 300-450	<b>Ontology</b>	A	Social Sciences (Russo)
BJ 1-1800	<b>Ethics</b>	B	Social Sciences (Russo)
B 108-708	<b>History of Philosophy – Ancient</b>	B	Social Sciences (Russo)
B 770-785	<b>History of Philosophy – Renaissance</b>	B	Social Sciences (Russo)
B 790-5739	<b>History of Philosophy – Modern</b>	B	Social Sciences (Russo)

B 740-753	<b>Philosophers – Arab, Moorish, and Islamic Philosophers</b>	A	Social Sciences (Russo)
B 755-759	<b>Philosophers – Jewish Philosophers</b>	A	Social Sciences (Russo)
B 756	<b>Philosophers – European Philosophers</b>	A	Social Sciences (Russo)
B 840	<b>Philosophy of Language:</b>	B	Social Sciences (Russo)
BC	<b>Logic</b>	B	Social Sciences (Russo)
BD 100-131	<b>Metaphysics</b>	A	Social Sciences (Russo)
Q 174-175	<b>Philosophy of Science:</b>	A	Social Sciences (Russo)
B 803; B 3258	<b>Social and Political Philosophy:</b>	A	Social Sciences (Russo)

# Physics

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## I. Purpose:

To support teaching in the major areas of theoretical and experimental physics. While interest in these areas is concentrated in the [Department of Physics](#), certain topics are also relevant to astronomy, chemistry, engineering, geology and mathematics.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
QB1-QB139	General astronomy	B	Physics (Hutchinson)
QB140-QB237	Practical and spherical astronomy	B	Physics (Hutchinson)
QB275-QB343	Geodesy	A	Physics (Hutchinson)
QB349-QB421	Theoretical astronomy and celestial mechanics	A	Physics (Hutchinson)
QB455-QB456	Astrogeology	A	Physics (Hutchinson)
QB460-QB466	Astrophysics	B	Physics (Hutchinson)
QB468-QB480	Non-optical methods of astronomy	A	Physics (Hutchinson)
QB495-QB903	Descriptive astronomy	A	Physics (Hutchinson)
QB980-QB991	Cosmogony. Cosmology	A	Physics (Hutchinson)
QC1-QC75	General physics	B	Physics (Hutchinson)
QC81-QC114	Weights and measures	A	Physics (Hutchinson)
QC120-QC168.85	Descriptive and experimental mechanics	B	Physics (Hutchinson)
QC170-QC197	Atomic physics	B	Physics (Hutchinson)
QC221-QC246	Acoustics. Sound	B	Physics (Hutchinson)
QC251-QC338.5	Heat	B	Physics (Hutchinson)
QC350-QC467	Optics. Light	B	Physics (Hutchinson)
QC474-QC496.9	Radiation physics	B	Physics (Hutchinson)
QC501-QC766	Electricity and magnetism	B	Physics (Hutchinson)

QC770-QC798	Nuclear and particle physics. Atomic energy. Radioactivity	B	Physics (Hutchinson)
QC801-QC809	Geophysics. Cosmic physics	B	Physics (Hutchinson)
QC811-QC849	Geomagnetism	B	Physics (Hutchinson)
QC851-QC999	Meteorology. Climatology	B	Physics (Hutchinson)

# Political Science and Law

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## I. Purpose:

To support teaching and research in the fields of: American government and politics, comparative government and politics, international relations, and political theory.

The primary interest in these fields naturally resides with the Political Science faculty itself; however, faculty and students elsewhere on campus have related interests. Political Science methodology is an area of strong interest to sociologists, psychologists, and economists, as well as to political scientists. Courses in research methodology are shared by these departments and they are served by the same library materials. Political scientists and historians have many overlapping interests, particularly in political events and international affairs.

The undergraduate classes offered at Prairie View A&M University are designed to develop an understanding of the various ways societies organize themselves to manage conflict and encourage cooperation and to make and implement public policy.

The programs of the political science faculty are structured to provide instruction in political science for students wishing to gain an understanding of the political process in the contemporary world.

The collection seeks to represent a range spectrum of research interests, including: comparative politics, various aspects of American politics, US foreign policy, political theory, constitutional law, international relations, third world politics, African politics, European politics, and global issues. Courses are organized in the following categories: research methodology (Introduction to Research in Political Science); US politics (Political Parties); US government (the Presidency, and Legislative Process); international relations (International Politics, US Foreign Policy, US-African Relations); Law (American constitutional law, The Constitution and Private Rights); comparative politics (Introduction to Third World Studies; Introduction to African Politics); political thought (Modern Political Theory); public policy and political economy (Introduction to Public Policy Analysis); urban politics (Urban Government and Politics).

## II. General Collection Guidelines:

**C. Geographic Guidelines:** The primary focus is on the United States government and political system. However, additional focus is also on global issues as well as the government and political issues of Africa, Latin America, East Asia, the Caribbean and the Middle East.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
HX1-HX8	Socialism, Communism, Anarchism, and Utopias	A	Social Sciences (Russo)

J1-J981	General legislative and executive papers	B	See Government Documents Statement
JA1-JA92	Political Science (General)	A	Social Sciences (Russo)
JC11-JC607	Political theory	B	Social Sciences (Russo)
JF20-JF2112	Political institutions and public administration (General)	B	Social Sciences (Russo)
JJ1000-JJ1020	Political institutions and public administration (North America)	A	Social Sciences (Russo)
JK1-JK9993	Political institutions and public administration (United States)	B	Social Sciences (Russo)
JL1-JL3899	Political institutions and public administration (Canada, Latin America, etc.)	B	Social Sciences (Russo)
JN1-JN9692.2	Political institutions and public administration (Europe)	A	Social Sciences (Russo)
JQ1-JQ6651	Political institutions and public administration (Asia, Africa, etc.)	B	Social Sciences (Russo)
JS3-JS8500	Local Government	B	Social Sciences (Russo)
JV10-JV5397	Colonies and Colonization	A	Social Sciences (Russo)
JV6001-JV9480	Emigration and immigration	B	Social Sciences (Russo)
JZ2-JZ6530	International relations	B	Social Sciences (Russo)
KF1-KF9827	Law-United States	B	Social Sciences (Russo)
KFT1201-KFT1799	Law-Texas	A	Social Sciences (Russo)
KZ2-KZ7500	Law of Nations (International law)	B	Social Sciences (Russo)

PN1995.9.P6	Motion Pictures- Political aspects	B	Social Sciences (Russo)
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# Psychology

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## I. Purpose:

To support teaching and research to the BS degree in Criminal Justice, the BS degree in Criminal Justice with a specialization in Juvenile Justice, the BS degree in Psychology, to the MS level in Juvenile Justice, MS level in Juvenile Forensic Psychology, the Ph.D level in Juvenile Justice, and the Ph.D. Level in Clinical Adolescent Psychology.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
BF 1-172	<b>Psychology, General</b>	B	Psychology (Russo) NWC (Brumfield)
BF 173-175	<b>Psychoanalysis</b>	B	Psychology (Russo) NWC (Brumfield)
BF 176	<b>Psychological Tests and Testing</b>	B	Psychology (Russo) NWC (Brumfield)
BF 180-210	<b>Experimental Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 231-299	<b>Sensation; Aestthiology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 309-499	<b>Consciousness; Cognition, Perception, Intelligence</b>	B	Psychology (Russo) NWC (Brumfield)
BF 455	<b>Exception:</b> Psycholinguistics	B	Psychology (Russo) NWC (Brumfield)
BF 501-635	<b>Motivation, Feeling, Will</b>	B	Psychology (Russo) NWC (Brumfield)
BF 636-637	<b>Applied Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 660-685; 698-698.9	<b>Personality</b>	B	Psychology (Russo)

			NWC (Brumfield)
BF 638-648	<b>New Thought. Menticulture,etc</b>	A	Psychology (Russo) NWC (Brumfield)
BF 660-692 BF 697	<b>Comparative Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 700-711 QH 457	<b>Genetic Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 712-724.85	<b>Developmental Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 721-723	<b>Child Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 725-789	<b>Class Psychology</b>	B	Psychology (Russo) NWC (Brumfield)
BF 795-839.5	<b>Temperament, Character (Ethology)</b>	B	Psychology (Russo) NWC (Brumfield)
BF 818-839	<b>Character</b>	B	Psychology (Russo) NWC (Brumfield)
BF 840-861	<b>Physiognomy</b>	A	Psychology (Russo) NWC (Brumfield)
BF 867-885	<b>Phrenology</b>	A	Psychology (Russo) NWC (Brumfield)
BF 889-990	<b>Graphology</b>	A	Psychology (Russo) NWC (Brumfield)
BF 1031-1389	<b>Parapsychology</b>	A	Psychology (Russo) NWC (Brumfield)
BF 1405-1999	<b>Occult Sciences</b>	A	Psychology (Russo) NWC (Brumfield)
HM 251-291	<b>Social Psychology: See Footnote 12</b>	B	Psychology (Russo) NWC (Brumfield)
GN	<b>Ethnopsychology</b>	A	Psychology (Russo) NWC (Brumfield)

QA	<b>Human Factors</b>	B	Psychology (Russo) NWC (Brumfield)
QP 360	<b>Neuropsychology</b>	B	Psychology (Russo) NWC (Brumfield)

# Reference Collection (John B. Coleman Library)

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## I. Purpose:

The Reference Collection at is considered the core collection for the John B. Coleman As such it collects general reference materials. In particular it provides reference materials in support of University teaching and research at all levels in the fields of: the agriculture, engineering, social sciences, humanities, education, business, computer science, psychology, and in many cognate and interdisciplinary fields. Generally, for all subjects in which the Reference Collection is the primary reference location, the collection policy follows the same subject guidelines used by the individual collection policies of the general collection.

## II. General Collection Guidelines:

**A. Languages:** No limitations. English is the primary language of the collection.

Generally, the Reference collection policy guides the collection of reference material consistent with the collection development guidelines for individual subjects.

**B. Chronological Guidelines:** No limitations. Generally, the Reference collection policy guides the collection of reference material consistent with the established collection development guidelines for individual subjects.

**C. Geographical Guidelines:** No limitations. Generally, the Reference collection policy guides the collection of reference material consistent with the established collection development guidelines for individual subjects.

**D. Treatment of Subject:** In general the Reference collection policy is to collect reference material which is consistent with the established collection development guidelines for the individual subjects. Detailed observations and exceptions may be found in the Observations and Qualifications section appended to this policy.

## III. Observations and Qualifications by Subject and LC Class:

### Subject Priorities and Collecting Levels Key

- **Subject Priorities**

1. REF is the primary reference location. Subject has a PVAMU curriculum program.
2. REF is the primary reference location. Subject has no curriculum program.
3. REF is a secondary reference location.
4. REF should only collect selectively in this subject.

- **Collecting Levels**

- A. **Minimal Level:** highly selective purchases
- B. **Instructional Level:** Standard works and selected current works
- C. **General Research Level:** Acquire most of the materials required to support research through the doctoral degree level and the general research needs of the faculty. Allows for retrospective purchasing.
- D. **Comprehensive Level:** All currently published relevant material will be acquired. Extensive programs of retrospective purchasing.
- E. **Intensive Level:** Acquire all current and retrospective written or recorded material in all languages, editions, translations, and formats.

- **Types of Material:**

The reference collection at the John B. Coleman Library consists of materials that by their arrangement, treatment or content are consulted for bibliographic or factual information. It consists of works principally in the social sciences, humanities, and business. The collection also consists of selected multi-disciplinary and interdisciplinary materials that cross subject boundaries.

**Almanacs, annuals and yearbooks:** The latest editions are purchased. Several previous editions may be retained in the Reference Collection. The geographic and subject coverage of these materials reflects and supports the teaching and research trends of the University.

**Annual Reviews:** Major surveys of broad areas of current research in the social sciences and humanities are collected.

**Anthologies:** Selected anthologies reflective of and pertinent to the curriculum are maintained in the Reference Collection.

**Archival guides:** Archival guides and lists of manuscripts are selected to support research areas as delineated by the various library collection development policies.

**Atlases:** (See also Gazetteers and place name directories) A representative up-to-date collection of the major, comprehensive world atlases is maintained. A selection of regional and thematic (e.g., historical, economic and linguistic) atlases is also included.

Historical atlases and other thematic atlases (economic, political, social, religious, etc.) are collected in western languages, with an emphasis on US and general international coverage, and for other countries as the budget allows.

**Bibliographies:** The Reference Collection houses the national bibliographies of the United States. Catalogs of libraries and special collections may be collected if they support the teaching and research needs of the University and its Libraries.

General bibliographies on broad topics may be included in the Reference Collection. Those with a narrow scope, such as single author or subject bibliographies, are ordinarily not put into the Reference Collection. Exceptions are only occasionally made for major authors or for topics in great demand or of current interest.

**Biographical directories:** Major universal and national works are included, as are current biographical works such as *American Men and Women of Science* and a selection of the "who's who" type of materials. Biographical dictionaries having a very narrow, regional, chronological or subject coverage are considered on their individual merits and on their potential usefulness in the Reference Collection.

**Books in Print:** Library purchases online version only.

**Business and commercial directories:** U.S. and international business, trade and commercial directories are collected extensively.

**Career guides:** Includes career choice materials and resume guides. Includes the *Occupational Outlook Handbook* and selected continually updated overview sources are selected, as are a selection of current, good resume guides. When the cost of a title is substantial, its applicability multifaceted and its usefulness optimized by Reference Department accessibility and control capability, it is purchased for inclusion into the Reference Collection.

**Chronologies:** Chronologies have become an increasingly common form of reference publication. Those that cover a broad and significant area of activity are purchased selectively if within the collection scope.

**City directories:** Only the Houston and Harris County directories are collected.

**Companions and specialized encyclopedias:** The Reference Department maintains a collection of companions and specialized encyclopedias that reflect the programs of the University.

**Concordances:** The Reference Collection contains concordances for only major works, such as for the Bible and Shakespeare.

**Current awareness services:** Current awareness services are collected on a very limited basis, and usually retained only temporarily.

**Dictionaries, language:** The objective is to acquire the most scholarly and authoritative dictionaries available. Juvenile, concise, and pocket dictionaries are generally excluded.

**English language dictionaries:** An extensive collection of general, etymological, and specialized dictionaries of dialects, slang, synonyms, acronyms, abbreviations, and subject related dictionaries are collected.

**Foreign language dictionaries:** For those languages taught at the University or in which there is significant scholarly research, an extensive collection of general and etymological dictionaries is maintained. For other languages, the Reference Collection holds translation dictionaries plus the major dictionary of the language.

**Dictionaries, specialized:** Specialized subject dictionaries are collected if they reflect the programs of the University.

**Digests of novels, plays, etc.:** Materials of this nature may be collected to reflect the curriculum.

**Dissertation guides:** *Dissertation abstracts International* should be subscribed to as the major source, and other bibliographies of theses and dissertations are selected only if their coverage extends significantly beyond that of DAI.

**Electronic information retrieval services:** The Reference Department maintains online and offline access to a wide variety of electronic information sources. These can be bibliographic, numeric, or full-text in nature. Most are accessible through online databases. In a very few cases, print equivalents are maintained.

Manuals and other publications such as bibliographic database guides and thesauri are collected, under the oversight of the Computer Services Librarian

**Encyclopedias (general):** The Reference Collection includes one edition of all the major English language encyclopedias. Updated editions of *Academic American Encyclopedia*, *Encyclopedia Britannica*, *Encyclopedia Americana*, and *World Book* should be purchased, one per year, in rotation.

Non-English language encyclopedias are selectively collected.

**Gazetteers and place name directories:** (see also Atlases) Up-to-date comprehensive gazetteers and selected place name books of the U.S., Canada and Western Europe are selected for the Reference Collection.

**Genealogy:** Not collected, except basic handbooks and guides to resources likely to be of use to general historians. Sources in this field are available in quantity and depth at libraries such as the Clayton Genealogical Library and historical societies such as the Waller County Historical Society in Brookshire, TX.

**Government documents:** (see also Collection Development Policy on Government Documents) Government documents are housed in the Federal Documents section under SuDocs classification numbers. Some selected purchased, non-depository government document items may be accepted into the Reference Collection on an selective basis. Reference maintains important yearbooks and statistical sources, including the Statistical Abstract of the United States.

**Guides to undergraduate and graduate study:** (see also University and college catalogs) Several guides to undergraduate and graduate study are collected, as are several standard rating sources. of the standard soft-cover guides. The library collects both *Peterson's and Barron's*. Information about both national and international educational institutions is collected.

**Handbooks:** Handbooks are collected only if organized so as to lend themselves to reference use. Handbooks are usually understood to be authoritative titles that attempt to systematically survey a major field in the social sciences or humanities, such as the *Handbook of Social Psychology* or *Handbook of American Popular Culture*. International surveys of the political, educational or social welfare systems, country by country are selectively purchased, as are surveys of management practice in significant fields.

**Heraldry:** Not collected.

**Indexing and abstracting services:** (see also Electronic information retrieval services) General, interdisciplinary and specific subject area indexes and abstracts are collected, with both current and retrospective volumes housed in the Reference Collection. They include: annually updated guides to the University Libraries' collections and services; aids to the use of the online catalog; and bibliographies aimed at facilitating various predefined research processes.

**Library catalogs:** In addition to the published catalogs of major national collections, the Reference Collection houses selected catalogs of important specialized collections which are of particular value to certain disciplines.

**Maps:** (see Atlases)

**National and Trade Bibliographies:**

**Periodical and newspaper directories and union lists:** Bibliographies of periodicals and newspapers, be they directories or national bibliographies.

**Postal code directories:** The Reference Collection should house the current *United States Zip Code Directory*.

**Quotation and proverb books:** Standard English language quotation and proverb books are selected. Foreign language quotation books are collected selectively.

**Resume guides:** (see Career guides)

**Sacred Books:** The collection houses a representative collection of sacred books, including Bibles, concordances and commentaries is maintained.

**Scholarship, fellowship and grant materials:** A basic collection of scholarship, fellowship and grant materials is maintained.

**Statistical yearbooks:** A wide range of national and international statistical yearbooks is collected for reference purposes. Books of statistics are collected in appropriate subject areas.

**Style manuals:** current style manuals in common use, which serve as standards for their respective fields and are suited to the needs of writers in the humanities and social sciences is maintained.

**Telephone directories:** Directories for Prairie View, Hempstead, Waller, and Houston are maintained. For others, referrals are made to the Houston or Harris County Public Libraries.

**Thesauri:** English language thesauri and thesauri that accompany indexes and abstracts are collected.

**Trade bibliographies:** Current Books-in-print covering both United States and non-US publications are housed in the Reference Collection. Earlier editions are sent to the stacks or discarded.

**Travel guides:** recent editions of travel guides.

**University and college catalogs:** (see also guides to undergraduate and graduate study) selective current paper American and a selection of foreign catalogs.

- o **G. Date of Publication:** In most cases current materials have collection priority over retrospective materials.
- o **H. Other General Considerations:** In general the Reference collection policy is consistent with the established collection development guidelines for the individual subjects and with the policies of the reference department. Except for selected standard works the Reference Collection does not duplicate the specialized material in the branch libraries and special collections.

The reference department works cooperatively with the collection development librarian, specific library and unit within the library to determine the acquisition and location of those reference items that fall within the scope of more than one location.

**III. Observations and Qualifications by Subject and LC Class:  
REFERENCE COLLECTION DEVELOPMENT CHART**

- P – Priority**
- SL – Subject Liasion**
- A - Almanacs, Annuals, Yearbooks**
- B – Bibliographies**
- Dic - Dictionaries**
- Dir - Directories**
- Enc – Encyclopedias**
- G - Guides**
- H -Handbooks**
- I - Indexes**
- S - Services**
- O - Other**

LC Number	Subject	P	SL	A	B	Dic	Dir	Enc	G	H	I	S	O
A	General Works	1	Gay	B	B	A	C	C	-	B	C	-	-

B – BD	Philosophy	1	Russo	B	B	B	B	B	C	B	C	-	-
BF - BJ	Psychology	1	Russo	C	C	B	B	B	C	B	C	-	-
BL - BX	Religion	2	Russo	B	B	B	A	B	B	B	B	-	-
C - CB	History	1	Henson	B	B	B	B	B	C	B	C	A	-
CC	Archaeology	2	Henson	B	B	B	B	B	C	B	C	A	-
CD	Historical Archives	4	Earles	B	A	A	-	-	C	-	-	-	-
CE	Calendars	4	Henson	-	A	A	-	-	-	-	-	-	-
CJ	Numismatics	4	Henson	A	A	A	A	A	A	A	-	-	-
CR, CS	Heraldry, General.	4	Henson	A	A	A	A	A	A	A	-	-	-
CT	General Biography	2	Gay	B	B	C	C	C	-	B	C	-	-
D - F	History	1	Shaw	B	B	B	B	B	C	B	C	A	-
G - GC	Geography (travel)	1	Russo	B	B	B	B	B	C	B	C	-	-
GF - GN	Anthropology	1	Russo	B	A	B	B	B	C	B	C	-	-
GR	Folklore	1	Russo	A	A	B	B	B	C	B	C	-	-
GT	Manners & Cust	1	Russo	A	A	B	B	B	C	B	C	-	-
GV1 - 1202	Sports, Phys ed	1	Russo	B	A	B	A	B	C	B	C	-	-

GV 1203 - 1570	Games	4	Russo	A	A	A	A	A	A	A	A	-	-	-
GV1580 - 1799	Dance	4	Russo	A	A	A	A	A	A	A	A	A	-	-
H	Social Science - General	1	Russo	B	B	B	B	B	C	B	C	-	-	-
HA	Statistics	1	Gay	B	B	B	-	B	C	B	C	-	-	-
HB - HC	Economics	1	Gay	B	B	B	B	B	C	B	C	-	-	-
HE7601 - 8700	RTF: Telecommunications	1	Gay	B	A	B	B	B	C	B	C	-	-	-
HD - HJ	Business	1	Gay	B	B	B	B	B	C	B	C	B	-	-
HF5801 - 6182	Advertising	1	Gay	B	B	B	B	B	C	B	C	-	-	-
HM - HV	Sociology	1	Russo	B	B	B	B	B	C	B	C	-	-	-
HQ1101 - 2030	Women's Studies	3	Russo	B	B	B	B	B	C	B	A	-	-	-
HX - J	Political Science	1	Russo	B	B	B	B	B	C	B	C	-	-	-
K	Law	1	Russo	B	B	A	A	A	A	A	-	A	-	-
L	Education	1	Russo	C	C	B	B	B	C	B	C	-	-	-
LC3950 - 3990	Special Ed	1	Russo	C	C	B	B	B	C	B	C	-	-	-
M	Music	3	Moore	B	B	A	A	B	A	A	-	-	-	-
N,NB - NX	Fine Arts	1	Hutchinson	B	B	A	A	B	A	A	A	-	-	-

NA1 - 9490	Architecture	1	Hutchinson	B	B	A	A	A	A	A	-	-	-
NA9000 - 9425	Urban Planning	1	Hutchinson	B	B	A	A	A	A	A	-	-	-
P	Linguistics	1	Gay	B	B	B	B	B	C	B	C	-	-
PA	Classics Language & Literature	1	Gay	B	B	B	A	B	C	B	C	-	-
PB - PD	Romantic/Germanic Language	4	Gay	A	A	B	A	-	B	-	-	-	-
PE	English Language	1	Gay	B	B	C	B	-	C	A	-	-	-
PF - PH	Dutch,Slavic,Finnish,	4	Gay	A	A	B	A	A	B	B	B	-	-
-	Lang. & Lit.	1	Gay	-	-	-	-	-	-	-	-	-	-
PJ - PJ	Oriental/Africa	4	Gay	B	B	B	A	A	B	B	B	-	-
-	Lang. & Lit.	1	Gay	-	-	-	-	-	-	-	-	-	-
PN	Literature, General	1	Gay	B	B	C	C	C	C	C	-	-	-
PN1600 - 3299	Drama	1	Gay	B	B	B	B	B	B	B	B	-	-
PN1990 - 1999	RTF	1	Gay	B	B	B	B	B	C	B	C	-	-

PN4001 - 4500	Speech Communication	1	Gay	B	B	B	B	B	C	B	C	-	-
PN4699 - 5650	Journalism	1	Gay	B	B	B	B	B	C	B	C	-	-
PN6080 - 6085	Quotations, General	2	Gay	-	-	B	-	-	-	-	-	-	-
PQ	Romance Literature	1	Gay	B	B	B	B	A	B	B	B	-	-
PR - PS	English/American Literature	1	Gay	B	B	C	C	C	C	B	C	-	-
PT	Germanic Literature	4	Gay	A	A	B	B	A	B	B	B	-	-
Q - QL,QP,QR	Science, Math	1	Hutchinson	B	B	B	B	A	B	B	B	-	-
QA 76	Computer Science	1	Hutchinson	B	B	B	B	B	C	B	C	A	-
QH 332	Bioethics	1	Henson	B	B	B	B	B	B	B	B	-	-
QM	Anatomy	1	Henson	B	-	A	-	-	-	A	-	-	-
R	Medicine, Nursing	3, 3	Henson; Brown	B, B	B	A,B	A,C	A,C	A, C	A, C	- ,C	-	-
S	Agriculture	1	Walker	B	B	A	A	-	A	A	-	-	-

T - TP	Engineering	1	Hutchinson	B	B	A	A	A	A	A	-	-	-
TK6540 - 6720	Radio, TV	1	Hutchinson	B	B	A	A	A	A	A	-	-	-
TK 7885 - 7895	Computer Science	1	Hutchinson	B	B	A	A	A	A	A	-	-	-
TR	Photography	4	Hutchinson	B	B	A	A	A	A	A	-	-	-
TR 845 - 899	Cinematography	1	Hutchinson	B	B	A	A	A	A	A	-	-	-
TS	Manufactures	4	Hutchinson	A	A	A	B	A	A	A	-	-	-
TX	Human Ecology	1	Walker	B	B	B	B	B	B	B	-	-	-
U - V	Military Science	1	Henson	B	B	A	A	A	A	A	A	-	-
Z 1 - 1000.5	Library Science	2	Shaw	B	B	-	B	A	A	B	-	-	-
Z 1001 - 4980	General Reference	1	Russo; Gay	B	B	-	B	-	B	B	B	-	-
Z5051 - 8999	Subject Bibliography	1	Gay	B	A	-	-	-	B	B	B	-	-

# Social Work

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## I. Purpose:

To support teaching and research in the undergraduate curriculum in the Social Work Program. Specific areas of concentration include: social work administration, social work as a profession, social problems, legislation and social policy, social work methods-theory and practice, social welfare and service delivery systems, and social work research.

The mission of the BA Social Work program is to prepare students as professional generalist Social Work practitioners and provide students with requisite knowledge for advanced study. The program equips students with core skills and values for beginning level professional Social Work practice in both rural and urban settings, working with individuals, families, groups, organizations, communities, and populations-at-risk.

Generalist practice of the BA program at Prairie View A&M University uses the ecosystems approach which includes the ecological perspective and systems theory that entails viewing the person and the problem within the environment, and identifies strengths within the client as well as the environment.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
HQ 1060-HQ 1064	<b>Aged, Gerontology</b>	B	Social Sciences (Russo)
HV 5000-HV 5800	<b>Alcoholism, Drug Habits, Abuse (Social Work Aspects of)</b>	B	Social Sciences (Russo)
HV 741-HV 1420	<b>Children, all aspects</b>	B	Social Sciences (Russo)
HV 6025-HV 7936	<b>Crimes, Offenses, Violence</b>	B	Social Sciences (Russo)
HB 879-HB 3700	<b>Demography; Vital Statistics</b>	B	Social Sciences (Russo)
LB 2394	<b>Fieldwork</b>	B	Social Sciences (Russo)
RA 395-RA 770	<b>Health Care Public Health, Social Work Aspects of</b>	B	Social Sciences (Russo)
RA 798-RA 971	<b>Mental Health areas (relevant to Social Work)</b>	B	Social Sciences (Russo)

HV 7231-HV 9920	<b>Police, Prisons, Juvenile Delinquency (relevant to Social Work)</b>	B	Social Sciences (Russo)
RC 343-RC 965	<b>Psychiatry, psychotherapy (social work aspects)</b>	B	Social Sciences (Russo)
HN 57	<b>Social Change</b>	B	Social Sciences (Russo)
HN 59.2	<b>Social Conflict</b>	B	Social Sciences (Russo)
HQ 503-HQ 1064	<b>Social Groups, Family, Marriage</b>	B	Social Sciences (Russo)
HN 1-HN 981	<b>Social History, Social Problems, and Social Reform</b>	B	Social Sciences (Russo)
HN 18	<b>Social Policy</b>	B	Social Sciences (Russo)
HN 17	<b>Social Problems</b>	B	Social Sciences (Russo)
HM 1-HM 299	<b>Social Research, Methodology, and Social Psychology</b>	B	Social Sciences (Russo)
HV 1-696	<b>Social Service</b>	B	Social Sciences (Russo)
HM 131	<b>Social Structure</b>	B	Social Sciences (Russo)
HV 3181	<b>Social Work and African-Americans</b>	B	Social Sciences (Russo)
HV 1-38	<b>Social Work as a Profession</b>	B	Social Sciences (Russo)
HV 40-69; HV 530-677	<b>Social Work Methods</b>	B	Social Sciences (Russo)
HV 70-520.5	<b>Social Problems, Legislation, and Social Policy</b>	B	Social Sciences (Russo)
HV 680-5840 HV 7428	<b>Social Welfare and Service Delivery Systems</b>	B	Social Sciences (Russo)
HV 7428	<b>Social Work with Delinquents and Criminals</b>	B	Social Sciences (Russo)
HT 101-HT 1595	<b>Urban Groups, Urban Renewal</b>	B	Social Sciences (Russo)
HQ 793-HQ 799	<b>Youth, Adolescence</b>	B	Social Sciences (Russo)

# Sociology

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## I. Purpose:

To support teaching and research in the following fields: history and theory, demography, sociology of minorities, sociology of families, social psychology, political sociology, medical sociology, social deviance and social control, social problems, juvenile delinquency, and urban sociology. Many of these concerns are shared with other departments on campus, e.g., human ecology with Architecture and Planning, social psychology with Psychology, juvenile delinquency with juvenile justice, etc. In the instance of social work there is a practical as well as theoretical interest in virtually all areas of sociology. For a discussion of social psychology, see the statement for Psychology.

## II. General Collection Guidelines:

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
HM401-HM434	Sociology (General)	B	Sociology (Russo)
HM435-HM477	History of sociology. History of sociological theory	B	Sociology (Russo)
HM481-HM554	Theory. Method. Relations to other subjects.	B	Sociology (Russo)
HM621-HM656	Culture	B	Sociology (Russo)
HM661-HM696	Social control	B	Sociology (Russo)
HM701	Social systems	B	Sociology (Russo)
HM706	Social structure	B	Sociology (Russo)
HM711-HM806	Groups and organizations	B	Sociology (Russo)
HM811-HM821	Deviant behavior. Social deviance	B	Sociology (Russo)
HM826	Social institutions	B	Sociology (Russo)
HM831-HM901	Social change	B	Sociology (Russo)
HM1001-HM1281	Social psychology	B	Sociology (Russo)
HN1-HN995	Social history and conditions. Social problems. Social reform	B	Sociology (Russo)
HQ12-HQ449	Sexual life	B	Sociology (Russo)
HQ450-HQ472	Erotica	B	Sociology (Russo)
HQ503-HQ1064	The family. Marriage. Home	B	Sociology (Russo)
HQ1073-HQ1073.5	Thanatology. Death. Dying	B	Sociology (Russo)
HQ1075-HQ1075.5	Sex role	B	Sociology (Russo)
HQ1088-HQ1090.7	Men	B	Sociology (Russo)

HQ1101-HQ2030.7	Women. Feminism	B	Sociology (Russo)
HQ2035-HQ2039	Life skills. Coping skills. Everyday living skills	B	Sociology (Russo)
HQ2042-HQ2044	Life style	B	Sociology (Russo)
HS1-HS3371	Societies: secret, benevolent, etc.	A	Sociology (Russo)
HT601-HT1445	Classes	B	Sociology (Russo)
HT1501-HT1595	Races	B	Sociology (Russo)

# Spanish

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## I. Purpose:

To support university teaching and research in Spanish literature. Concern for Spanish literature is centered in the **Department of Spanish**. Interdepartmental programs such as world literature in English translation and the theory of translation also have an interest in Spanish and Catalan.

## II. General Collection Guidelines:

- A. **Languages:** The primary languages of collection are Spanish and Catalan. English translations of literary texts are purchased selectively. Critical works are acquired very selectively in the major European languages, mostly French, Italian and German. Translations of critical works are also acquired selectively.

## III. LC Classification and Subjects:

LC Classification	Subject	Collection Level	Collection Liaison
PC 4001-4071	<b>Spanish Language - Philology</b>	B	English (Gay)
PC 4073-PC 4693	<b>Spanish Language</b>	B	English (Gay)
PC 4700-PC 4977	<b>Spanish Language—Linguistic Geography</b>	B	English (Gay)
PQ6001-PQ 6167	<b>Spanish Literature – History and Criticism</b>	B	English (Gay)
PQ 6171-PQ 6269	<b>Spanish Literature – Collection and Translations</b>	B	English (Gay)
PQ 6270-PQ6498	<b>Spanish Literature -- Individual authors and works of Spain (-1700)</b>	B	English (Gay)
PQ 6500-PQ 6576	<b>Spanish Literature -- Individual authors and works of Spain (1700-1868)</b>	B	English (Gay)
PQ 6600-PQ7011	<b>Spanish Literature -- Individual authors and works of Spain (1868-)</b>	B	English (Gay)
PQ 7020-PQ 7061	<b>Spanish Literature – Outside of Spain -- Europe</b>	B	English (Gay)
PQ 7070-PQ 8560	<b>Spanish Literature – Americas</b>	B	English (Gay)
PQ 8600-PQ 8929	<b>Spanish Literature -- Others</b>	B	English (Gay)

# Speech

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## **I. Purpose:**

To support teaching and research in Speech Communication (through the doctoral level as a concentration in Communication). Materials on this subject will be of relevance to a variety of other programs, e.g., to Drama (the oral interpretation of literature), to Special Education (the acquisition of speech skills by the deaf), to English (rhetoric), etc.

## **II. General Collection Guidelines:**

Collection development for this subject adheres to the overall General Collection Guidelines for the Library Collection.

## **III. LC Classification and Subjects:**

LC Classification	Subject	Collection Level	Collection Liaison
HM 258, P96	<b>Cross- Cultural/International Communications</b>	B	English (Gay)
BF 637 C45, HM 132, P 87-97	<b>Interpersonal Communications</b>	B	English (Gay)
HD 30.3, HM 131, HF 5549- 5718	<b>Organizational Communications</b>	B	English (Gay)
LB 1572	<b>Oral Interpretation</b>	B	English (Gay)
PN 173-229	<b>Rhetoric and Public Communication</b>	B	English (Gay)
LB 1181, 1524 LB 1572	<b>Speech Communication Instruction</b>	B	English (Gay)
RC 423-427	<b>Speech and Hearing Science</b>	B	English (Gay)
LB 3454 QP 306 RF 290-320 HV 2350-2990	<b>Communication Disorders , Speech Pathology &amp; Therapy, Audiology, Auditory Rehabilitation</b>	B	English (Gay)

## Appendix C -- ACRL Guidelines for Extended Campus Services

Library resources and services in institutions of higher education must meet the needs of all their faculty, students, and academic support staff, wherever these individuals are located, whether on a main campus, off campus, in distance education or extended campus programs, or in the absence of a campus at all; in courses taken for credit or non-credit; in continuing education programs; in courses attended in person or by means of electronic transmission; or any other means of distance education. The “Guidelines” delineate the elements necessary to achieving these ends. The “Guidelines” are intended to serve as a gateway to adherence to the ACRL Standards in the appropriate areas and in accordance with the size and type of originating institution.

The audience for the “Guidelines” includes administrators at all levels of post-secondary education, librarians planning for and managing distance learning library services, other librarians and staff working with distance learning program staff, faculty, and sponsors of academic programs, as well as accrediting and licensure agencies.

The decision to revise the 1990 “Guidelines” was made initially by the DLS Guidelines Committee, then the official mandate came from the DLS Executive Board at its final 1996 Midwinter Meeting. The 1990 “Guidelines” resulted from the first revision of the original 1981 “Guidelines.” As in that initial revision, the current decision to revise was based on the following identical, though increasingly critical, factors: non-traditional study becoming a more commonplace element in higher education; an increase in diversity of educational opportunities; an increase in the number of unique environments where educational opportunities are offered; an increased recognition of the need for library resources and services at locations other than main campuses; an increased concern and demand for equitable services for all students in higher education, no matter where the “classroom” may be; a greater demand for library resources and services by faculty and staff at distance learning sites; and an increase in technological innovations in the transmittal of information and the delivery of courses. To these may be added the decrease in central campus enrollments, the search for more cost-effective sources for postsecondary education, and the appearance and rapid development of the virtual or all-electronic university, having no physical campus of its own.

### Definitions

Distance learning library services refers to those library services in support of college, university, or other post-secondary courses and programs offered away from a main campus, or in the absence of a traditional campus, and regardless of where credit is given. These courses may be taught in traditional or non-traditional formats or media, may or may not require physical facilities, and may or may not involve live interaction of teachers and students. The phrase is inclusive of courses in all post-secondary programs designated as extension, extended, off campus, extended campus, distance, distributed, open, flexible, franchising, virtual, synchronous, or asynchronous.

Distance learning community covers all those individuals and agencies, or institutions, directly involved with academic programs or extension services offered away from a traditional academic campus, or in the absence of a traditional academic campus, including students, faculty,

researchers, administrators, sponsors, and staff, or any of these whose academic work otherwise takes them away from on-campus library services.

Originating institution refers to the entity, singular or collective, its/their chief administrative officers and governance organizations responsible for the offering or marketing and supporting of distance learning courses and programs: the credit-granting body. Each institution in a multiinstitutional cluster is responsible for meeting the library needs of its own students, faculty, and staff at the collective site.

Library denotes the library operation directly associated with the originating institution.

Librarian-administrator designates a librarian, holding a master's degree from an ALA accredited library school, who specializes in distance learning library services, and who is directly responsible for the administration and supervision of those services.

The "Guidelines" assume the following precepts:

### Philosophy

- Access to adequate library services and resources is essential for the attainment of superior academic skills in post-secondary education, regardless of where students, faculty, and programs are located. Members of the distance learning community are entitled to library services and resources equivalent to those provided for students and faculty in traditional campus settings.
- The instilling of lifelong learning skills through general bibliographic and information literacy instruction in academic libraries is a primary outcome of higher education. Such preparation and measurement of its outcomes are of equal necessity for the distance learning community as for those on the traditional campus.
- Traditional on-campus library services themselves cannot be stretched to meet the library needs of distance learning students and faculty who face distinct and different challenges involving library access and information delivery. Special funding arrangements, proactive planning, and promotion are necessary to deliver equivalent library services and to achieve equivalent results in teaching and learning, and generally to maintain quality in distance learning programs. Because students and faculty in distance learning programs frequently do not have direct access to a full range of library services and materials, equitable distance learning library services are more personalized than might be expected on campus.
- The originating institution is responsible, through its chief administrative officers and governance organizations, for funding and appropriately meeting the information needs of its distance learning programs in support of their teaching, learning, and research. This support should provide ready and equivalent library service and learning resources to all its students, regardless of location. This support should be funded separately rather than drawn from the regular funding of the library. In growing and developing institutions, funding should expand as programs and enrollments grow.
- The originating institution recognizes the need for service, management, and technical linkages between the library and other complementary resource bases such as computing facilities, instructional media, and telecommunication centers.
- The originating institution is responsible for assuring that its distance-learning library programs meet or exceed national and regional accreditation standards and professional association standards and guidelines.

- The originating institution is responsible for involving the library administration and other personnel in the detailed analysis of planning, developing, evaluating, and adding or changing of the distance-learning program from the earliest stages onward.
- The library has primary responsibility for identifying, developing, coordinating, providing, and assessing the value and effectiveness of resources and services, designed to meet both the standard and the unique informational and skills development needs of the distance learning community. The librarian-administrator, either centrally located or at an appropriate site, should be responsible for ensuring and demonstrating that all requirements are met through needs and outcomes assessments, and other measures of library performance, as appropriate, and as an ongoing process in conjunction with the originating institution.
- Effective and appropriate services for distance learning communities may differ from, but must be equivalent to, those services offered on a traditional campus. The requirements and desired outcomes of academic programs should guide the library's responses to defined needs. Innovative approaches to the design and evaluation of special procedures or systems to meet these needs is encouraged.
- When resources and services of unaffiliated local libraries are to be used to support information needs of the distance learning community, the originating institution is responsible, through the library, for the development and periodic review of formal, documented, written agreements with those local libraries. Such resources and services are not to be used simply as substitutes for supplying adequate materials and services by the originating institution. The distance learning library program shall have goals and objectives that support the provision of resources and services consistent with the broader institutional mission.

## Management

The chief administrative officers and governance organizations of the originating institution bear the fiscal and administrative responsibilities, through the active leadership of the library administration, to fund, staff, and supervise library services and resources in support of distance learning programs. As the principal and direct agent of implementation, the librarian administrator should, minimally:

1. assess and articulate, on an ongoing basis, both the electronic and traditional library resource needs of the distance learning community, the services provided them, including instruction, and the facilities utilized;
2. prepare a written profile of the distance learning community's information and skills needs;
3. develop a written statement of immediate and long-range goals and objectives for distance learning, which addresses the needs and outlines the methods by which progress can be measured;
4. promote the incorporation of the distance learning mission statement, goals, and objectives into those of the library and of the originating institution as a whole;
5. involve distance learning community representatives, including administrators, faculty, and students, in the formation of the objectives and the regular evaluation of their achievement;
6. assess the existing library support for distance learning, its availability, appropriateness, and effectiveness, using qualitative, quantitative, and outcomes measurement devices, as well as the written profile of needs. Examples of these measures include, but are not limited to:

- a) conducting general library knowledge surveys of beginning students, re-offered at a mid-point in the students' careers, and again near graduation, to assess whether the library's program of instruction is producing more information-literate students;
  - b) using evaluation checklists for librarian and tutorial instruction to gather feedback from students, other librarians, and teaching faculty;
  - c) tracking student library use through student journal entries or information literacy diaries;
  - d) asking focus groups of students, faculty, staff, and alumni to comment on their experiences using distance learning library services over a period of time;
  - e) employing assessment and evaluation by librarians from other institutions and/or other appropriate consultants, including those in communities where the institution has concentrations of distance learners;
  - f) conducting reviews of specific library and information service areas and/or operations which support distance learning library services;
  - g) considering distance learning library services in the assessment strategies related to institutional accreditation;
  - h) comparing the library as a provider of distance learning library services with its peers through self-study efforts of the originating institution;
7. prepare and/or revise collection development and acquisitions policies to reflect the profile of needs;
  8. participate with administrators, library subject specialists, and teaching faculty in the curriculum development process and in course planning for distance learning to ensure that appropriate library resources and services are available;
  9. promote library support services to the distance learning community;
  10. survey regularly distance learning library users to monitor and assess both the appropriateness of their use of services and resources and the degree to which needs are being met and skills acquired;
  11. initiate dialog leading to cooperative agreements and possible resource sharing and/or compensation for unaffiliated libraries;
  12. develop methodologies for the provision of library materials and services from the library and/or from branch campus libraries or learning centers to the distance learning community;
  13. develop partnerships with computing services departments to provide the necessary automation support for the distance learning community; and
  14. pursue, implement, and maintain all the preceding in the provision of a facilitating environment in support of teaching and learning, and in the acquisition of lifelong learning skills.

## Finances

The originating institution should provide continuing, optimum financial support for addressing the library needs of the distance learning community sufficient to meet the specifications given in other sections of these "Guidelines," and in accordance with the appropriate ACRL Standards and with available professional, state, or regional accrediting agency specifications. This financing should be:

1. related to the formally defined needs and demands of the distance learning program;
2. allocated on a schedule matching the originating institution's budgeting cycle;
3. designated and specifically identified within the originating institution's budget and

expenditure reporting statements;

4. accommodated to arrangements involving external agencies, including both unaffiliated and affiliated, but independently supported, libraries;
5. sufficient to cover the type and number of services provided the distance learning community; and
6. sufficient to support innovative approaches to meeting needs.

## Personnel

Personnel involved in the management and coordination of distance learning library services include the chief administrators and governance organizations of the originating institution and the library administration and other personnel as appropriate, the librarian-coordinator managing the services, the library subject specialists, additional professional staff in the institution, support staff from a variety of departments, and the administrator(s), librarian(s), and staff from the distance learning site(s).

The originating institution should provide, either through the library or directly to separately administered units, professional and support personnel with clearly defined responsibilities at the appropriate location(s) and in the number and quality necessary to attain the goals and objectives for library services to the distance-learning program including:

1. a librarian-administrator to plan, implement, coordinate, and evaluate library resources and services addressing the information and skills needs of the distance learning community;
2. additional professional and/or support personnel on site with the capacity and training to identify informational and skills needs of distance learning library users and respond to them directly;
3. classification, status, and salary scales for distance learning library personnel that are equivalent to those provided for other comparable library employees while reflecting the compensation levels and cost of living for those residing at distance learning sites; and
4. opportunities for continuing growth and development for distance learning library personnel, including continuing education, professional education, and participation in professional and staff organizations.

## Facilities

The originating institution should provide facilities, equipment, and communication links sufficient in size, number, scope, accessibility, and timeliness to reach all students and to attain the objectives of the distance learning programs. Arrangements may vary and should be appropriate to programs offered. Examples of suitable arrangements include, but are not limited to:

1. access to facilities through agreements with a non-affiliated library;
2. designated space for consultations, ready reference collections, reserve collections, electronic transmission of information, computerized database searching and interlibrary loan services, and offices for the library distance learning personnel;
3. a branch or satellite library; and
4. virtual services, such as Web pages, Internet searching, using technology for electronic connectivity.

## Resources

The originating institution is responsible for providing or securing convenient, direct physical, and electronic access to library materials for distance learning programs equivalent to those provided in traditional settings and in sufficient quality, depth, number, scope, currentness, and formats to:

1. meet the students' needs in fulfilling course assignments (e.g., required and supplemental readings and research papers) and enrich the academic programs;
2. meet teaching and research needs;
3. facilitate the acquisition of lifelong learning skills; and
4. accommodate other informational needs of the distance learning community as appropriate.

When more than one institution is involved in the provision of a distance learning program, each is responsible for the provision of library materials to students in its own courses, unless an equitable agreement for otherwise providing these materials has been made. Costs, services, and methods for the provision of materials for all courses in the program should be uniform.

Programs granting associate degrees should provide access to collections which meet the "ACRL Guidelines for Two-Year College Learning Resources Programs" and the "Statement on Quantitative Standards." Programs granting baccalaureate or master's degrees should provide access to collections that meet the standards defined by the "ACRL Standards for College Libraries." Programs offering doctorate degrees should provide access to collections that meet the standards defined by the "ACRL Standards for University Libraries."

## Services

The library services offered to the distance learning community should be designed to meet effectively a wide range of informational, bibliographic, and user needs. The exact combination of central and site staffing for distance learning library services will differ from institution to institution. The following, though not necessarily exhaustive, are essential:

1. reference assistance;
2. computer-based bibliographic and informational services;
3. reliable, rapid, secure access to institutional and other networks including the Internet;
4. consultation services;
5. a program of library user instruction designed to instill independent and effective information literacy skills while specifically meeting the learner-support needs of the distance learning community;
6. assistance with and instruction in the use of nonprint media and equipment;
7. reciprocal or contractual borrowing, or interlibrary loan services using broadest application of fair use of copyrighted materials;
8. prompt document delivery such as a courier system and/or electronic transmission;
9. access to reserve materials in accordance with copyright fair use policies;
10. adequate service hours for optimum access by users; and
11. promotion of library services to the distance learning community, including documented and updated policies, regulations, and procedures for systematic development, and management of information resources.

## Documentation

To provide records indicating the degree to which the originating institution is meeting these “Guidelines” in providing library services to its distance learning programs, the library, and when appropriate, the distance learning library units, should have available current copies of at least the following:

1. printed user guides;
2. statements of mission and purpose, policies, regulations, and procedures;
3. statistics on library use;
4. statistics on collections;
5. facilities assessment measures;
6. collections assessment measures;
7. needs and outcomes assessment measures;
8. data on staff and work assignments;
9. institutional and internal organization charts;
10. comprehensive budget(s);
11. professional personnel vitae;
12. position descriptions for all personnel;
13. formal, written agreements;
14. automation statistics;
15. guides to computing services;
16. library evaluation studies or documents;
17. library and other instructional materials and schedules; and
18. evidence of involvement in curriculum development and planning.

#### Library Education

To enable the initiation of an academic professional specialization in distance learning library services, schools of library and information science should include in their curriculum courses and course units this growing area of specialization within librarianship.

Ed. note: This edition of the guidelines reflects a greater emphasis on outcomes assessment and was approved by the ACRL Board of Directors and the ALA Standards Committee in fall 2000. © American Library Association Permission to use, copy and distribute documents delivered from [American Library Association] World Wide Web server and related graphics is hereby granted for private, non-commercial and education purposes only, and not for resale.

## Appendix D -- Guidelines for Selecting and Cataloging Internet Resources

### Guidelines For Selection Of Fee-Based Internet Resources

#### A. Access

Fee-based Internet resources purchased by John B. Coleman Library are cataloged. Direct links to these resources are incorporated into the cataloging record. Inclusion of a resource within the Library's online catalog does not preclude it from being included within the web page maintained by Reference or other appropriate Reference listing.

#### B. Evaluation Criteria

The following is a list of criteria to consider when evaluating fee-based Internet resources:

##### 1. Testing and Demonstration

The selector will contact the Collection Development Librarian to arrange for a free trial or a demonstration of the resource.

##### 2. Format/Content Evaluation

- a. Resource will exhibit relevance of material to program/curriculum needs of PVAMU users.
- b. Scope of treatment (breadth and depth of the material) will be reviewed.
- c. Does the source fill gaps in our collection?
- d. How current is the information presented, how frequently is the resource updated?
- e. How is the resource organized? How accessible is the information?
- f. What is the reputation/reliability of author or publisher?
- g. Any special features, other considerations to be aware of when accessing this resource?
- h. Is the resource available via multiple vendors?

##### 3. Technical Evaluation

- a. Is the format compatible with our current system?
- b. Are there network compatibility issues to review?
- c. What is the quality of the interface?
- d. How would one describe or rate vendor support?
- e. What documentation is provided, for both system users and administrative users?
- f. What are the licensing issues to be considered?
- g. Access issues: cost per number of users? IP address recognition?
- h. What are the equipment requirements - hardware, software, wiring?
- i. What are the costs (immediate and continuing) associated with this resource?

4. The selector, in consultation with the appropriate library liaison, will fill out the Checklist for Selecting Internet Resources (Fee), and may also submit a more extended justification statement, as appropriate. Prior to presenting the resource to the Collection Development Librarian for consideration, as much information about the resource as possible should be researched, in consultation with the Collection Development Librarian and other appropriate staff members or sources.

### **C. Selection**

1. Selection of fee-based Internet resources will adhere to established Collection Development guidelines. As with all materials selected for the Library collection, 1) current curriculum and research needs will be considered, and 2) selection of a fee-based Internet resource will be weighed against other possible acquisition titles.
2. The Collection Development Librarian will review requests and proposals for fee-based Internet resources to be added to the Library's collection. As funding becomes available, fee-based Internet resources will be considered. .
3. After approval from the Collection Development Librarian all relevant information will be turned over to the Acquisitions Department, who will contact the appropriate vendors and the Associate Director, who will then be responsible for negotiating agreements and licenses.
4. The Collection Development Librarian will notify the IT on new hosts to be added to the proxy file, as well as contact information for changes in IP address range, etc.
5. The Collection Development Librarian will notify the appropriate Cataloging staff member when the item or web site is ready to be cataloged. The Cataloging staff will then notify the Library staff when a new resource has been added to the library's holdings.
6. The Associate Director will maintain a file of agreements and contracts; appropriate paperwork will be retained by Purchasing..
7. The Collection Development Librarian will maintain a file of electronic product subscriptions that require restricted access, as well as contact names or procedures for changing IP address information.
8. The Collection Development Librarian will maintain the Checklist for Selecting Internet Resources (Fee) form on file for record-keeping purposes.

### **D. Maintenance and Deselection**

1. The Collection Development Librarian and the Library Webmaster will oversee the routine checking of links to Internet resources that have been cataloged. Any updates, changes, or revisions of URL addresses will be forwarded to Cataloging and/or Reference as appropriate.
2. A fee-based Internet resource may become a candidate for deselection for one of the following reasons:
  - a. The Internet resource is no longer available or maintained
  - b. The currency or reliability of the Internet resource is no longer valid
  - c. Another Internet site or resource offers more comprehensive coverage
  - d. TEXSHARE offers access to a fee-based Internet resource to which we currently subscribe
  - e. Another Internet site or resource offers same at less cost.
3. Recommendations for deselection and cancellation of fee-based Internet resources may come from (but are not limited to):
  - a. The Collection Development Librarian, when issues of financial savings or duplication of the Internet resources is evident.
  - b. The library liaisons, when the subject matter of the fee-based Internet resource is judged to be obsolete or superseded by another fee-based Internet resource, or by a non-fee

based Internet resource.

c. The Reference department, when a general-subject matter, fee-based Internet resource is

judged to be obsolete or superseded by another fee-based Internet resource, or by a nonfee based Internet resource.

4. The Director will make final deselection decisions.

5. If a fee-based Internet resource is to be withdrawn from our catalog, the Collection Development

Librarian must be notified to cancel the subscription.

## **Guidelines For Selection Of Non-Fee-Based Internet Resources**

### **A. Access**

1. Library must have technological resources, both hardware and software, to support electronic resources added in the catalog.

2. If logon sequence is required, the Collection Development Librarian or the Library Webmaster will be responsible for working out technical requirements necessary for access (i.e. IP address range, passwords).

### **B. Authority**

Internet resource should be developed by an identifiable author (includes corporation, academic institution, government agency, commercial enterprise) which is responsible for maintaining it. The author should have an established reputation in the subject area, and must be reliable and stable (e.g. if author is unable to maintain site in future, another reliable source can be identified to maintain it).

### **C. Content**

1. Resources should be comprehensive and in-depth. Full-text databases should truly constitute full-text status.

2. Personal home pages, resumes, curriculum vitae or any material which appears ephemeral will not be cataloged (e.g. sites which might disappear upon author's graduation).

3. An Internet resource will not be cataloged if its only merit consists of being a site in which the scope of information is restricted primarily to containing links to relevant sites.

4. Sites that clearly violate copyright will not be added to the catalog.

5. Sites must not be designed solely to promote products or accept orders.

6. Sources and quoted material should be clearly identified.

7. Document should show evidence of timely and consistent updating and maintenance.

### **D. Selection and Evaluation**

1. Internet resources incorporated in the online catalog shall have no access fee, unless they have been reviewed following the procedures in the Guidelines for Selection of Fee-Based Internet Resources as outlined in this policy.

2. The Collection Development Librarian will oversee the collection development of Internet resources in their specified academic areas, as with print and other nonprint resources. Sites may be recommended to the liaison to be added to the catalog. In turn, the liaison will review the Internet resource for selection.
3. If the liaison determines that the resource should be cataloged, liaison will submit the Checklist for Selecting Internet Resources (Non-Fee) for the resource to Acquisitions or to Cataloging, following the procedure as outlined in this policy.
4. If the liaison requires further input concerning whether the resource is suitable for selection, liaison should be able to consult with library faculty for further input.
5. After evaluation, non-fee-based Internet resources with licensing restrictions will be forwarded to the Collection Development Librarian for review. Non-fee-based Internet resources without licensing restrictions will be forwarded to the Cataloging Librarian.
6. If a print monograph record contains a link to an Internet resource, Cataloging will determine whether the link should be included. If in the event that the link to the record cannot be determined by the Cataloger (i.e. link contains information concerning the collection development of the subject area), the record will be submitted to the library liaison in the subject area for review to determine whether the link should be cataloged.
7. If the library owns a print version of an Internet resource, the Internet resource may be added to the catalog provided that the following conditions are met:
  - a. the Internet resource is as up to date or more up to date than the print resource
  - b. the Internet resource is reliable and stable
8. Personal evaluation should be complemented by consulting available reviews of Internet resources before their selection whenever possible. Reviews should be from reliable, relevant sources, such as professional publications. Some examples of these include: CHOICE web reviews, CRL News' regular feature on Internet resources geared for specific subjects, the column "Net Sightings" featured in Database and Online, the column "Database & Disc Reviews" in Library Journal, and the column "Internet Librarian" in American Libraries. In addition, web reviews can be found via Dow Jones Interactive's Web Center, and Encyclopedia Britannica Online.

## **E. Maintenance and Deselection**

10. The Collection Development Librarian will oversee the routine checking of links to Internet resources that have been cataloged. Any updates, changes, or revisions of URL addresses will be forwarded to Cataloging.
11. Sites should be reviewed on a regular basis to ensure the continued quality of the site (e.g. content of site is not drastically altered; site over time becomes fee-based). Deselection of an Internet resource shall occur if:
  - a. the resource is no longer available or maintained
  - b. the currency and/or reliability of the resource's information has lost its value
  - c. another Internet site or resource offers more comprehensive coverage
  - d. the resource becomes fee-based. In that case, the Collection Development Librarian will notify the appropriate liaison, who will make a recommendation regarding deselection or purchase. The Collection Development Librarian will suppress the record until it is deleted or available for purchase.

In accordance with the Library's Collection Development Policy, library liaisons are responsible for the evaluation and deselection of obsolete resources, including non-fee based Internet resources in the online catalog, in their subject areas.

## **Guidelines For Selection Of Non-Fee Based Internet Resources For Reference Subject Guides**

### **A. Access**

1. Non-fee based Internet resources will be considered to be included in the Reference Subject Guide to Electronic Resources, and may also be candidates for addition to the online catalog, or other web pages maintained by Reference.
2. Library must have technological resources, both hardware and software, to support electronic resources added to the Subject Guides.
3. If logon sequence is required, the Collection Development Librarian or the Library Webmaster will be responsible for working out technical requirements necessary for access (i.e. IP address range, passwords).
4. Direct links to the site, as well as a brief description, will be included in the Subject Guide to Electronic Resources listing.

### **B. Authority**

Internet resource should be developed by an identifiable author (includes corporation, academic institution, government agency, commercial enterprise) which is responsible for maintaining it. The author should have an established reputation in the subject area, and must be reliable and stable (e.g. if author is unable to maintain site in future, another reliable source can be identified to maintain it).

### **C. Content**

1. Resources should be comprehensive and in-depth. Full-text databases should truly constitute full-text status.
2. Sites that clearly violate copyright will not be added to the catalog.
3. Sites must not be designed solely to promote products or accept orders.
4. Sources and quoted material should be clearly identified.
5. The person making the request will fill out the Checklist for Selecting Internet Resources (Non-Fee), and may also submit a more extended justification statement, as appropriate. The request will then forward to the appropriate Library Faculty liaison for completion, review and approval. Internet resources of a general subject matter may be referred to the Reference librarian(s) responsible for the Subject Guides, who may consult with the Reference department, if needed.
6. Document should show evidence of timely and consistent updating and maintenance.

### **D. Selection and Evaluation**

1. Selection of non-fee based Internet resources will adhere to established Collection Development guidelines. As with all materials selected for the Library collection, 1) current curriculum and research needs will be considered, and 2) selection of non-fee based Internet resources will be weighed against other possible acquisition titles.
2. After approval from the library liaison, all relevant information will be turned over to the Reference Librarian(s) responsible for Subject Guide maintenance. The Reference Librarian(s) will then add the site to the appropriate Subject Guide section.
3. The Reference Librarian(s) will then notify the library staff periodically as new web sites have been added to the Subject Guide.
4. The number of non-fee based Internet resources for a given subject will be limited to 15 sources.
5. Personal evaluation should be complemented by consulting available reviews of Internet resources before their selection whenever possible. Reviews should be from reliable, relevant resources, such as professional publications. Some examples of these include: CHOICE web reviews, CRL News' regular feature on Internet resources geared for specific subjects, the column "Net Sightings" featured in Database and Online, the column "Database & Disc Reviews" in Library Journal, and the column "Internet Librarian" in American Libraries. In addition, web reviews can be found via Dow Jones Interactive's Web Center, and Encyclopedia Britannica Online.

#### **E. Maintenance and Deselection**

1. The Collection Development Librarian will investigate link-checking software, and, in consultation with the Reference Librarian(s) responsible for Subject Guide maintenance, non-fee based Internet resources will be reviewed on a regular basis. Any updates, changes, or revisions of URL addresses will be forwarded to the Reference Librarian(s) responsible for Subject Guide maintenance.
2. A non-fee based Internet resource may become a candidate for deselection for one of the following reasons:
  - a. the Internet resource is no longer available or maintained
  - b. the currency and/or reliability of the Internet resource is no longer valid
  - c. another Internet site or resource offers more comprehensive coverage
  - d. if the Internet resource becomes fee-based, the entry will be removed or commented out;the appropriate library liaison will decide whether to recommend for purchase.

In accordance with the Library's Collection Development Policy, Library Liaisons are responsible

for the periodic evaluation and deselection of obsolete resources (including non-fee based Internet resources) in their subject areas.

3. If a non-fee based Internet resource is to be withdrawn from the Subject Guide, the Reference Librarian(s) responsible for Subject Guide maintenance will make the appropriate amendments on the Reference web pages.

#### **Checklist for Selecting Internet Resources (Fee)**

(After completing, route form to the Collections Development Librarian)

Date: \_\_\_\_\_ Requester: \_\_\_\_\_

RUSH: (explain) \_\_\_\_\_ Phone: \_\_\_\_\_ PVAMU Box No.

Dept: \_\_\_\_\_

Liaison Approval: \_\_\_\_\_

Resource Type: Electronic Journal \_\_\_\_\_

Electronic Monograph \_\_\_\_\_

Electronic Database \_\_\_\_\_ Other \_\_\_\_\_

Description of Resource:

Title:

URL: ( Please attach 1st page of site and literature): \_\_\_\_\_

Publisher/producer:

Address: \_\_\_\_\_ E-mail:

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Content:

# Relevant to PVAMU program/curriculum/information needs of PVAMU users

# Comprehensive and in-depth content

# Has an identifiable author (includes corporation, academic institution, government agency, commercial enterprises)

# Not a personal home page, resume, curriculum vitae

# Does not violate copyright

# Does not consist only of links to other sites

# Does not solely promote products nor is designed to take orders

# Quoted material on site is clearly identified

# Updated frequently

Comments: \_\_\_\_\_

Reviewed in: \_\_\_\_\_

Date: \_\_\_\_\_

Have you arranged with the Collection Development Librarian for a test of this product?

Y \_\_\_\_\_ N \_\_\_\_\_

Purchase Information:

Cost: \_\_\_\_\_ Purchase: \_\_\_\_\_ or Lease: \_\_\_\_\_

Expected start

date: \_\_\_\_\_

Basic terms of contract or license (ownership, returns, archiving, restrictions): \_\_\_\_\_

Fund:

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---

Operating system and software requirements:

Local hardware and software requirements: \_\_\_\_\_

Authentication requirements: \_\_\_\_\_

Number of simultaneous users : \_\_\_\_\_

Frequency of updates: \_\_\_\_\_

Remote access options (for local and remote sites): \_\_\_\_\_

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Other Information:

Vendor supplied usage statistics: Y \_\_\_\_\_  
N \_\_\_\_\_

Cataloging records availability, price, format: \_\_\_\_\_

Relation to TEXSHARE titles (duplicate, supplement, not covered): \_\_\_\_\_

---

Relation to other PVAMU holdings: \_\_\_\_\_

---

Suggested cancellations and reasons: \_\_\_\_\_

---

Special instructions (such as for cataloging): \_\_\_\_\_

---

For Library Use Only:

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

License agreement received: Yes \_\_\_\_\_ No \_\_\_\_\_

Does it require a signature?: Yes \_\_\_\_\_ No \_\_\_\_\_ Revised

Checklist for Selecting Internet Resources (Non Fee)

(After completing form, route to appropriate library liaison)

Date: \_\_\_\_\_ Requester: \_\_\_\_\_

RUSH: (explain) \_\_\_\_\_ Phone: \_\_\_\_\_ PVAMU Box No.

\_\_\_\_\_ Dept: \_\_\_\_\_

Liaison Approval: \_\_\_\_\_

Resource Type: Electronic Journal \_\_\_\_\_

Electronic Monograph \_\_\_\_\_

Electronic Database \_\_\_\_\_ Other \_\_\_\_\_

Description of Resource:

Title: \_\_\_\_\_

\_\_\_\_\_ URL: ( Please attach 1st page of site and literature): \_\_\_\_\_

Publisher/producer: \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_ E-

mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Description of Content:

# Comprehensive and in-depth content

# Has an identifiable author (includes corporation, academic institution, government agency, commercial enterprises)

# Not a personal home page, resume, curriculum vitae

# Does not violate copyright

# Does not consist only of links to other sites

# Does not solely promote products nor is designed to take orders

# Quoted material on site is clearly identified

# Updated frequently

Comments: \_\_\_\_\_

\_\_\_\_\_ Reviewed in: \_\_\_\_\_

Date: \_\_\_\_\_

Is there a log in sequence? Yes \_\_\_\_\_ No \_\_\_\_\_

Should this item be placed (please check): In the Library Catalog \_\_\_\_\_ Ref. Subject Guide

\_\_\_\_\_ What subject area(s) does this site apply to? \_\_\_\_\_

\_\_\_\_\_ For Reference Librarians:

Date Received: \_\_\_\_\_ Date Added to Subject  
Guide: \_\_\_\_\_

Where added to the Subject Guide:

\_\_\_\_\_  
Liaison notified: \_\_\_\_\_ Revised

# Appendix E -- Policies for Collection Organization and Arrangement

## John B. Coleman Library:

### Main Collection

This collection is for circulating, adult-level, printed materials supporting the general research and instructional needs of the University. These materials are housed on the second and third floor of the library.

### Juvenile Collection

The library has a collection of juvenile books to support its education degree programs. These materials are housed at the end of general main Collection on the third floor.

### Reference Collection

This collection is designated to support the reference function of the library, by serving the immediate informational needs of its users. This is a noncirculating collection consisting of such materials as: encyclopedias, indexes, dictionaries, directories, almanacs, handbooks, statistical works, atlases, subject bibliographies, and other titles of use in reference. This collection is housed on the first floor of the Library.

#### • Ready Reference

A small collection of reference books next to the Reference Desk for quick access by the Reference librarians. This collection is housed in the Reference Department on the first floor of the Library.

#### • Atlases/Maps

Contains atlases as specifically designated; located on the Atlases/Maps stand. Housed in the Reference Department, on the first floor of the library.

### Special Collections

Special Collections is a noncirculating collection set up to preserve certain library materials because of their value or significance currently, Special Collection include is on the fifth floor of the library.

Materials are placed in Special Collections providing they meet one or more of the following criteria:

1. Items printed before 1920.
2. Individual printed items with a list price of \$500 or more, not appropriate for the Reference collection.
3. First editions (i.e., first printings) of significant literary works, or other collector's items.

4. Manuscripts (handwritten, typewritten, computer-printed, or on diskette).
5. Holographs (manuscripts in the hand of the author).
6. Items consisting of loose or loosely mounted art reproductions. (Thus, most art books will be placed in the main collection).
7. Autographed copies of literary materials or other works which may have become more valuable because of the autograph. Purchased items that may be received with autographs should not generally be placed in the Special Collection, unless the copy is deemed especially significant because of the autograph.
8. First copies of Prairie View A&M University University/College theses.
9. First copies of Prairie View A&M University University/College publications designated for cataloging.
10. First copies of items describing Prairie View A&M University University/College or the City of Prairie View.

### **Archives (Prairie View A&M University Collection)**

Materials for general circulation meeting one or more of the criteria below are placed in (Prairie View A&M University Collection☺), located on the fifth floor of the Library.

- materials about Prairie View A&M University (e.g., history of the university).
- Prairie View A&M University master's theses, dissertations, or the equivalent.
- Papers or projects prepared in University classes, and selected for archives.
- Materials issued by Prairie View A&M University.
- Works authored by Prairie View A&M University faculty or staff
- Institutional archives – papers and publications produced by persons and offices affiliated with the University pursuant to their official responsibilities.

### **Associational Collections (e.g., Woolfolk Collection, etc).**

Contains a gift of the works of selected persons of great significance to the University. The collection contains selected items that are autographed, inscribed, or that are in fragile condition. It is arranged as a subset of Special Collections and housed in the fifth floor of the library.

### **Nonprint Media Collections:**

Microformats are housed in cabinets in the periodicals department, on the first floor of the library.

### **Videocassettes**

These materials are housed behind the Circulation Desk, first floor of the library, behind the circulation desk.

### **Video-DVD**

Housed behind the Circulation Desk, first floor of the library. Circulating digital videodiscs (DVDs) , behind the circulation desk..

### **Government Documents (Federal)**

This collection consists of documents published by US Federal agencies and made available through the Federal Depository Library Program. Federal Government Documents are housed in the Periodicals Department, on the first floor of the library

### **Periodicals**

The Periodicals Collection contains current printed magazines and scholarly journals. Subscriptions are included located in the Periodicals Collection. Most titles are published more than once per year. Periodicals that contain reference data, such as statistics, financial data, or legal information, are placed in the Reference Collection, upon consultation with the Reference Department. Annual or less frequent serials are classified and placed in the appropriate "book" collection, either in Reference or general collection. The Periodicals Department of the Library is on the first floor of the library.

### **Newspapers**

The Newspapers Collection contain printed newspapers and other periodicals that are published in tabloid format. Newspapers are housed in the Periodicals Department of the Library, on the first floor of the library.

### **Microfilm**

The Microfilm Collection contains microfilm reproductions or original microfilm publications of periodical titles corresponding to the Periodicals and Newspapers Collections. Microfilm publications corresponding to books or classified serials are placed in the Books Microfilm is housed in the Periodicals Department of the Library, on the first floor of the library.

### **Microfiche**

The Microfiche Collection contains microfiche reproductions or original microfiche publications of periodical titles corresponding to the Periodicals and Newspapers Collections. Microfiche is held in the Periodicals Department of the Library, on the library.

### **Internet Resource**

This location is used in the OPAC for serial and monographic resources that are accessible through the Internet.

## Appendix F: Online Collection Development Tools.

### Books Online

#### National Academy Press (NAP):

National Academy Press, the publisher for The National Academy of Sciences, The National Academy of Engineering, The Institute of Medicine, and The National Research Council, has made available to the public the full text of more than 1,000 books. Faculty Members can browse by subject or try the NAP search engine to locate books of interest. NAP Books Online are "available in a variety of versions, including scanned pages in image format, hypertext HTML books, and as Adobe Acrobat PDF files."

### Online Publishers and Vendors

#### Vendors

**Gobi** <http://www.gobi3.com/Pages/Login.aspx>

**Blackwell's book service** <http://www.blackwell.com/>: It has online bookstore as well

**Ambassador** <http://www.absbook.com/index.cfm>: Its database of over 3 million book titles, over 100 thousand e-books, and over 1.5 million media titles

**Book House** <http://www.thebookhouse.com/> :

**MIDWEST** <http://www.midwestls.com/> : It provides books from more than 20,000 U.S., Canadian, and U.K. publishers each year

#### Books Online

**Alternative Press Center** <http://www.altpress.org/index.php> : Not only books also scholarly journal information

**Sage** <http://www.uk.sagepub.com/books.nav>: For broad subjects

**John & Wiley** <http://www.wiley.com/WileyCDA/Section/index.html>: good for science (including social science) and architecture

**Routledge** <http://www.routledge.com/books/search.asp>: Broad subject areas

**Pub List** <http://bookshop.blackwells.com/>

#### Books for sale

**Barns & nobles** <http://www.barnesandnoble.com/index.asp>: Any kind of books!

**Blackwell's book shop** <http://bookshop.blackwells.com/>

**OAK KNOLL** <http://www.oakknoll.com/digitalbooks.php> : rare and out-of print book saler

**Biblio.Com** [http://www.biblio.com/book\\_sales/book\\_sales.php](http://www.biblio.com/book_sales/book_sales.php) : Online used books sale

**Powell's Books** <http://www.powells.com/used/SaleBooks.1.html> : Famous used books store in Portland has online book store

**Cheap books** <http://cheapbooks.com/> : Book & textbook price comparison. New, used, rentals, free, and buybacks

**Abe Books** <http://www.abebooks.com/> : Both new and used books sale

**Book Closeouts** <http://www.bookcloseouts.com/> : For discount best seller books\

**Borders** <http://www.borders.com/online/store/Home> : same kind of online book store like amazon and barns and nobles

**Half.Com** <http://books.half.ebay.com/> : Sell new and used books

**Antiquarian booksellers' Association of America (ABAA)** <http://www.abaa.org/> : sell for rare books and antique books

**Bibliopoly** <http://www.bibliopoly.com/> : the multilingual database of rare and antiquarian books (mainly European collection)

### **Book searching tool**

**Add All** <http://used.addall.com/> : this is the tool for searching used and out of print books form 20 online used book stores

**Used books search** <http://www.usedbooksearch.co.uk/> : A search engine for finding used books, textbooks, antiquarian, rare and out of print books

**Just Books** <http://www.justbooks.co.uk/> : Search through multi used book store

### **For scholarly journal**

**Directory of open access journals** <http://www.doaj.org/doaj?func=subject>: to search for journals (I used for my subjects but there are a lot of different subjects information as well, for example, science general, health, chemistry, and so forth) these information are provided by Lunds University in Sweden. This web is not for shopping but it gives variety of scholarly journals information (and other languages, too).

**Mediafinder** <http://www.mediafinder.com/> : Search magazines, catalogs, newspaper, and journals

**E Books online** (may not apply for collection development but these sites provide free e-books )

**Gutenberg-e** <http://www.gutenberg-e.org/>: for online publication from Columbia university press and the American Historical Assosiation.

**ANU E Press** <http://epress.anu.edu.au/> : 100+ open access e books, with print copies for sale, from Australia National University

**Ebookjs@Adelaide** <http://ebooks.adelaide.edu.au/meta/titles.html> : free e book lists, from University of Adelaide

## Appendix G: Forms

# 1. Request for Reconsideration of Library Materials

PRAIRIE VIEW A&M UNIVERSITY  
JOHN B. COLEMAN LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

Date of Publication or Production \_\_\_\_\_

Type of Material \_\_\_\_\_

Request Initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person making the request represents: himself/herself \_\_\_\_

OR

Organization \_\_\_\_ Name of Organization: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

To what do you object in this material and why? (Please be specific: cite pages, or frames, or sections)

Please return the completed form to the Collection Development Librarian's Office.

